



PASCO COUNTY COMPREHENSIVE PLAN AMENDMENT APPLICATION

This Comprehensive Plan Amendment (CPA) application provides the data and analysis required for the review of a proposed Comprehensive Plan Amendment, in accordance with the Pasco County Comprehensive Plan and Chapter 163, Florida Statutes. The information requested of the applicant includes general information regarding the property, identification of natural resources/features of the subject property, availability of and demand for public facilities and services, and consistency with the Pasco County Comprehensive Plan.

Applications must be submitted in the Accela system prior to the scheduled content meeting period. To schedule a content meeting, contact the Pasco County Planning & Economic Growth Department, 727-847-8140 ext. 8289. Prior to the acceptance of the application for processing, a completeness check will be accomplished. If the application is not complete, the applicant will be contacted to provide additional information. **If the additional information is not submitted in time to meet the deadlines, the application will be rejected or moved into the next amendment cycle.**

CPA APPLICATION SUBMITTAL REQUIREMENTS

The following is required to be submitted electronically by the applicant at the time the application is filed. The application package will include each of the checked "Required" items listed under the CPA Application Checklist.

1. **Maps**

- a. Location map of the subject property showing the surrounding developments (approved and proposed), zoning districts, and major roadways.
- b. Current aerial with subject property boundaries.
- c. Current photos of the site showing the existing and adjacent uses of the site.
- d. Existing Future Land Use Map.
- e. Proposed Future Land Use Map.
- f. Natural resource feature map to include areas subject to coastal flooding, coastal areas, groundwater recharge areas, marine resources, water wells, wetlands, and wildlife habitat (if applicable).
- g. Geographic Information System (GIS) shape file (on CD) if the subject property contains partial parcel or multiple proposed change.

2. **Certified Survey** (County Property Appraiser's map illustrating the exact parcel may be accepted as a substitute.)

3. **Amendment Justification Statement** (required for all applications unless directed otherwise by Planning and Development staff) **pursuant to the Comprehensive Plan Future Land Use Element, Appendix, Section FLU A-1: Plan Amendment Standards of Review.**

a. **General Public Facilities/Services:**

Analyze the availability of, and actual and anticipated demand on, facilities and services serving or proposed to serve the subject property. Assess the effect of the demand on the adopted Level of Service standard and identify any anticipated improvements. Public facilities and services include emergency services, parks and recreation, potable water, public transportation, sanitary sewer, schools, solid waste, stormwater, and the transportation network.

b. **Natural Resources/Features:**

- (1) Identify the existence of natural resource features to include areas subject to coastal flooding, coastal areas, groundwater recharge areas, marine resources, water wells, wetlands, and wildlife habitat.
- (2) Identify any historical or archeological sites located on the subject property.
- (3) Identify flood zones based upon the latest flood insurance rate map data. Demonstrate that the land uses proposed in flood-prone areas are suitable to the continued natural functioning of flood plains.
- (4) Describe the soil type and topography of the subject property.
- (5) Identify limitations on development due to one or more of the above-referenced factors. Discuss the suitability of the subject property for the proposed Future Land Use classification, proposed land use, and natural resource protection, if applicable.
- (6) If there are wetlands on the property, a preliminary environmental assessment is required, including a narrative describing the wetland, a table indicating the acreage, and an aerial photograph or map indicating the approximate location and extent of the wetlands on site.

c. **Comprehensive Plan Review:**

- (1) Analyze the consistency of the proposed Future Land Use classification with the Goals, Objectives, and Policies in the Comprehensive Plan. Justify the need for the requested amendment, including the appropriate data analysis to support the requested change, illustrating how the amendment is consistent with further various objectives/policies of the Comprehensive Plan. The justification shall include, but not be limited to, adjacent land use compatibility, public facility availability, and demonstrated need based on population demands and/or market demand.
- (2) Discuss the timeline of development and the coordination of land use decisions with the Schedule for Capital Improvements.

d. **Transportation:**

For purposes of analyzing the impact of a project on the transportation network, a Transportation Needs Assessment may need to be performed. Unless the applicant requests to complete this analysis, it will be conducted by County staff and/or their consultants. Prior to completing the analysis, staff will determine the methodology used to complete the study. If you would like to have a meeting to discuss the methodology, please submit, in writing, your request for a methodology meeting following the procedure listed in the Land Development Code, Section 901.12.D. The applicant will be notified if a Transportation Needs Assessment is completed and a draft analysis report will be forwarded to the applicant four (4) weeks prior to the first public hearing. Specifically, the analysis shall identify the following:

- (1) Long-term roadway improvements (scope and cost) necessary to accommodate the proposed Future Land Use Map Amendment.
- (2) Suggested amendments to the currently adopted Pasco County Comprehensive Plan or Long-Range Transportation Plan.

4. **Supplemental Information**

- a. Proof of ownership.
- b. Agent of Record Letter, if applicable.

CPA APPLICATION FORM

GENERAL INFORMATION

Owner	Applicant/Agent
Address	Address
City, State, Zip Code	City, State, Zip Code
Telephone	Telephone
Fax	Fax
E-mail	E-mail

TYPE OF REQUEST (Check all that apply)

Future Land Use Change

Small Scale Amendment (CPAS) Amendment (CPA)

Future Land Use Map, Sheet No. _____

Text Change (Goals, Objectives, and Policies of the Comprehensive Plan)

CP Element _____ Goal/Objective/Policy (GOP) No. _____

Text Page(s) _____ Map Number/Page _____

Do you have other applications pending or anticipate applying for other applications? (Example: Rezoning or MPUD.) No Yes _____

DESCRIPTION OF PROPERTY

Parcel ID No(s): _____

General Location: _____

Legal Description: _____

Gross Acreage: _____ Developable Acreage (Less water bodies/wetlands acreage): _____

Project Name (if any): _____

Commission District: _____ Existing Zoning: _____

Existing Future Land Use: _____ Proposed Future Land Use: _____

	Adjacent Future Land Use (For example "RES-3")	Adjacent Zoning (For example "C-2")	Adjacent Land Uses (For example "bank")
North			
South			
East			
West			

	Residential Dwelling Units	Nonresidential Square Feet
Existing Use(s) (Example: Apartment, Retail, Office):		
Proposed Use(s):		

APPLICANT RESPONSIBILITIES AND INFORMATION

Fee Information: Application fee will be determined once the content meeting has been completed. The applicant is also responsible for any associated fees for newspaper advertisement and poster/sign for the proposed amendment.

Preapplication Meeting: A pre-application meeting with Pasco County Development Review Department staff is required prior to the application submittal. To schedule an appointment, please contact the Pasco County Development Review Department at (727) 847-8193.

Public Notice: Upon establishment of the public hearing dates, the applicant is responsible for the placement of advertisement in a newspaper of general circulation at least ten (10) days prior to the public hearings to identify and notify the adjacent and abutting property owners. Provide copies of the notification letters to the Pasco County Planning & Economic Development Department two (2) weeks prior to the scheduled public hearings.

Public Hearings: This application will require a minimum of two (2) public hearings for a CPAS and three (3) public hearings for a CPAL/CPAD. Attendance at all hearings by the applicant or a representative is required. If the applicant or representative is not present, the request may be continued or denied. Applicants will be required to participate in a community meeting(s) in order to provide additional information to surrounding residents about the proposed (development) amendment request.

Site Visit: This application hereby authorizes County staff to enter upon the property at any reasonable time for the purpose of a site visit in connection with the review of this application.

Refund Policy: If the applicant for a CPA withdraws prior to the preparation of the newspaper advertisement, they may request a partial refund. If the applicant requests a postponement after the preparation of the newspaper advertisement, they will be required to pay a postponement fee no less than equal to the cost of the newspaper advertisement, the associated mailings, and any other administration fees associated with a CPA. If the applicant requests more than two (2) postponements, the applicant will be required to pay a postponement fee equal to the current application fee prior to requesting the application to proceed. If the applicant withdraws the application after the preparation of the newspaper advertisement, they will not receive a refund.

Effective Date:

- Within thirty (30) days after the local government adopts the CPA, an affected person may file a petition with the Department of Administrative Hearings.
- Within thirty (30) days of receipt of the complete adopted CPA, the State Land Planning Agency reviews the adopted CPA.
- The CPA becomes effective thirty-one (31) days after the State Land Planning Agency determines the amendment package is complete and no petition is filed by an affected party.

The approval of a CPA does not constitute a rezoning or development determination, nor is the applicant exempt from the consistency and concurrency requirements of the Pasco County Comprehensive Plan.

SIGNATURE

OWNER'S SIGNATURE

DATE

OWNER'S SIGNATURE

DATE

APPLICANT'S/AGENT'S SIGNATURE

DATE

APPLICANT'S/AGENT'S SIGNATURE

DATE

CPA APPLICATION CHECKLIST

Required Attached

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Comprehensive Plan Amendment (CPA) Application Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Application Fee |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of Ownership |
| <input type="checkbox"/> | <input type="checkbox"/> | Agent of Record |
| <input type="checkbox"/> | <input type="checkbox"/> | Required Maps |
| <input type="checkbox"/> | <input type="checkbox"/> | Location Map |
| <input type="checkbox"/> | <input type="checkbox"/> | Current Aerial |
| <input type="checkbox"/> | <input type="checkbox"/> | Current Photo of the Site |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing Future Land Use Map |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed Future Land Use Map |
| <input type="checkbox"/> | <input type="checkbox"/> | Natural Resource Feature Map |
| <input type="checkbox"/> | <input type="checkbox"/> | GIS Shape File (on CD) |
| <input type="checkbox"/> | <input type="checkbox"/> | Certified Survey or Property Appraiser's Map |
| <input type="checkbox"/> | <input type="checkbox"/> | Amendment Justification Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Facilities/Services |
| <input type="checkbox"/> | <input type="checkbox"/> | Natural Resources/Features of Subject Property |
| <input type="checkbox"/> | <input type="checkbox"/> | Transportation Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Comprehensive Plan Review |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of Notification Letters to the Adjacent and Abutting Property Owners |

