

GUIDELINES FOR PUBLIC NOTICE

October 2024

Pasco County's actions regarding the granting or denial of land development applications are subject to legal challenge if proper notification to the public is not provided. Public notification required by the County's Land Development Code (LDC) is provided through publication of certain information in a newspaper of general circulation in the County, written notice to affected property owners, and the posting of signage on the property subject to the County action.

It is the responsibility of the applicant to provide proper notification to the public of the requested action pursuant to the public notice requirements in the LDC, Section 304, as amended. It is also the responsibility of the applicant to comply with any other notice requirements as required by State or Federal law. A sample Publication of Notice for the newspaper, Posting of Notice (signage requirements), Notice to Property Owners, and Affidavit of Proof of Public Notice is provided in this guide.

In addition, Section 304 requires neighborhood notice for all projects. In some situations neighborhood meetings will be required for more contentious matters such as Landfills, helicopter pads, mining, most zoning amendments in the Northeast rural area, yard trash facilities and Construction Demolition Debris facilities. Please inquire from Zoning staff as the code allows staff to require a neighborhood meeting where the request based on its location or intensity could require further input from the community. If a neighborhood meeting is not required, then a neighborhood notice shall be sufficient.

NEIGHBORHOOD NOTICE

The intent of a neighborhood notice is to allow public input at an early stage in the process. This notice is required to go to the surround community within 500 feet of the parcel subject to the application within 14 days of the submission of the application, or may be mailed prior to the application (expedited projects) and submitted with the application. In rural areas as specified on the comprehensive land use map (AG, AG/R and RES 1), a notice must be given to surrounding community within 1000 feet of the parcel subject to the application. Proof of mailing along with a mailing list must be provided to the Current Planning Department no later than 30 days prior to the issuance of a site development permit (final determination). Such notice shall include description of project, date the application was submitted, information on where to review the application and information on the submitted comments, if any. A sample form is attached.

NEIGHBORHOOD MEETING

For matters that require a neighborhood meeting, such meeting is required to be conducted at least 30 days prior to the first public hearing or where there is no public hearing at least 30 days prior to the issuance of a site development permit (final determination). Mailing notice requirements are the same as stated in the Neighborhood notice guidelines above except evidence of mailing is required a minimum of 25 days prior to the public hearing as referenced below. In addition to mailed notice, the posting of a sign is required 14 days before the meeting. See posting of signage below for additional criteria.

NEIGHBORHOOD MEETING REQUIREMENTS

A neighborhood meeting shall be held after business hours on weekdays (commence 6pm to 7pm) or on weekends between 9 am and 5 pm in the general vicinity of the property subject to the application. The applicant should be prepared to show a concept for the project, provide density, intensity and possible locations of uses.

At least 25 days prior to the first public hearing the county must receive materials presented at the meeting, issues and suggestions raised by those in attendance, copy of a sign in sheet and evidence of mailing to surrounding property owners which includes mailing list and notice.

In the event that proper notification of a proposed action is not conducted in accordance with the requirements above, the matter shall not be heard but, instead, rescheduled when proper notice is complete.

1. PUBLICATION OF NOTICE FOR NEWSPAPER

The County will continue to publish all zoning amendment applications including substantial amendments to Master Planned Unit Developments, Conditional Uses, and Special Exceptions. With regard to Developments of Regional Impact (DRI), and proposed changes to a DRI, publication by the applicant shall be required in accordance with Section 304.1 and the applicable provisions of state law.

2. POSTING OF SIGNAGE

- a. Signage shall be a minimum size of 24" X 36" and may be available for purchase through the Planning, Development and Economic Growth Department.
- b. Signage shall contain the date, time, and location of the public hearing for the request being considered; the project name; and a description of the request. If the matter is a rezoning, then the sign must contain both the date of the Planning Commission (PC) hearing and the date of the Board of County Commissioners (BCC) hearing. If the matter is an MPUD Master Planned Unit Development, then the sign must contain two hearing dates: one for the Planning Commission (PC) hearing, and one for the BCC hearing. If the matter is for conditional use for mining, yard trash facility, landfill, or land excavation, then the sign must contain all three required public hearings: the date for the LPA, PC and BCC.
- c. Signage shall be posted on the land which is the subject of the action at least 14 days prior to the date of the public hearing (or first public hearing in the case of a rezoning). If the matter is a conditional use for a mine, yard trash facility, landfill or land excavations then, the sign must be posted a minimum of 7 days before the first hearing. The sign shall be posted in a conspicuous place on or near the front of the property and readily viewable by the passing public from one or more streets. In the case of property not readily accessible, the sign shall be posted on the nearest street right-of-way with an attached notation indicating the general distance and direction to the property for which the zoning action is sought. In some cases, more than one sign may be required due to the size and/or location of the property. Please consult with the Planning, Development and Economic Growth Department staff regarding the number of signs necessary to provide adequate notice.
- d. Upon posting, a photograph shall be taken of each sign posted.

3. NOTICE TO AFFECTED PROPERTY OWNERS

- a. Written notice (letters) shall be sent to affected property owners. Affected property owners are those who own property within 500 feet of the property subject to the action. Where the proposal is internal to a Master Planned Unit Developments (MPUD), the public notice shall be from the boundary line of the proposed internal change, unless the applicant owns all the property to be noticed, then the public notice shall be sent to all property owners within 500 feet which might include properties internal and external to the MPUD. The County may require additional notice to other property owners and neighborhood organizations based upon project design and potential impacts.
- b. Names and addresses of affected property owners shall be deemed to be those appearing on the latest ad valorem tax rolls of the County.

- c. Mail the notice letters to the affected property owners and obtain a "certificate of mailing receipt."
- d. Mailing shall occur:
 - (1) At least 14 days prior to the first public hearing (Planning Commission or Board of County Commissioners, as applicable) for zoning actions, which include special exceptions and conditional uses. If the application is a conditional use for a mine (or land excavation), landfill, or yard trash facility, then at least 7 days prior to the Planning Commission hearing.
 - (2) At least 14 days prior to the date of the public hearing by the PC for zoning variances or alternative standard from access management (Section 901.3) or corridor spacing (Section 901.3)
 - (3) At least 14 days prior to the BCC date for DRI-related applications, which shall also be a minimum of seven days prior to the corresponding application being considered by the PC.

4. DRI-RELATED MATTERS/DEVELOPMENT AGREEMENTS (DA)

- a. For DRIs, the applicant shall be responsible for mailing notices to affected parties and the posting of signage in the same manner as a rezoning pursuant to the LDC, Section 304, in addition to the criteria listed above.
- b. For DAs, the applicant shall mail notice prior to the first public hearing in accordance with Section 163.3225, Florida Statutes.

5. AFFIDAVIT OF PROOF OF PROVIDING PUBLIC NOTICE

It is the responsibility of the applicant to file the affidavit attesting to compliance with the public notification requirements and provide the supporting documentation required no less than five days prior to the first public hearing. A sample Affidavit Attesting to Providing Public Notice is provided.

AFFIDAVIT ATTESTING TO PROVIDING PUBLIC NOTICE

STATE OF FLORIDA
COUNTY OF PASCO

I, _____ hereby state:
Owner and Record Title Holder(s) or Authorized Representative Name(s)
That I am (we are) the owner(s) and record title holder(s) or the authorized representative for same of the following described property:

Parcel Identification Number(s) (List All): _____

That this property constitutes the property for which an approval is requested according to project name (or owner name) and project number (if associated with a site plan) and variance(s) if listed below:

Project Name: _____

Project Number: _____

Request: _____

That attached is the following:

_____ Proof of publication from the _____ (newspaper name, if applicable).

_____ Certificate of mailing for the notices, which were mailed on _____
(Date)

_____ Photos showing the placement of and language on the signage, which was posted on _____
(Date)

Owner/Agent Signature

FURTHER AFFIANT SAYETH NOT

The foregoing instrument was acknowledged before me the _____ (date), by _____ (name of person acknowledging), who is personally known to me or who has produced _____ (type of identification) as identification.

Seal:

NOTARY PUBLIC

SAMPLE PROPERTY OWNER LETTERS FOR VARIANCE OR ALTERNATIVE STANDARDS REQUESTS

Date

Dear Property Owner:

This is to notify you that Petition No. (insert petition no) in the names of (insert name of applicant) has been filed for a variance for (state the variance requested) for the parcel of land located:

PROPERTY LOCATION OR ADDRESS

Public hearings for the consideration of this application will be held:

Planning Commission	Date	Location:	1:30 pm
		Historic Pasco County Courthouse Board Room, 2 nd Floor 37918 Meridian Avenue Dade City, FL	
		<u>OR</u> West Pasco Govt. Center Board Room 8731 Citizens Drive New Port Richey, FL	

Additionally, a neighborhood meeting to discuss the above-listed application will be held on:

Neighborhood Meeting	Date	Location	Time
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The development plans are available for public inspection during normal business hours: 8:00 a.m.-5:00 p.m., Monday through Friday, except legal holidays, at the following location:

Planning, Development and Economic Growth Department
West Pasco Government Center, S-200
8731 Citizens Drive
New Port Richey, FL 34654

To view development plans at the following locations, please call (727) 847-8142:

Pasco County Central Permitting Division
4111 Land O' Lakes Boulevard
Land O' Lakes, FL 34639

Pasco County Central Permitting Division
14236 - 6th Street, Suite 203
Dade City, FL 33525

If you are in opposition to the above-stated application, you will need competent, substantial evidence presented to support your opposition.

Any person desiring to appeal any decision made by the Planning Commission with respect to any matter considered at any meeting or hearing will need a record of the proceedings and may need to ensure

that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

On occasion, applications may be continued. It is your responsibility to contact this office to confirm the above-scheduled public hearing dates. If you desire any additional information concerning this application, please contact the Pasco County Planning, Development and Economic Growth Department.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Within five working days of your receipt of this notice, please contact the Personnel Department, West Pasco Government Center, 8731 Citizens Drive, New Port Richey, Florida 34654-5598; (727) 847-8030 (V) in New Port Richey; (352) 523-2411, Ext. 8030 (V) in Dade City; (813)996-2411, Ext. 8030 (V) in Land O'Lakes; or via (727) 847-8949 if you are hearing impaired.

SAMPLE PROPERTY OWNER LETTERS FOR ZONING AMENDMENT REQUESTS

Date

Dear Property Owner:

This is to notify you that Petition No. (insert petition no) in the names of (insert name of applicant) has been filed for a rezoning from (current zoning district) to (proposed zoning district) for the parcel of land located:

PROPERTY LOCATION OR ADDRESS

Public hearings for the consideration of this application will be held:

(For MPUDs insert Planning Commission information)

Planning Commission	Location:	1:30 pm
	Historic Pasco County	
	Courthouse	
	Board Room, 2 nd Floor	
	37918 Meridian Avenue	
	Dade City, FL	
	<u>OR</u>	
	West Pasco Govt. Center	
	Board Room	
	8731 Citizens Drive	
	New Port Richey, FL	

Board of County Commissioners	Date	Location:	1:30 pm
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Neighborhood Meeting	Date	Location	Time
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SAMPLE PROPERTY OWNER LETTERS FOR CONDITIONAL USE REQUESTS

Date

Dear Property Owner:

This is to notify you that Petition No. (insert petition no) in the names of (insert name of applicant) has been filed for a conditional use for (state the conditional use, e.g. the sale of alcoholic beverages, series requested 2APS, 1COP, 2COP, 4COP, 3PS, beer and wine only beer, wine and liquor, package sales only or on premises consumption or other type request) for the parcel of land located:

PROPERTY LOCATION OR ADDRESS

Public hearings for the consideration of this application will be held: ** (see below for possible 3rd hrg)

Planning Commission	Date	Location:	1:30 pm
		Historic Pasco County Courthouse Board Room, 2 nd Floor 37918 Meridian Avenue Dade City, FL	
		<u>OR</u> West Pasco Govt. Center Board Room 8731 Citizens Drive New Port Richey, FL	

Board of County Commissioners	Date	Location:	1:30 pm
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Additionally, a neighborhood meeting to discuss the above-listed application will be held on:

Neighborhood Meeting	Date	Location	Time
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If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Within five working days of your receipt of this notice, please contact the Personnel Department, West Pasco Government Center, 8731 Citizens Drive, New Port Richey, Florida 34654-5598; (727) 847-8030 (V) in New Port Richey; (352) 523-2411, Ext. 8030 (V) in Dade City; (813)996-2411, Ext. 8030 (V) in Land O'Lakes; or via (800) 955-8771 if you are hearing impaired.

**add LPA hearing in addition to Planning Commission and Board of Commissioners if conditional use is for Mining, Land excavation, yard trash facility, or landfill.

SAMPLE PROPERTY OWNER LETTERS FOR SPECIAL EXCEPTION REQUESTS

Date

Dear Property Owner:

This is to notify you that Petition No. (insert petition no) in the names of (insert name of applicant) has been filed for a special exception for (state the special exception request) for the parcel of land located:

PROPERTY LOCATION OR ADDRESS

Public hearings for the consideration of this application will be held:

Planning Commission	Date	Location:	1:30 pm
		Historic Pasco County Courthouse Board Room, 2 nd Floor 37918 Meridian Avenue Dade City, FL	
		<u>OR</u> West Pasco Govt. Center Board Room 8731 Citizens Drive New Port Richey, FL	

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Neighborhood Meeting	Date	Location	Time
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NO. 6901

☒ **PUBLIC NOTICE**
☒ **PUBLIC HEARING**

FOR: Price Realty, LLC - Florida Colonial
Groves, Inc

Harvest Hills MPUD

BEFORE THE DEVELOPMENT REVIEW COMMITTEE

DATE: 12-17-09 TIME: 1:30pm

LOCATION: West Pasco Court Center Board Room
7530 Little Rd, New Port Richey

BEFORE THE PLANNING COMMISSION

DATE: 1-13-10 TIME: 1:30pm

LOCATION: Historic Pasco County Courthouse
2nd Fl. Board Room, 3912 Menden Ave. Dade City

BEFORE THE BOARD OF COUNTY COMMISSIONERS

DATE: 2-9-10 TIME: 1:30pm

LOCATION: Historic Pasco County Courthouse
2nd Fl. Board Room, 3912 Menden Ave. Dade City

SUBSTANCE OF HEARING:

REZONING A-C TO MPUD

FOR INFORMATION, CALL PASCO COUNTY
ZONING/CODE COMPLIANCE DEPARTMENT

NEW PORT RICHEY, FL

(727) 847-2411 EXT.

DADE CITY, FL

(352) 521-0710

21320

11701

EXAMPLE OF HOW PICTURE OF SIGN SHOULD LOOK

(PETITION) NO: _____

☐ **PUBLIC NOTICE**

☒ **PUBLIC HEARING**

FOR: (PROPERTY OWNER/APPLICANT)

LOCAL PLANNING AGENCY

BEFORE THE DEVELOPMENT REVIEW COMMITTEE

DATE: _____ TIME: _____

LOCATION: _____

BEFORE THE PLANNING COMMISSION

DATE: _____ TIME: _____

LOCATION: BOARD ROOM (DADE CITY OR NEW PORT RICHEY) AND ADDRESS

BEFORE THE BOARD OF COUNTY COMMISSIONERS

DATE: _____ TIME: _____

LOCATION: SAME AS ABOVE IF APPLICABLE

SUBSTANCE OF HEARING: REZONING, SPECIAL-

EXCEPTION, OR CONDITIONAL USE (CHOOSE ONE).

FROM _____ TO _____ OR FOR: (TYPE OF REQUEST)

FOR INFORMATION CALL: PASCO COUNTY Planning, Development
and Economic Growth
ZONING/CODE COMPLIANCE DEPARTMENT

NEW PORT RICHEY, FL (727) 847-2411 EXT. 0122 1900

DADE CITY, FL (352) 521-4279 EXT. 4701

NO: SML14-057

☒ **PUBLIC NOTICE**
☒ **PUBLIC HEARING**

FOR: DOLLAR GENERAL @ NE CORNER OF SHADY HILLS RD. &
AUBURNDALE LANE

LOCAL PLANNING AGENCY

BEFORE THE DEVELOPMENT REVIEW COMMITTEE

DATE: 09-25-14 TIME: 1:30 PM

LOCATION: NEW PORT RICHEY (727-847-8142)

BEFORE THE PLANNING COMMISSION

DATE: _____ TIME: _____

LOCATION: _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS

DATE: _____ TIME: _____

LOCATION: _____

SUBSTANCE OF HEARING: REQUEST FOR ALTERNATIVE
STANDARD APPROVAL RE: REDUCED DRIVEWAY SPACING AND
"FULL" UNOBSTRUCTED ACCESS @ (2) DRIVEWAYS.

FOR INFORMATION CALL: PASCO COUNTY
PLANNING & DEVELOPMENT DEPARTMENT

NEW PORT RICHEY, FL. **PLANNING, DEVELOPMENT AND ECONOMIC
GROWTH DEPARTMENT**
(727) 847- 2411 EXT. _____

DADE CITY, FL.
(352) 521-4279 EXT. _____

www.pascocountyfl.net