

**PASCO COUNTY  
DEVELOPMENT REVIEW DEPARTMENT  
CONTENT CHECKLIST COMMUNITY GARDEN, MARKET GARDEN, COMMUNITY  
FARM**

PROJECT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

A plan/survey submitted under the provisions of the Land Development Code (LDC), Section 406.8, Garden Plan Permits, shall include the information listed below. Additional information may be required based on the technical review.

PARCEL ID NO(S) : \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

PERMITTEE ADDRESS: \_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_

**SUBMITTAL:**

\_\_\_\_\_ 1. **Site Map** - Map is needed of the property boundary with lot(s) and roadways. The labeling should consist of street names, no geometry or additional labeling, please.

\_\_\_\_\_ 2. **Garden Plan Drawing(s) PDF** – The application shall include a readable, dimensioned drawing(s) showing the details and location of the proposed garden including:

- a) Location Map
- b) Proposed work to be done in the garden area
- c) Location of any proposed driveway cuts shall be clearly marked on the plan
- d) Location of any trees(s) five inches dbh that is/are proposed for removal
- e) Proposed parking area, if any
- f) Proposed buffers, if any
- g) Site drainage plan; and
- h) Signage, if any

**Gardens without New Structures –**

- a) Show the property size with readable dimensions
- b) Reflect existing streets (label), easements or land reservations within the site
- c) Include proposed fencing and screening, if any
- d) Show setbacks to all structures and from adjoining property lines
- e) Show existing driveways and any changes proposed to said driveways
- f) Label adjacent property owners; and
- g) Identify the source of water that will be used for irrigation purposes

**Gardens with Structures -**

- a) If new structures are proposed, a Site Plan is required, consistent with this Code, Sections 530.23
- b) Show gates, fences, walls, accessory structures such as farm stands, hoop houses, green houses, storage shed, hydroponic and aquaponics systems enclosures, irrigations systems, composting bin, parking

\_\_\_\_\_ 3. **Narrative** - A description of the overall proposed activities including the scope, the location, and the nature of the proposed garden/farm. The narrative shall include:

- a) An estimated duration of any gardening activity
- b) Hours of operation
- c) If for educational or charitable use
- d) If on-site structures, parking, or irrigation are proposed
- e) Number of projected daily vehicle trips generated by garden activities
- f) If aquaponics and/or hydroponics operations are planned
- g) Number of full-time and part-time employees and volunteers anticipated on a typical harvest day
- h) If selling or bartering of raw or processed produce is planned
- i) Garden maintenance plan, including trash and waste removal
- j) Plans for on-site tools and equipment storage; and
- k) Lockable storage plans for fertilizers and pesticides

- \_\_\_\_\_ 4. Submittal application - Signed (LDC, Section 406.5).
- \_\_\_\_\_ 5. Registration Confirmation (Food Policy Advisory Council)
- \_\_\_\_\_ 6. Review fee.
- \_\_\_\_\_ 7. Agent of Record letter (if applicable)
- \_\_\_\_\_ 8. Other Required Approvals: The following approvals may also be required in addition to a Garden Plan Permit:
  - a) A right-of-way permit
  - b) Tree replacement in accordance with the Code, Section 802
  - c) Traffic Impact Study and Substandard Roadway Analysis or, if completed, the applicable approval statement
  - d) Access Management application or, if completed, the applicable approval statement

**GENERAL INFORMATION:**

- \_\_\_\_\_ 9. Type of Garden
  - a) Community Garden
  - b) Markey Garden
  - c) Community Farm
- \_\_\_\_\_ 10. Garden Location:
  - 1) Street Address and Parcel Identification Number
  - 2) Market Area:
    - a) The Harbors:
      - i. Anclote East District
      - ii. Anclote West District
      - iii. Elfers District
      - iv. Spring District
      - v. River District
      - vi. Central District
      - vii. Gulfview District
      - viii. Embassy District
      - ix. Hudson District
      - x. Hill District
      - xi. Sunwest District
      - xii. Aripeka District
    - b) Central Market:
      - i. Midlands
    - c) South Market:
      - i. Gateway Crossings
    - d) North Market:
      - i. Countryside
- \_\_\_\_\_ 11. Garden Management:
  - 1) Garden Sponsor, if applicable:
    - a) Name of Garden Sponsor
    - b) Email of Garden Sponsor
    - c) Phone Number of Garden Sponsor
  - 2) Garden Manager:
    - a) Name of Garden Manager
    - b) Email of Garden Manager
    - c) Phone Number of Garden Manager

For all other specific Garden Plan Permit requirement or details:  
[https://library.municode.com/fl/pasco\\_county/codes/land\\_development\\_code?nodeId=CH400PETYAP\\_S406MIPE\\_406.8GAPLPE](https://library.municode.com/fl/pasco_county/codes/land_development_code?nodeId=CH400PETYAP_S406MIPE_406.8GAPLPE)

# Garden Plan Submittal Instructions

## First

- Contact Paras Hatzileris to schedule a Content Meeting ([phatzileris@pascocountyfl.net](mailto:phatzileris@pascocountyfl.net)), after the meeting has the scheduled date: proceed.

## Second

- Register in Accela:

[Register in Accela \(Create Login\)](#)

[ACA Access to Accela](#)

## Third

- Create a Record in Accela

Home Building **Planning** Enforcement Licenses

Create an Application Search Applications

Home Building **Planning** Enforcement Licenses

Create an Application Search Applications

### Online Application

Welcome to Pasco County Planning and Zoning Online System. Using this system you can submit and update information, pay fees, schedule inspection all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Pasco County Privacy and Security Notice THE FOLLOWING GOVERNS THE USE OF ANY AND ALL PASCO COUNTY WEBSITES, SOFTWARE, AND SOCIAL MEDIA PLATFORMS. Email addresses are public records under Florida law and are not exempt from public records requirements. If you do not want your e-mail address to be subject to being released pursuant to a public records request, do not send electronic mail to Pasco County. Instead, contact the County department by telephone or in writing, via the United States Postal Service. Here is how we handle information about your visit to our website(s) or social media platform(s): Information collected and stored automatically if all you do during your visit is browse through a website or social media platform, read pages, or download information, we will gather and store certain information about your visit automatically. This information does not identify you personally. Only the following information is

I have read and accepted the above terms.

[Continue Application »](#)

## Fourth

- Select Record Type/Single Site Development/Landscaping/Continue Application

for help accessing, questions, or technical issues about this website, please contact [bcse@mypasco.net](mailto:bcse@mypasco.net) and please provide picture

Home Building **Planning** Permits Enforcement Contractor Licenses

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

- ▶ Planning General
- ▶ Zoning
  - ▶ Single Site Development
    - (Preliminary) Site Plan/Simultaneous Submittal
    - Construction Stormwater Plan & Report
    - Landscaping
    - Mass Grading
- ▶ Subdivision - Residential
- ▶ Subdivision - Non-Residential/Mixed Use
- ▶ Transportation Applications

Continue Application »

## Fifth

- Select yes, for the pre-application meeting question, put the date as the day before the referenced date/Continue Application

Search... [Q]

Home Building **Planning** Permits Enforcement Contractor Licenses

Create an Application Search Applications

Landscaping

1 Location & People	2 General Information	3 Documents	4 Review	5 Pay Fees	6
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Step 1: Location & People > Pre Application Information

Pre Application Information \* indicates a required field.

Pre-Application Number

\* Is Your Pre-Application Meeting Date before 03/04/2019?:  Yes  No

\* Pre-Application Meeting Date:

Save and resume later Continue Application »

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Continue to complete the record and upload all attachments, individually. Plans shall be uploaded as one (!) PDF document.

All applications, checklists and forms can be found on our website:

[https://pascocountyfl.net/services/planning\\_and\\_development/documents\\_and\\_forms.php](https://pascocountyfl.net/services/planning_and_development/documents_and_forms.php)