

Instructions to apply for Zoning Applications

Please use one of the browsers listed below for ease of use.



Notice:

The browser you are using is not on the list of our supported browsers and versions.
For best user experience, it is recommended you use one of our supported browsers and versions:
Internet Explorer 11
Edge 15
Mozilla Firefox 47
Chrome 55
Safari 10
Opera 29

Planning and Development/Zoning has begun implementing Online Submittals. Please upload all new submittals in Accela. (Instructions below) All payments are to be made online via ACA (e-check or credit card).

Accela does not alert us that an application has been submitted, if you do not alert us, we will not know it has been submitted and we will not begin the process.

Step 1: Register in Accela (Create Login)

1. Click the following [ACA Access to Accela](https://aca-prod.accela.com/PASCO) : <https://aca-prod.accela.com/PASCO>
2. Login
 - a. **New Users:** On the right side of screen, click on: Register for an Account



- b. **Current Users:** Enter username/email and password to login

To use ALL the services we provide, you must register and create a user account. Please use the same email/username from Accela I when creating a new account.

Note when submitting a New Zoning Application

Important: All Rezoning, Special Exception & Conditional Use Applications require a Timing & Phasing Application and a Substandard Road Analysis Application be submitted & approved or exempted from further analysis BEFORE the Zoning Application can be submitted and processed. This requires a separate submittal/record for each application (SSRRA & T&P).

Instructions to apply for Zoning Applications

*Per LDC 402.2.B.3. Based on daily trip generation, it may require an MPUD Master Planned Unit Development zoning if the project's upland acreage and proposed zoning density/intensity/lot sizes would allow the project to exceed the capacity of 1,200 daily trips. Projects with commercial land uses with greater than ten net upland acres and exceeding 1,200 daily trips will require an MPUD. Projects that are subject to a development agreement, special exception, or conditional use shall not require an MPUD. The daily trip generation will be reviewed prior to rezoning during the Timing and Phasing application and Substandard Roadway application process.

Also, per LDC 803.2.A-all applications for rezoning of a property 10 acres or larger will require a preliminary habitat assessment & may also require a species-specific survey in accordance with applicable State & Federal guidelines, technical reports, and recommendations.

When entering parcel ID number do not use dashes. (Example: 03 26 16 0000 00100 0012)

Step 2: To Apply For a Timing and Phasing or Substandard Roads:

1. Click on Planning
2. Click Create an Application
 - a. (Check the box "I have read and accepted the above terms")
 - b. Click "Continue Application"

If using a mobile device (Android Phone or Table, or Apple iPad) instructions.

Step 1

Home Building **Planning** Enforcement

Step 2 Create an Application Search Applications

Online Application

Welcome to Pasco County Planning and Zoning Online & record all from the convenience of your home or office.

Please "Allow Pop-ups from This Site" before proceeding!

Pasco County Privacy and Security Notice THE FOLLOWING AND ALL PASCO COUNTY WEBSITES, SOFTWARE, AND SOCIAL MEDIA PLATFORMS ARE PUBLIC RECORDS UNDER FLORIDA LAW AND ARE SUBJECT TO THE PUBLIC RECORDS ACT AND ALL APPLICABLE RECORDS REQUIREMENTS. IF YOU DO NOT WANT YOUR E-MAIL ADDRESS OR OTHER INFORMATION TO BE RELEASED PURSUANT TO A PUBLIC RECORDS REQUEST, DO NOT SEND E-MAIL TO PASCO COUNTY. INSTEAD, CONTACT THE COUNTY DEPARTMENT BY TELEPHONE OR IN PERSON. HERE IS HOW WE HANDLE INFORMATION ABOUT YOUR VISIT IS BROWSE THROUGH A WEBSITE OR SOCIAL MEDIA PLATFORM(S): INFORMATION COLLECTED AND STORED ABOUT YOUR VISIT IS BROWSE THROUGH A WEBSITE OR SOCIAL MEDIA PLATFORM(S). WE WILL GATHER AND STORE CERTAIN INFORMATION ABOUT YOUR VISIT. THIS INFORMATION DOES NOT IDENTIFY YOU PERSONALLY. ONLY THE INFORMATION COLLECTED AND STORED ABOUT YOUR VISIT. THE INFORMATION COLLECTED AND STORED ABOUT YOUR VISIT.

Step 2.a. I have read and accepted the above terms.

Step 2.b. Continue Application »

Instructions to apply for Zoning Applications

3. Click on “Transportation Applications”
4. Select “Timing and Phasing” or “Substandard Roads”
5. Select “Continue Application”

IF YOU HAVE QUESTIONS ON THE TIMING & PHASING APPLICATION OR THE SUBSTANDARD ROAD REVIEW APPLICATION, PLEASE CONTACT BENNETT ELBO (EXT 7227) OR STACY BURGESS (EXT 2354)

The screenshot shows a web browser interface with the URL `pasco-prod-av.accela.com/portlets/picker/capTypePickerSelector.do?fromModel=cap&spaceNa`. It features a search bar for 'Search Record Type' and a 'Select Module' dropdown menu currently set to 'All Modules'. A list of application categories is displayed, including 'ADD TO EXISTING PERMIT', 'COMMERCIAL', 'PERMITS', 'PERMITS - MISC', 'PLANNING GENERAL', 'QUICK PERMITS', 'RESIDENTIAL', 'SINGLE SITE DEVELOPMENT', 'SUBDIVISION - NON-RESIDENTIAL/MIXED USE', 'SUBDIVISION - RESIDENTIAL', 'TRADES', and 'TRANSPORTATION APPLICATIONS'. Under 'TRANSPORTATION APPLICATIONS', three sub-options are visible: 'Access Management', 'Substandard Roads', and 'Timing and Phasing'.

6. Upload the completed application and all other supporting documentation individually in Attachments. **(Do not upload the entire packet as one document)**

Once these have been reviewed & approved or exempted by the Transportation Planner you can submit for the Zoning Action (rezone, conditional use, special exception, etc).

Step 3: To apply for Zoning Action (CU, RZ, SE, VA, AU)

1. Click on Planning
2. Click Create an Application
 - a. (Check the box “I have read and accepted the above terms”)
 - b. Click “Continue Application”

The screenshot shows the 'Step 1' navigation menu with 'Home', 'Building', 'Planning', and 'Enforcement'. The 'Planning' tab is selected. Below it, 'Step 2' options are 'Create an Application' and 'Search Applications'. The 'Create an Application' button is highlighted. The page title is 'Online Application' and the text reads: 'Welcome to Pasco County Planning and Zoning Online! record all from the convenience of your home or office. Please "Allow Pop-ups from This Site" before proceeding!'. A privacy notice is displayed, stating: 'Pasco County Privacy and Security Notice THE FOLLOWING AND ALL PASCO COUNTY WEBSITES, SOFTWARE, AND SOCIAL media addresses are public records under Florida law and are released pursuant to a public records request, do not send e-mail addresses to social media platform(s). Information collected and stored about your visit is browse through a website or social media platform information, we will gather and store certain information about your visit. This information does not identify you personally. Only the information automatically collected and stored about your visit: The Internet'. At the bottom, 'Step 2.a.' shows a checked checkbox for 'I have read and accepted the above terms.', and 'Step 2.b.' shows the 'Continue Application »' button.

Instructions to apply for Zoning Applications

3. Click on “Zoning” for Short Term Rental (Conditional Use), Rezoning, Special Exception, Conditional or Administrative Use (if processing an Administrative Use select Conditional Use, for a Distance Waiver for alcohol select Conditional Use).

4. Select “Planning” for Administrative Variance or Variance.

5. Select “Continue Application” after making your selection.

6. Follow thru all the questions.

- ▶ Planning General
- ▼ Zoning
 - Conditional Use
 - Rezoning (Including MPUDs)
 - Special Exception
 - Temporary RV Parking Permit
 - Zoning Verification - State Beverage License
 - Zoning Verification - Zoning Letter

- ▼ Planning General
 - Access Management
 - Administrative Variance
 - Alternative Standards
 - Appeal
 - Comprehensive Plan Amendment
 - Operating Permits
 - Pain Management
 - Plats
 - Pre-Application Meeting
 - Right of Way
 - Site Development Permit
 - Substandard Roads
 - Timing and Phasing
 - Variance

Upload the completed application and all other supporting documentation individually in Attachments
(Do not upload the entire packet as one document)

You must then email: rdattoli@mypasco.net to let us know the record number. Accela does not notify us that an application has been submitted. If you do not email us to let us know your application has been submitted, we do not know it is there and it will not be processed.

We can then invoice the fees for payment. Once payment is received, we can start processing the Application.

Making Payments in Accela-You have to be logged into the system to pay

1. Log into Accela ([ACA Access to Accela](#)) using your created Login (Please note: You must log in with an account to make any payments online).
2. Select “Planning”, then key in Record Number beside “Record #” (you may have to scroll down to see the Record Number)
3. Click Search, then select “Payments” in the upper middle portion of the screen.
4. Select Fees, then select to “Pay Fees”.

Instructions to apply for Zoning Applications

Uploading Plans

Click on

[ACA Access to Accela](#)

Select Planning

Select Record Number

Select Record Info

Select Attachments

Select Add...

Email Paras/Gina/Ruthann (emails above) when done.

*****Please mail the hard copy of the entire submittal to:

Pasco County

Planning & Development

Zoning/Ruthann Dattoli

8731 Citizens Dr., Ste. 210

New Port Richey, FL 34653

TO SCHEDULE A PRE-APPLICATION MEETING:

Step 1: Register in Accela (Create Login)

ACA Access to Accela: <https://aca-prod.accela.com/PASCO>

3. ACA Access to Accela : <https://aca-prod.accela.com/PASCO>

a. **New Users:** On the right side of screen, click on: Register for an Account



b. **Current Users:** Enter username/email and password to login

To use ALL the services we provide, you must register and create a user account. Please use the same email/username from Accela I when creating a new account.

Step 2: Request Pre-app Meeting in Accela

Instructions to apply for Zoning Applications

7. Click on Planning

8. Click Create an Application

- (Check the box "I have read and accepted the above terms")
- Click "Continue Application"

If using a mobile device (Android Phone or Table, or Apple iPad) instructions.

Step 1

Home Building **Planning** Enforcement

Step 2 **Create an Application** Search Applications

Online Application

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Step 2.a. I have read and accepted the above terms.

Step 2.b. **Continue Application >**

9. Click on "Planning General"

10. Select "Pre-Application Meeting"

11. Select "Continue Application"

Step 3 **Planning General**

- Access Management
- Administrative Variance
- Alternative Standards
- Appeal
- Comprehensive Plan Amendment
- Operating Permits
- Pain Management
- Plats

Step 4 **Pre-Application Meeting**

- Right of way
- Site Development Permit
- Substandard Roads
- Timing and Phasing
- Variance

- ▶ Zoning
- ▶ Single Site/User Development
- ▶ Subdivision - Residential
- ▶ Subdivision - Non-Residential/Mixed Use
- ▶ Utilities

Step 5 **Continue Application >**

Step 3: Pre-Application Meeting/Uploading Plans

Follow the various steps and complete the information requested.

Home Building **Planning** Enforcement Licenses

Create an Application Search Applications

Pre-Application Meeting

1 Location & People	2 General Information	3 Code Enforcement	4 Documents	5 Review	6
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Step 1: Location & People > Project Name

* Indicates a required field.

Detail Information

* Project Name:

* Detailed Description (Scope of Work)

Continue Application > **Save and resume later**

You may click on "Continue Application" as you complete each step OR click "Save and resume later" (click here to resume: [ACA Access to Accela](#))

Instructions to apply for Zoning Applications

Please provide a conceptual plan of your proposal, this can be hand drawn. It will give us the opportunity to provide you complete/accurate information.

Step 4: Making Payments in Accela

5. Log into Accela ([ACA Access to Accela](#)) using your created Login (Please note: You must log in with an account to make any payments online).
6. Select “Planning”, then key in Record Number beside “Record #” (you may have to scroll down to see the Record Number)
7. Click Search, then select “Payments” in the upper middle portion of the screen.
8. Select Fees, then select to “Pay Fees”.

If you need assistance or have questions on scheduling this meeting contact 727-847-8142 ext. 7893

Once you complete this, someone will contact you.