



City of New Port Richey
Development Department
5919 Main Street, 1st Floor
New Port Richey, FL 34652
Phone: 727-853-1039/Fax: 727-853-1052

Variance Schedule – 2016

Month of LDRB	Application Deadline	LDRB Meeting Date	Appeal Expiration
January	Wednesday, December 9, 2015	Thursday, January 21, 2016	February 1, 2016
February	Wednesday, January 13, 2016	Thursday, February 18, 2016	February 29, 2016
March	Wednesday, February 10, 2016	Thursday, March 17, 2016	March 28, 2016
April	Wednesday, March 9, 2016	Thursday, April 21, 2016	May 2, 2016
May	Wednesday, April 13, 2016	Thursday, May 19, 2016	May 30, 2016
June	Wednesday, May 11, 2016	Thursday, June 23, 2016	July 4, 2016
July	Wednesday, June 15, 2016	Thursday, July 21, 2016	August 1, 2016
August	Wednesday, July 13, 2016	Thursday, August 18, 2016	August 29, 2016
September	Wednesday, August 10, 2016	Thursday, September 22, 2016	October 3, 2016
October	Wednesday, September 14, 2016	Thursday, October 20, 2016	October 31, 2016
November	Wednesday, October 12, 2016	Thursday, November 17, 2016	November 28, 2016
December	Tuesday, November 9, 2016	Thursday, December 15, 2016	December 26, 2016

Meeting Times: Development Review Committee (DRC), Thursday morning, 10:00 a.m.
Land Development Review Board (LDRB), Thursday afternoon, 2:00 p.m.
City Council, Tuesday evening, 7:00 p.m.
(Call 727-853-1039 to find out when your case is scheduled)

Meeting Location: DRC meets in the Development Department conference room, 1st floor City Hall;
LDRB/ City Council meet in Council Chambers, 1st floor City Hall

Meeting Attendance: The applicant or a representative needs to attend all required meetings to present the case and address any comments or concerns. These meetings include DRC, LDRB and City Council (as needed).

Process: A pre-application meeting will be held with City Staff to ensure the application is complete. ***Cases that are not complete by the application deadline, may not be processed according to the above schedule.*** Once deemed complete, the application will be scheduled for review by the DRC. The DRC will approve, approve with conditions, deny or continue the application. Changes may be suggested and additional reviews by the DRC may be necessary. The DRC decision will be forwarded to the LDRB. The LDRB will approve, approve with conditions, deny or continue the application. If the DRC/LDRB decisions are in agreement, the decision made is final. There is a 10-day appeal period after the LDRB decision. If the DRC and LDRB decisions are not in agreement, the case will be forwarded to City Council for final determination. Sign variances that exceed five feet in setback or height or five square feet in area will be reviewed by City Council (not LDRB). The process will be determined by the Development staff.

Quasi-Judicial Proceedings: The hearing process to review this application is considered quasi-judicial and operates much like a court of law. The LDRB and City Council members act in a similar capacity as a judge and must govern themselves in accordance with the basics of due process in making decisions. Contact with any of these members about the application should be avoided. Decisions will be made based on evidence and testimony that is presented at scheduled public hearings and not on information gathered outside of these hearings.