

# PERFORMANCE OPTION VARIANCE APPLICATION

City of New Port Richey, Florida • Community Development Department  
5919 Main Street • New Port Richey, FL 34652 • 727-853-1047 • [www.cityofnewportrichey.org](http://www.cityofnewportrichey.org)

*Please complete ALL sections of this application.*

*Incomplete applications will be returned to the Applicant or Representative.*

Date Received
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**Required Attachments:**

- Applicable fees to be paid (checks made payable to the *City of New Port Richey*)
- Proof of ownership in the form of a copy of the deed, title insurance policy, or other instrument demonstrating ownership
- Current signed and sealed survey of property (not to exceed 24x36)
- All proposed buildings and structures shown on a scaled site plan, with all proposed setbacks
- Floor plan of the proposed structure
- Structure elevations showing cardinal direction
- All proposed buildings and structures shown on a scaled site plan, with all proposed setbacks
- All parking spaces, driveways
- Abutting streets and other public easements
- Location of existing and proposed landscaping
- Photographs of existing buildings, structures, signage, or other applicable objects on site

1. Current Property Owner(s)				
Mailing Address	City	County	State	Zip
Phone Number	Email			
2. Representative of Owner				
Relationship to Owner				
Mailing Address	City	County	State	Zip
Phone Number	Email			
3. Primary Contact <i>{Phone Number &amp; Email}</i>				

4. Site Address	
General Location	
Legal Description of Subject Property	
Tax Parcel Number(s)	
Size of Site	Acres
Square Feet	
Zoning District	Future Land Use Category
Does applicant / owner own property contiguous to this site?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, provide address and legal description of contiguous property:	

Has any previous variance or appeal been filed regarding this property?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, state the nature of the application / appeal and outcome:			
Has any previous <u>performance option variance application</u> been approved for this site?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, when was it approved?	How many points were awarded to the previous project?		
How many unused points have been accumulated for your property (over a five-year period)			
<i>Points may be accumulated for future projects for a period of up to five years. The accumulation period begins with the Certificate of Occupancy or completion of the project to which the points were originally assigned. Retroactive points may be accumulated for projects completed by April 4, 2002. The application is responsible for tracking accumulated points and providing documentation of proof.</i>			

**Guidelines For The Granting of Performance Option Variances:**

The intent of the Code is to upgrade the housing stock. In order to accomplish this, the City offers performance options that allow for improvements to occur to property which otherwise would not be allowed by Code. These options, or performance standards, are in lieu of the requirements listed in the zoning districts. Approval of a variance using the performance option is based on a point system that is awarded depending on the proposal. The performance option may be applied to single-family structures as regulated in the R-1, R-2, R-3 Districts, or as may be referenced in other zoning districts. These options may be applied to accessory structures such as detached garages/sheds, porches and carports. They are not applicable to accessory uses such as pools/enclosures or fences.

<b>5. Encroachment Calculation:</b>	
Please state the specific variance encroachment request: (Example: 10-foot variance reducing the front setback along road from 25 feet to 15 feet.) <i>Please note, a minimum of 10-feet shall be maintained between the structure and the property line.</i>	
Example of calculating percentage of encroachment: 10-foot variance reducing the front setback along road from 25 feet to 15 feet. 10 feet (amount of variance) divided by 25 feet (required setback) equals a 40% encroachment and would require 41 points for approval of the variance.	
Percentage of Encroachment:	Points Necessary:
0-20%	26
21-40%	41
41-50%	51
51-60%	61
61+%	71
Calculation of Encroachment	Points Necessary for Variance

Calculation of points is based on the following listing: <i>A minimum of 25% awarded points must be for architectural features.</i>		
Proposed Improvement	Maximum Points Allotted	Staff Only Points Awarded
Elevation or flood proofing		
Conversion from MF to SF		
Two-car garage addition / carport enclosure		
Reclaimed water connection		
Fire sprinkler system addition		
Bathroom addition (3/4 to full)		
Bedroom addition (150 SF minimum)		
Other room addition (120 SF minimum)		
One-car garage addition / carport enclosure		
Roof replacement - architecturally compatible		
Exterior finish - architecturally compatible		

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Siding / finish upgrade		
Soffit / fascia upgrade		
Room enlargement (kitchen, bath, living)		
Landscaping		
<b>TOTAL POINTS AWARDED</b>		

APPLICATION & HEARING PROCESS

A pre-application meeting must be held with City Staff to ensure the application is complete. Applications must be submitted by Friday at 10:00 am, and deemed complete, to be scheduled for review by the Development Review Committee (DRC), which is regularly scheduled on Thursdays. Case reviews are generally scheduled two weeks out from the date of submittal, and your attendance or that of your representative is required. 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.

ATTENDANCE AT MEETINGS

The applicant or applicant’s representative shall be present at all meetings including DRC, LDRB, and City Council, as applicable. Call Planning and Development Department Staff at 727-853-1050 to find out when this case will be scheduled for these meetings.

AUTHORIZATION TO VISIT THE PROPERTY

Site visits to the property by City representatives are essential to process this application. The Owner/Applicant, as notarized below, hereby authorizes the City representatives to visit and photograph, and post a notice on the property described in this application.

AUTHORIZATION FOR OWNER’S REPRESENTATIVE(S)

I \_\_\_\_\_, the owner, hereby authorize \_\_\_\_\_ to act as my representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

\_\_\_\_\_  
Owner’s Signature

Sworn to and subscribed before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally Known OR  Produced Identification

Type of Identification Produced: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

APPLICANT’S AFFIDAVIT

I, the owner or authorized representative, certify that I have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and, in all aspects, true and correct, to the best of my knowledge. It is also acknowledged that the filing of this application does not constitute automatic approval of the request and, further, if the request is approved, I will obtain all necessary permits to comply with all applicable orders, codes, conditions, and rules and regulations pertaining to the use of the subject property. (Applications which are filed by corporations must bear the seal of the corporation over the signature of an officer authorized to act on behalf of the corporation.)

\_\_\_\_\_  
Owner or Representative’s Name (*Printed*)

\_\_\_\_\_  
Owner or Representative’s Signature

Sworn to and subscribed before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally Known OR  Produced Identification

Type of Identification Produced: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

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