

SITE PLAN APPLICATION

City of New Port Richey, Florida • Community Development Department
5919 Main Street • New Port Richey, FL 34652 • 727-853-1047 • www.cityofnewportrichey.org

Please complete ALL sections of this application.

Incomplete applications will be returned to the Applicant or Representative.

Date Received

Required Attachments:

- Applicable fees to be paid (checks made payable to the *City of New Port Richey*)
- Site plan package, including the following information: *Bind all site plan sheets with survey and architectural elevations into one set.*
 - Sheet 1: Cover Sheet
 - Index referencing individual sheets included in package
 - Site plan name
 - Property owner's name, address, telephone number, email address, and designated representative
 - Architect, landscape architect, and engineer's name, address, and telephone numbers
 - Legal Description
 - North Arrow
 - Engineering bar scale
 - Date(s) prepared and revised
 - Dimensions
 - Location Map
 - Utility providers with names, addresses, phone numbers, and websites
 - Sheet 2: Survey prepared by registered land surveyor with original signature and seal
 - Footprint and size of all existing buildings and structures
 - Legal description and acreage, include gross and net site area expressed in square feet and acres
 - Location of all public and private easements and streets within and adjacent to the site
 - Location of existing fire hydrants
 - Sheet 3: Site Plan (verify what items are applicable to the project)
 - All proposed buildings and structures
 - All required setbacks including dimensions between buildings and roadways
 - All existing and proposed points of access
 - All required sight triangles / free vision zones
 - All parking spaces, driveways, loading areas, and vehicular use areas
 - The type and location of all refuse collection facilities including the proposed screening to be provided
 - Location of all onsite stormwater management facilities
 - Location of all outdoor light fixtures
 - Location of all existing and proposed sidewalks
 - Location of existing and proposed fire hydrants and Fire Department Connections (FDC's) for sprinkled structures
 - Location of all public and private easements and streets within and adjacent to the site
 - Identification of watercourses or wetlands (include jurisdictional wetlands boundaries and setbacks)
 - Sheet 4: Landscape plan
 - Wildlife habitats and other environmentally unique areas
 - Landscape buffer
 - Screening of vehicular use areas (minimum three-foot hedge creating continuous screen with trees)
 - Location of proposed irrigation system and hose bibs
 - Tree survey and inventory (if proposing to remove any trees) including diameter, tree health, botanical / common name and replacement trees
 - Parking lot interior landscape areas (10% of parking area)
 - Sheet 5: Floor Plan
 - Existing conditions
 - Proposed conditions
 - Sheet 6: Stormwater
 - Location of existing and proposed utilities, including size and location of all water lines, fire hydrants, sewer lines, manholes, and lift stations (separate plan may be required)
 - Proposed method of water supply and sewage disposal
 - Identification of watercourses or wetlands
 - Preliminary drainage and utility plan with flow direction
 - "Sunshine State One Call" dig information (for information of any utilities in ROW or easements)
 - Flood zone and base flood elevation
 - Copy of SWFWMD aerial topographic map with site boundaries (as required by City Engineer)
 - National Pollutant Discharge Elimination System (available on City website)

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 & Email}</i>				

4. Site Address	
Legal Description of Subject Property	
Tax Parcel Number(s)	
Zoning District	Future Land Use Category
Existing Use <i>{Include number of residential units and/or spare footage of non-residential uses}</i>	
Proposed Use <i>{Provide details about the specific use requested}</i>	

5. Site Data Table: Existing and proposed development <i>{if this is included on site plan, please note below}</i>			
	Minimum/Maximum Required <i>(based on zoning standards)</i>	Existing <i>(existing dimensions, conditions)</i>	Proposed
Land area in square feet and acres			
Dwelling units			
Gross floor areas			
Total number of parking spaces, including handicapped			
Total number of handicap spaces			
Total paved area, including all paved parking spaces & driveways, expressed in square feet and percentage of paved vehicular area			
Total land area devoted to parking lot interior landscaping expressed in			

square feet and percentage of paved area			
Building and structure heights			
Impermeable surface ratio (ISR)			
Floor area ratio (FAR) for all non-residential uses			

Consistency with concurrency: The following calculations shall be used to determine the projected demand of the proposed project on the applicable public facility/service. The calculations are listed by facility/service type.

<p>POTABLE WATER - Adopted level of service (LOS) = 152 gal/day/capita (non-residential uses are included in the adopted LOS).</p> <p><u>Residential:</u></p> <p><i>Single Family:</i> 152 gal x 2.12 persons/household x _____ units = _____ gal/day/capita (demand)</p> <p><i>Multi-Family:</i> 152 gal x 1.90 persons/household x _____ units = _____ gal/day/capita (demand)</p> <p><u>Commercial:</u> See Table I attached from the Land Development Code for estimated water/sewage flows.</p>	<p>WASTE WATER - Adopted level of service (LOS) = 114 gal/day/capita (non-residential uses are included in the adopted LOS).</p> <p><u>Residential:</u></p> <p><i>Single Family:</i> 114 gal x 2.12 persons/household x _____ units = _____ gal/day/capita (demand)</p> <p><i>Multi-Family:</i> 114 gal x 1.90 persons/household x _____ units = _____ gal/day/capita (demand)</p> <p><u>Commercial:</u> See Table I attached from the Land Development Code for estimated water/sewage flows.</p>
<p>SOLID WASTE - Adopted level of service (LOS) = 6.3 lbs/day/capita (non-residential uses are included in the adopted LOS).</p> <p><u>Residential:</u></p> <p><i>Single Family:</i> 6.3 lbs x 2.12 persons/household x _____ units = _____ gal/day/capita (demand)</p> <p><i>Multi-Family:</i> 6.3 x 1.90 persons/household x _____ units = _____ gal/day/capita (demand)</p> <p><u>Commercial:</u> See Table I attached from the Land Development Code for estimated solid waste.</p>	<p>RECREATION/OPEN SPACE - Refer to the New Port Richey Comprehensive Plan for adopted level of service standards.</p> <p><u>Residential:</u></p> <p><i>Single Family:</i> _____ units x 2.12 persons/household = _____ (population projection)</p> <p><i>Multi-Family:</i> _____ units x 1.90 persons/household = _____ (population projection)</p> <p>Sites over five acres in area and zoned MF-30 District shall provide five percent of the total net acreage of the development for recreational purposes. Refer to Section 7.06.07 of the Land Development Code.</p>
<p>Stormwater Management. Refer to the Stormwater Management and Erosion Control Policy and Procedures Manual for standards necessary to comply: LOS = 25-year, 24-hour storm event. The Manual is on the Public Works website.</p>	

Transportation:

Refer to the New Port Richey Comprehensive Plan for the adopted Level of Service Standards. Refer to the Land Development Code for the requirements of a Transportation Study.

1. Determine the number of trips generated by the proposed project during the PM PEAK hour using the most recent edition of the ITE "Trip Generation" report with no adjustments for internal capture or passerby trips. Include your calculation(s) here: _____
2. If the total number of trips is equal to or greater than 50 trips, then a transportation study shall be prepared. The report shall be signed and/or sealed by either a registered professional engineer or a member of the American Institute of Certified Planners.
 - a. If no study is required, the applicant is required to provide only the existing directional PM PEAK hour traffic volumes and level of service for the roadways link to which project driveways connect. This information shall include project traffic. Provide this information here: _____
 - b. The data shall be in conformance with Notes 3a and 3b of "Existing Conditions" contained in the Land Development Code.
3. Existing directional PM PEAK hour traffic volumes and LOS on all existing collectors/arterials in study area. Provide information here: _____
4. Existing turning movement volumes at the impacted intersection(s) and intersection LOS. _____

APPLICATION & HEARING PROCESS

A pre-application meeting must be held with City Staff to ensure the application is complete. Applications must be submitted on Friday by 10:00 a.m. Once deemed complete, the application will be scheduled for review by the Development Review Committee (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.

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: _____

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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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Table I: Estimated Sewage/Water Flows and Solid Waste for Commercial Development

Type of Establishment		Gallons Per Day/Solid Waste
Airports	Per Passenger	5
	Add Per Employee (per 8 hour shift)	20
Barber and Beauty Shops	Per Chair	100
Bowling Alleys	Toilet Wastes Only per Lane	100
Churches	Per Seat	3
County Club	Per Resident	100
	Per Member	25
	Per Employee (per 8 hour shift)	20
Dentist Office	Per Wet Chair	200
	Per Non-Wet Chair	50
Doctor's Office	All Types	250
	All Types	250
Factories - exclusive of industrial wastes	No Showers Provided (gallons per employee per 8 hour shift)	20
	Showers Provided	35
Food Service Operations	Ordinary Restaurant (per seat)	50
	24-hour Restaurant (per seat)	75
	Single Service Articles Only (per seat)	25
	Bar and Cocktail Lounge (per seat)	30
	Drive-In Restaurant (per car space)	50
	Carry-Out Only	50
	Per 100 Square Feet of Floor Space	50
	Add Per Employee (per 8 hour shift)	20
Hospitals (does not include kitchen wastewater flows)	Per Bed	200
Hotels and Motels	Regular (per room)	
	Resort Hotels, Camps, Cottages (per person)	75
	Add For Self-Service Laundry Facilities (per machine)	400
Nursing Homes/Rest Homes (does not include kitchen wastewater flow)	Per Bed	100
Office Building	Per Employee (per 8 hour shift)	20
Parks - Public Picnic	With Toilets Only (per person)	5
	With Bathhouses, Showers and Toilets (per person)	10
Schools (per person)	Day-Type	15
	Add For Showers	5
	Add For Cafeteria	5
	Add For Day School Workers	15
Service Station	Boarding Type	75
	Per Water Closet and Urinal	250
Shopping Center - Without Food or Laundry	Per Square Foot of Floor Space	0.1
Stadium, Race Track, Ball Parks	Per Seat	5
Stores	Per Square Foot of Floor Space	0.1
Swimming and Bathing Facilities - Public	Per Person	10
Theaters	Indoor, Auditoriums (per seat)	5
	Outdoor, Drive-Ins (per space)	10
Trailer or Mobile Home Park	Per Trailer Space	200
Travel Trailer or Recreational Vehicle Park	Overnight w/o water and sewer hook-up (per trailer space)	75
	Overnight with water and sewer hook-up (per trailer space)	100
Work or Construction Camps - Semi Permanent	Per Worker	50

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Table II: Trip Generator			
Code	Description	Unit of Measure	Trips Per Unit
<i>Office</i>			
710	General Office Building	1,000 SF	1.49
714	Corporate Headquarters Building	1,000 SF	1.41
715	Single Tenant Office Building	1,000 SF	1.74
720	Medical-Dental Office Building	1,000 SF	3.57
730	Government Office Building	1,000 SF	1.21
732	United States Post Office	1,000 SF	1.22
733	Government Office Complex	1,000 SF	2.85
750	Office Park	1,000 SF	1.48
760	Research and Development Center	1,000 SF	1.07
770	Business Park	1,000 SF	1.29
<i>Retail</i>			
812	Building Materials and Lumber Store	1,000 SF	4.49
813	Free-Standing Discount Superstore	1,000 SF	4.35
814	Variety Store	1,000 SF	6.82
815	Free-Standing Discount Store	1,000 SF	4.98
816	Hardware / Paint Store	1,000 SF	4.84
817	Nursery (Garden Center)	1,000 SF	6.94
818	Nursery (Wholesale)	1,000 SF	5.17
820	Shopping Center	1,000 SF	3.71
823	Factory Outlet Center	1,000 SF	2.29
826	Specialty Retail Center	1,000 SF	2.71
841	New Car Sales	1,000 SF	2.62
842	Recreational Vehicle Sales	1,000 SF	2.54
843	Automobile Parts Sales	1,000 SF	5.98
848	Tire Store	1,000 SF	4.15
850	Supermarket	1,000 SF	9.48
851	Convenience Market (Open 24 Hours)	1,000 SF	52.41
852	Convenience Market (Open 15-16 Hours)	1,000 SF	34.57
853	Convenience Market with Gasoline Pumps	1,000 SF	50.92
854	Discount Supermarket	1,000 SF	8.34
857	Discount Club	1,000 SF	4.18
860	Wholesale Market	1,000 SF	0.88
861	Sporting Goods Superstore	1,000 SF	1.84
862	Home Improvement Superstore	1,000 SF	2.33
863	Electronics Superstore	1,000 SF	4.50
864	Toy / Children's Superstore	1,000 SF	4.99
866	Pet Supply Superstore	1,000 SF	3.38
867	Office Supply Superstore	1,000 SF	3.40
875	Department Store	1,000 SF	1.87
876	Apparel Store	1,000 SF	3.83
879	Arts and Crafts Store	1,000 SF	6.21
880	Pharmacy / Drugstore without Drive-Through Window	1,000 SF	8.40
881	Pharmacy / Drugstore with Drive-Through Window	1,000 SF	9.91
890	Furniture Store	1,000 SF	0.45
896	DVD / Video Rental Store	1,000 SF	13.60
<i>Services</i>			
911	Walk-In Bank	1,000 SF	12.13
912	Drive-In Bank	1,000 SF	24.30
918	Hair Salon	1,000 SF	1.93
925	Drinking Place	1,000 SF	11.34
931	Quality Restaurant	1,000 SF	7.49
932	High-Turnover (Sit-Down) Restaurant	1,000 SF	11.15
933	Fast Food Restaurant without Drive-Through Window	1,000 SF	26.15
934	Fast Food Restaurant with Drive-Through Window	1,000 SF	33.84
935	Fast Food Restaurant with Drive-Through Window and No Indoor Seating	1,000 SF	153.85
936	Coffee / Donut Shop without Drive-Through Window	1,000 SF	40.75
937	Coffee / Donut Shop with Drive-Through Window	1,000 SF	42.80

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938	Coffee / Donut Shop with Drive-Through Window and No Indoor Seating	1,000 SF	75.00
940	Bread / Donut / Bagel Shop with Drive-Through Window	1,000 SF	18.99
941	Quick Lubrication Vehicle Shop	Service Bays	5.19
942	Automobile Care Center	1,000 SF	3.11
943	Automobile Parts And Service Center	1,000 SF	4.46
944	Gasoline / Service Station	Fueling Positions	18.87
945	Gasoline / Service Station with Convenience Market	Fueling Positions	13.51
946	Gasoline / Service Station with Convenience Market and Car Wash	Fueling Positions	13.94
947	Self Service Car Wash	Stalls	5.54
948	Automated Car Wash	1,000 SF	14.12
950	Truck Stop	1,000 SF	13.63

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