

# SPECIAL EXCEPTION 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*)
- Current survey (not to exceed 24" x 36") that identifies the dimensions, area and location of the property prepared, and is signed & sealed by a land surveyor currently registered in the State of Florida
- Proof of ownership in the form of a copy of the deed, title insurance policy, or other instrument
- Location of all refuse collection facilities, including screening to be provided
- Site Plan (not to exceed 24" x 36") with the information listed below:
  - Index Sheet referencing individual sheets included in package (if applicable)
  - Site plan name
  - Property owner's name, address, phone number, and designated representative
  - Architect, landscape architect and engineer's name, address, and phone numbers
  - Legal description
  - Footprint and size of all PROPOSED buildings and structures
  - All required setbacks
  - All parking areas for employees and customers, drop-off and pick-up areas and all other vehicular use areas
  - Proposed method of water supply and sewage disposal (if applicable)
  - Conceptual drainage and utility plan with flow direction and method of disposition (if applicable)
  - Flood zone for site and base flood elevations

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	
Legal Description of Subject Property	
Tax Parcel Number(s)	
Existing Categories	Land Use Category
Zoning District	
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. Additional Information, If Applicable:	
Hours of Operation	Days of Operation
Maximum Number of Employees at One Time	Proposed Number of Shifts
<i>Additional information may be requested by the Development Review Committee</i>	

**Guidelines for Granting Conditional Use/Special Exception:** The following criteria shall be addressed. City Council is not bound to grant a conditional use or special exception simply because a request is made. It must find that the use will not adversely affect the public interest. (Please fill in blanks with complete responses.)

1. That this conditional use / special exception is specifically permitted in the zoning district regulation:
2. That the granting of this conditional use / special exception, will not adversely affect the public health, safety or welfare of the community:
3. That the granting of this conditional use / special exception is consistent with the intent of the zoning district:
4. That the requirements of the district in which the use is to be located shall be complied with:
5. That excessive traffic will not be generated on residential streets:
6. That the proposed use will not adversely affect the residential character of the existing neighborhoods:
7. How is the proposal consistent with the goals and objectives of the comprehensive plan?

Check Applicable Zoning District	Listing of Allowable Conditional Use and Special Exceptions		Required Approvals	
	Zoning District	Land Development Code Section	Land Development Review Board (LDRB)	City Council
	R-1	7.01.02(4)		✓
	R-2	7.02.04(4)		✓
	R-3	7.03.02(4)		✓
	MF-10	7.04.02(5)		
	MF-14	7.05.02(5)		✓
	MF-30	7.06.02(2)		
	C-1	7.07.02		✓
	HC	7.09.02	✓	✓
	OFFICE			
	CONDITIONAL USE	7.10.02	✓	✓
	SPECIAL EXCEPTION	7.10.03		
	DOWNTOWN	7.11.02.1		✓
	LIGHT INDUSTRIAL	7.12.02		✓
	CONSERVATION	7.13.02		✓
	GOVERNMENT	7.14.02		✓
	R/O	7.19.02		✓
	R/O/R	7.20.02		✓

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><b>POTABLE WATER</b> - 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><b>WASTE WATER</b> - 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><b>SOLID WASTE</b> - 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><b>RECREATION/OPEN SPACE</b> - 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><b>Stormwater Management.</b> New Development or enlargement of existing buildings must complete a Stormwater Management Plan (except for 1 and 2 family residential dwellings, unless directed by the Building Official). 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:

1. Determine the number of trips generated by the proposed project using the Table II. 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 obtained. 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. 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. Existing directional PM PEAK hour traffic volumes and LOS on all existing collectors/arterials in study area. Provide information here:  
\_\_\_\_\_
  - c. Existing turning movement volumes at the impacted intersection(s) and intersection LOS. Provide information here:  
\_\_\_\_\_

ATTENDANCE AT MEETINGS

The applicant or applicant’s representative shall be present at all meetings including DRC 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 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.)

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

\_\_\_\_\_  
Owner or Representative's Signature

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

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

Personally Known  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)	
	Result 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
	Boarding Type	75
Service Station	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

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<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
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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