



City of Dade City
38020 Meridian Avenue
Dade City, FL 33525
352-523-5050

PETITION – SIMULTANEOUS REVIEW

Annexation | Future Land Use Map Amendment(s) | Rezoning

This process is intended to ensure that requests meet the requirements of Dade City's Land Development Regulations and adopted Comprehensive Plan pertaining to Annexations, Future Land Use Map amendments, and Euclidean Zoning map amendments.

PLEASE NOTE: Site development/amendment plans, commercial checks, and other processes, permits, authorizations and fees may be applicable after the approval of a comprehensive plan amendment.

Procedure

Pre-application Meetings: Pre-application meetings are required prior to submitting this petition. To set up a pre-application meeting, please call the Planning Department at 352-523-5050. Petitions will not be accepted without a meeting.

Petition Submission: Incomplete petitions will not be accepted unless written permission is received from the Planning Director. Complete petitions filed will be scheduled for review within 30 business days of application. Staff will provide a recommendation or deny forwarding the petition to the Planning Board and provide dates to the applicant for legal noticing and neighborhood meeting requirements.

Planning Board: Planning Board meetings are held the 1st Wednesday of the month at 5:30 PM. A published notice will be placed in the Tampa Bay Times and owners of property within 400 feet of the subject site will be notified of the request and invited to comment. The Petitioner, and/or his authorized representative(s) shall appear at all public meetings. The Petitioner should be prepared to address the guidelines and standards for the petition. After considering the request, and comments by the petitioner and public, the Planning Board will make a recommendation to City Commission to approve the petition as presented, approve the petition with conditions, or deny the request.

If the petition is for a large scale amendment, the future land use petition, supporting documentation and ordinance will be forwarded to the Department of Economic Opportunity (DEO) and other applicable agencies for review and comment prior to adoption.

The City Commission may vote to deny or approve the ordinance(s). City Commission may impose conditions in addition to those of the Planning Board.

Application Checklist

All required materials listed below shall be submitted in unison as one complete package. The City of Dade City reserves the right to refuse incomplete applications and will not accept partial applications to meet filing deadline requests unless written approval is received from the Planning Director prior to submittal.

REQUIRED MATERIALS

One (1) hard copy and (1) electronic copy, provided on a flashdrive, or via a Dropbox or similar link, of the following information is required:

- Petition Form, Permission to reproduce and applicable Agent Authorizations**
- Petition Fees**
PLEASE NOTE: For in-unison applications, multiple fees will be assessed.
- Proof of Ownership and Paid Property Taxes**
- Boundary Survey and Legal Description, including adjacent public rights-of-ways**
- Surrounding Property Owners List**
- Environmental Report**
To include an inventory of all Federal and State listed plant and animal species on the property. FNAI mapping is acceptable
- Historic and Archaeological Resources Report**
To include a map and inventory of all properties that may be impacted by the proposed project.
- Justification Report**
 - (1) Analysis for Compliance
 - Consistency with the Comprehensive Plan
 - Consistency with FL Statute Ch. 177
 - Consistency with the Land Development Regulations and City Ordinances
 - Surrounding Future Land Use and Zoning Analysis
 - Local Development Pattern: must show that the proposed amendment(s) will allow for logical and orderly development
 - Premature Development: must show that the proposed amendment(s) will not create premature development
 - (2) Suitability Analysis – data and analysis to support the project’s suitability/compatibility relative to the site, adjacent uses, and public facilities (including water, sewer, fire, police, schools, and EMS)
 - (3) Residential Impact Statement
 - (4) Traffic Study – Please see the city’s Land Development Regulations, Pasco County and/or FDOT as applicable
 - (5) Utility Report – based on existing and proposed water/sewer capacity analysis.
 - (6) Map Series
 - Recent aerial photograph of the site and surrounding area showing boundaries, source and date;
 - Location map;
 - Existing Future Land Use and Zoning maps;
 - Proposed Future Land Use and Zoning maps;
 - Natural Resource maps – soils, flood zones, aquifer recharge, wetlands, biological hotspots, etc.;
 - Transportation maps.



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OFFICE USE ONLY	
File No.	_____
Submittal Date	_____
Project Name	_____

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PROJECT INFORMATION

PETITION TYPE: Annexation Future Land Use Map Amendment Rezoning
Mark all that apply.

SUBJECT PROPERTY ADDRESS: _____

PARCEL ID NUMBER(S): _____

ACREAGE/SQ. FOOTAGE: _____ **EXISTING FUTURE LAND USE:** _____

CURRENT LAND USE: _____ **PROPOSED FUTURE LAND USE:** _____

PROPOSED USE: _____ **EXISTING ZONING DESIGNATION:** _____

PROPOSED ZONING DESIGNATION: _____

CONTACT INFORMATION

PROPERTY OWNER: _____
 FIRM: _____
 ADDRESS: _____
 PHONE NUMBER(S): _____ EMAIL: _____

PETITIONER: _____
 FIRM: _____
 ADDRESS: _____
 PHONE NUMBER(S): _____ EMAIL: _____

AUTHORIZED AGENT*: _____
 FIRM: _____
 ADDRESS: _____
 PHONE NUMBER(S): _____ EMAIL: _____

The Petitioner, as owner of the above described land does respectfully request the City of Dade City to take all actions necessary to process the COMPREHENSIVE PLAN/MAP AMENDMENT PETITION. The Petitioner, as owner and/or representative of the above described land agrees to pay all related costs associated with this petition, including but not limited to: advertisement fees and consultant review fees as well as future required development fees, permit fees, impact fees and other review process fees.

Submitted by (firm): _____

Signature: _____

Print Name: _____

Date: _____

Owner Signature: _____

Print Name: _____

Date: _____