

APPLICATION TYPE	REQUIRED ATTACHMENTS
ANNEXATION	<p>Documents:</p> <ul style="list-style-type: none"> • A complete legal description of the property • A general location map of the property • A certified survey and site map • An ownership and encumbrance report • A copy of the corporate resolution verifying authorization of person signing (if corporation) <p>Assessments of the following impacts of the Proposed Development:</p> <ul style="list-style-type: none"> • Traffic Generation and Trip Assignment; Impacts to Roadways Levels of Service (existing and proposed) • Potable Water Demand proposed development and method of providing service • Wastewater Generation proposed development and method of providing service • Stormwater Management • Impacts on Parks and Recreation Levels of Service (if applicable) • Consistency with the Comprehensive Plan
COMP PLAN CHANGE (FUTURE LAND USE)	<p>Justification Report including the following:</p> <ul style="list-style-type: none"> • Statement of proposed Future Land Use Map amendment • Urban Sprawl Analysis • Public Facilities Impact Analysis • Analysis of amendment with the Dade City Comprehensive Plan • Legal Description of the area proposed for a Future Land Use Map amendment • Proof of ownership • Proof of payment of taxes • Map series to support proposed amendment, including: Existing FLUM category of property proposed for amendment, Proposed FLUM category, Natural resources maps, Historic and Archeological resources, Transportation Maps to support Transportation Impact Analysis, Aerial Map of site and surrounding area <p>Neighborhood Meetings - see below</p>
LOT SPLIT	<p>Documents:</p> <ul style="list-style-type: none"> • Materials to support that the proposed action is consistent with the Dade City Land Development Code and Comprehensive Plan • Aerial Map of the property, indicating its location and showing surrounding vicinity • Legal description with tax identification number of existing parcel(s) • Legal description of Lot 1 and Lot 2 to be created • Survey or scaled drawing showing location of all recorded easements, area in square feet and dimensions of each lot created • Proof of ownership and copy of warranty deed • Proof of payment of taxes

<p style="text-align: center;">SITE PLAN</p>	<p>Documents:</p> <ul style="list-style-type: none"> • Existing or Current Conditions Sheet • Demolition Plan • Site and Construction Plan, including the following: <ul style="list-style-type: none"> - Cover Sheet, including: Name, location, owner and engineer of record, Zoning of the subject and adjacent property, Vicinity/Context map - Complete legal description and survey sheets - Statement of Proposed Uses - Location of the site in relation to adjacent properties - Date, North arrow and graphic scale (1" = 50' or less) - Area and Dimensions of site, including tax identification number - Location of all property lines, existing right-of-way approaches, sidewalks, curbs and gutters - Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, stormwater systems, etc...) - On-site and off-site parking and traffic circulation plan, including perimeter sidewalks - Location and dimensions of all existing and proposed parking spaces and loading areas - Location, size and design of proposed landscape areas, with details illustrating compliance with the Dade City Land Development Code - Location and size of any waters and waterways - Structures and major features - Location of waste receptacles and detail of waste receptacle screening - For development consisting of one or more of the following: Multi-family residential; Hotel or Motel <ul style="list-style-type: none"> * Tabulation of gross acreage * Number of dwelling units proposed * Floor area of dwelling units * Tabulation of density * Location and percent of total open space and recreation facilities * Street and traffic circulation layout • Stormwater management and erosion control plan • Landscape, Lighting and Utility Plans • Maintenance of Traffic (MOT) Plan if needed • Concurency Impact Analysis: Public facilities impact must consider potable water, sanitary sewer, solid waste, stormwater management, transportation, recreation facilities (*residential amendments only) • Analysis of consistency with Comprehensive Plan: must identify and demonstrate how the amendment is consistent with and furthers the Goals, Objectives and Policies of the Dade City Comprehensive Plan
<p style="text-align: center;">SITE PLAN (FOR NON-RESIDENTIAL) <i>In addition to standard site plan requirements stated above</i></p>	<p>Documents:</p> <ul style="list-style-type: none"> • Integration of vehicular and non-vehicular access into the site and access management features of site in terms of driveway cuts and cross access between adjacent sites, including use of frontage roads and/or shared access • Zoning and setback requirements for commercial uses • Buffering from adjacent existing/potential uses • Open space provisions and balance of proportion between gross floor area and site size • Adequacy of pervious surface area in terms of drainage requirements • Placement of signage • Adequacy of site lighting and intrusiveness of lighting upon the surrounding area • Safety of on-site circulation patterns (patron, employee and delivery vehicles), including parking layout and drive aisles, and points of conflict • Landscaping, as it relates to the requirements of the Comprehensive Plan and Land Development Regulations • Unique features and resources which may constrain site development, such as soils, existing vegetation and historic significance • Legal description with tax parcel identification number • Proof of ownership • Proof of payment of taxes • Environmental Resource Permit from SWFWMD; for sites larger than one (1) acre, submit a National Pollutant Discharge Elimination Standards permit • If access is from a County Road, an access management permit from Pasco County (or evidence that permit has been submitted) • If access is from a State Road, an access management permit from Florida Department of Transportation (or evidence that permit has been submitted) <p>Neighborhood Meetings - see below</p>

<p>VARIANCE</p>	<p>Documents:</p> <ul style="list-style-type: none"> • Proof of ownership (deed, title insurance policy, etc...) • Current signed and sealed survey of property • Plot plan/site plan (drawn to scale) showing the following: <ul style="list-style-type: none"> - North point - Property dimensions - Existing and proposed structures and uses of each - Distances between setbacks from all property lines - Abutting streets and other public easements - Off-street parking spaces - Specific variance in terms of horizontal setback (show measurable required setback and proposed setbacks) • Photographs of existing buildings, structures, signage or other applicable objects on site • Drawing of proposed signage; dimensions, height, square footage and setback (*for sign variances only)
<p>REZONING</p>	<p>Justification Report including the following:</p> <ul style="list-style-type: none"> • Statement of proposed Future Land Use Map amendment • Concurrency Impact Analysis - Public facilities impact must consider potable water, sanitary sewer, solid waste, stormwater management, transportation, recreation facilities (*residential amendments only) • Analysis for compliance with Standards for Site Specific Amendments to the Official Zoning Map, considering: <ul style="list-style-type: none"> - Consistency with Comprehensive Plan: must identify and demonstrate how the amendment is consistent with and furthers the Goals, Objectives and Policies of the Dade City Comprehensive Plan - Consistency with Ordinances and the Land Development Regulations: must identify and demonstrate how the amendment is consistent with and is not in conflict with any portion of the City's Land Development Regulations or any of the City's Code of Ordinances - Local Development Pattern: must demonstrate that zoning change will result in logical and orderly development pattern - Pre-mature Development: must demonstrate that premature development will not be created in undeveloped or rural areas • Legal Description of the area proposed for a Future Land Use Map amendment • Proof of ownership • Proof of payment of taxes • Map series to support proposed amendment, including: Existing FLUM category of property proposed for amendment, Proposed FLUM category, Natural resources maps, Historic and Archeological resources, Transportation Maps to support Transportation Impact Analysis, Aerial Map of site and surrounding area <p>Neighborhood Meetings - see below</p>
<p>REZONING (FOR PLANNED DEVELOPMENT)</p>	<p>PD Zoning Report including the following:</p> <ul style="list-style-type: none"> • Project Narrative: Please explain why a PD zoning district is being proposed in lieu of a standard Euclidian zoning district. Include detailed information regarding proposed development entitlements. • Transportation Analysis - requirements determined by methodology meeting • Public Facilities Impact Analysis • Analysis for compliance with Standards for Site Specific Amendments to the Official Zoning Map, considering: <ul style="list-style-type: none"> - Consistency with Comprehensive Plan: must identify and demonstrate how the amendment is consistent with and furthers the Goals, Objectives and Policies of the Dade City Comprehensive Plan - Consistency with Ordinances and the Land Development Regulations: must identify and demonstrate how the amendment is consistent with and is not in conflict with any portion of the City's Land Development Regulations or any of the City's Code of Ordinances - Local Development Pattern: must demonstrate that zoning change will result in logical and orderly development pattern - Pre-mature Development: must demonstrate that premature development will not be created in undeveloped or rural areas • Legal Description of the area proposed for an Official Zoning Map amendment • Proof of ownership • Proof of payment of taxes • Map series to support proposed amendment, including: Existing FLUM category of property proposed for amendment, Proposed FLUM category, Natural resources maps, Historic and Archeological resources, Transportation Maps to support Transportation Impact Analysis, Aerial Map of site and surrounding area • PD Site Plan, including: Legal Description, Vicinity Map, Title Block, Project Data Table, Special Designations, PD Site Plan Graphics, Transportation/Circulation Information, Environmental Information <p>Neighborhood Meetings - see below</p>

<p style="text-align: center;">SUBDIVISION Preliminary Plan Requirements</p>	<p>Preliminary Plan Attachments:</p> <ul style="list-style-type: none"> • Plans on sheet size 24"x36" with 3" left margin and 1/2" top, bottom and right margins. Plans shall include, but not be limited to: <ul style="list-style-type: none"> - Scale: at least 1 inch = 200 feet; Proposed name of subdivision; Name, address, phone number of the subdivider and agent of subdivider; Date of boundary survey, north arrow, graphic scale, date of plat drawing and space for revision dates; Vicinity map; Legal description; Names of adjacent owners (or subdivision names) with acreage; Preliminary layout including streets and easements; block letters and lot numbers, lot lines, and scaled dimensions; Zoning district boundaries of abutting properties; Proposed method of water supply, sewage disposal, drainage and electric service; Minimum building setback lines as required by the City's Land Development Regulations; Natural features; Surface drainage and direction of flow and method of disposition and retention indicated; Inscription stating "NOT FOR FINAL PLAT RECORDING"; Tree location survey in conformance with LDR Article 6.2.1(G); Any other information that may be considered necessary • Concurrence Impact Analysis showing hte impact on public facilities in accordance with Article 2.4.14 of the Land Development Regulations • Analysis of Consistency with the Comprehensive Plan • Existing and/or proposed covenants and restrictions • Two sets of labels for all property owners within 400 feet of the subject property boundaries, even if those properties fall outside of City limits • Pasco County Public School Student Generation Form • Legal description with tax parcel number • Proof of ownership • Proof of payment of taxes • Environment Resource Permit or Letter of Exemption from SWFMD • If access is from a County Road, access management permit from Pasco County • If access is from a State Road, access management permit from Florida Department of Transportation • Fee. Please see fee schedule. No permit will be processed without applicable fee • Neighborhood Meetings - see below
<p style="text-align: center;">SUBDIVISION Construction Plan Requirements</p>	<p>Construction Plan Attachments:</p> <ul style="list-style-type: none"> • A copy of the original application • Plans on sheet size 24"x36" with 3" left margin and 1/2" top, bottom and right margins. Plans shall include, but not be limited to: <ul style="list-style-type: none"> - Scale: at least 1 inch = 200 feet; A topographic map of the subdivision with maximum contour intervals of one foot where overall slopes are zero percent to two percent prepared by a land surveyor; A contour drainage map of the stormwater basins; Plans showing proposed design featurns and typical sections of canals, swales and all other open channels, storm sewers, all drainage structures and other proposed subdivision improvements; Plans and profiles for all proposed streets and curbs; Plans of any proposed water distribution system and sanitary sewer collection system showing pipe sizes and location of valves, pumping stations and fire hydrants, where installation of such facilities are required by the LDR; Plans for all road and street signs and traffic safety control devices; Any other information taht may be considered necessary • Concurrence Impact Analysis showing hte impact on public facilities in accordance with Article 2.4.14 of the Land Development Regulations • Analysis of Consistency with the Comprehensive Plan • Legal description with tax parcel number • Proof of ownership • Proof of payment of taxes • Environment Resource Permit or Letter of Exemption from SWFMD • If access is from a County Road, access management permit from Pasco County • If access is from a State Road, access management permit from Florida Department of Transportation

<p>SUBDIVISION Final Plat Requirements</p>	<p>Final Plat Attachments:</p> <ul style="list-style-type: none"> • A copy of the original application • Plans on sheet size 24"x36" with 3" left margin and 1/2" top, bottom and right margins. Plans shall include, but not be limited to: <ul style="list-style-type: none"> - Scale: at least 1 inch = 200 feet; Name of subdivision in bold legible letters and specified in Chapter 177, Florida Statutes; Name, address, phone number of the subdivider; North arrow, graphic scale, date of plat drawing; Vicinity map; Exact boundary line of the tract determined by field survey, giving distances to the nearest one-hundredth foot and angles to the nearest minute which shall be balanced and closed with an apparent error of closure not to exceed 1 in 5,000; Legal description; Names of adjacent owners (or subdivision names) with acreage; Location of streams, lakes and swamps and land subject to the 100-year flood as defined by FEMA; Bearing and distance to permanent points on the nearest existing street lines of bench marks or other permanent monuments shall be accurately described on the plat; Municipal lines shall be accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision; The closest land lot corner shall be accurately tied to the lines of the subdivision by distance and angles; Location, dimensions and purpose of any land reserved or dedicated for public use; Exact locations, width and names of all streets within and immediately adjoining the proposed subdivision; Street right-of-way lines must show deflection angles of intersection, radii, and lines of tangents; Lot lines, dimensions, and bearings must be shown to the nearest one hundredth foot; Lots must be numbered in numerical order and blocks lettered alphabetically; Accurate location and description of monuments and markers; Minimum building front yard setback lines as required by the City's Land Development Regulations determined by the property's zoning; Reference to recorded subdivision plats of adjoining platted land shall be shown by recorded names, plat book and page number; Covenants and restrictions notice in accordance with Chapter 177.091(28) of Florida Statutes; Dedication to public by the owners of the land involved in all streets, drainage easements, and other rights-of-way; Certification that all payable taxes have been paid and all tax sales against the land redeemed; Title certification as required by Chapter 177 of Florida Statutes • Concurrency Impact Analysis showing the impact on public facilities in accordance with Article 2.4.14 of the Land Development Regulations • Analysis of Consistency with the Comprehensive Plan • Legal description with tax parcel number • Pasco County Public School Student Generation Form • Two sets of labels for all property owners within 400 feet of the subject property boundaries, even if those properties fall outside of City limits • Proof of ownership • Proof of payment of taxes • Environment Resource Permit or Letter of Exemption from SWFMD • If access is from a County Road, access management permit from Pasco County • If access is from a State Road, access management permit from Florida Department of Transportation • Fee. Please see fee schedule. No permit will be processed without applicable fee
<p>NEIGHBORHOOD MEETINGS (where applicable)</p>	<p>Documents:</p> <ul style="list-style-type: none"> • Copy of required public notice - must be in newspaper of general circulation as defined in Article 6 of the Dade City Land Development Code • Copy of written notice sent to all property owners within 400 feet • Written summary of meeting, including: those in attendance, a summary of the issues related to the development proposal discussed, comments by those in attendance, any other information deemed appropriate