

**HILLSBOROUGH COUNTY
PLANNING AND GROWTH MANAGEMENT DEPARTMENT
GENERAL SITE PLAN
REVIEW/CERTIFICATION APPLICATION INFORMATION PACKET**

The attached application form must be completed and submitted with the set of site plans to the Planning and Zoning Division, ATTENTION: SITE PLAN CERTIFICATION, **20th Floor** of the County Center, 601 East Kennedy Boulevard.

INSTRUCTIONS

FOLDED copies of the general site plan must be provided.

DO NOT COPY FINAL CONDITIONS OF APPROVAL ON THE GENERAL SITE PLAN.

Certification Submittal Check List:

- 1. Rezoning (RZ) application: Five (5) **folded** copies of the General Site Plan.
- 2. Personal Appearance (PRS) or Major Modification (MM): Six (6) **folded** copies of the General Site Plan.
- 3. _____ Extra Copy(ies) of Site Plan (maximum of two) for: Applicant Representative

NOTE: One copy of the Certified General Site Plan will be mailed to the Applicant, and one copy will be mailed to the Representative if two extra copies are submitted (see #3 above).

REVIEW AND PROCESSING SCHEDULES

1. Rezoning applications for Planned Development (PD) or Major Modification (MM) Submitted BEFORE October 1, 2006:

Within 21 calendar days of the submittal date of the general site plan, the Applicant /Applicant's Representative shall be notified by the Planning and Growth Management Department of the plan approval/disapproval.

- 1. A. If the general site plan is approved, then formal processing shall require 10 additional calendar days. Total processing time for an approved general site plan shall require a maximum of 30 calendar days.
- 1. B. If the general site plan is disapproved, the Applicant/Applicant's Representative shall be required to submit a revised set of general site plans utilizing the same submittal requirements and time frames as outlined above.

2. Rezoning applications for Planned Development (PD), Planned Development – Specific (PD-S), Planned Development – Specific with concurrent Site Development Review, or Major Modification (MM) submitted AFTER October 1, 2006 :

Within 10 calendar days after the date of the filing of the Zoning Hearing Master's recommendation the Applicant/Applicant's Representative shall submit a set of general site plans for certification and approval by the BOCC at the BOCC Land Use Meeting.

- 2. A. The general site plan will be reviewed by staff to determine if it is eligible for certification and approval by the BOCC at the BOCC Land Use Meeting.
 - 2. A. 1. If the general site plan is determined to be eligible for certification, it will go before the BOCC for approval at the BOCC Land Use Meeting.
 - 2. A. 2. If the general site plan is determined to not be eligible for certification, then the application will be automatically continued to the next scheduled BOCC Land Use Meeting, and a resubmittal of a set of revised general site plans for certification will be required.
- 2. B. If the general site plan is approved for certification by the BOCC, then formal processing shall require 10 additional calendar days from the date of the BOCC Land Use Meeting.
- 2. C. If the general site plan is not approved for certification by the BOCC, then the application will be automatically continued to the next scheduled BOCC Land Use Meeting and a resubmittal of a set of revised general site plans for certification will be required if applicable.

3. Minor Modification (PRS) submitted any time:

Within 21 calendar days of the submittal date of the general site plan, the Applicant's Representative shall be notified by the Planning and Growth Management Department of the plan approval/disapproval.

- 3. A. If the plan is approved for certification, then formal processing shall require 10 additional calendar days. Total processing time for an approved site plan shall require a maximum of 30 calendar days.
- 3. B. If the plan is disapproved, the Applicant shall be required to submit a revised set of plans utilizing the same submittal requirements and time frames as outlined in 3.A. above.

**HILLSBOROUGH COUNTY
PLANNING AND GROWTH MANAGEMENT DEPARTMENT
GENERAL SITE PLAN
REVIEW/CERTIFICATION APPLICATION**

To Be Completed by Applicant or Representative

Rezoning File No. RZ _____

Related File Number (if applicable): MM _____ PRS _____

BOCC Land Use Date: _____

Project Name: _____

Check the appropriate box(es):

- The attached site plan meets all conditions of approval and requirements of certification as required by Planning and Growth Management Staff and by the Zoning Hearing Master.
- The attached site plan does not meeting the following conditions of approval and/or requirements of certification:
- As required by PGM Staff: _____

- As required by the Zoning Hearing Master: _____

Applying for Oral Argument? Yes No

Applicant: _____ Phone Number: _____

Mailing Address: _____

E-mail Address: _____

Representative: _____ Phone Number: _____

Mailing Address: _____

E-mail Address: _____

I HEREBY CERTIFY that this application and all plans submitted herewith are true representations of all facts concerning the proposed General Site Plan Certification.

Signature of Applicant or Authorized Representative

Date