

**HILLSBOROUGH COUNTY APPLICATION
FOR IMPACT FEE OFFSET**

INSTRUCTIONS: Refer to Consolidated Impact Assessment Program Ordinance #96-29, as amended, Section K, for eligibility provisions. All information is subject to verification. Hillsborough County reserves the right to request further information. Please see appendices following application form for list of exhibits for your submission.

All applications must contain one hard copy of all materials submitted **along with** an **electronic copy** (CD, Flash Drive, etc.) containing your signed submission to:

**Impact Fee Manager
Planning & Growth Management
PO Box 1110
Tampa, FL 33601-1110**

Section I: Please complete all items in this section. If an item does not apply, write "N/A". If space does not permit, items may be continued on another page.

Applicant Name: _____
Address: _____ City: _____ State: ____ Zip: _____
Phone: Daytime (____) ____-____ Evening (____) ____-____
Email: _____ Fax (____) ____-____

Authorized Representative Name: _____
Address: _____ City: _____ State: ____ Zip: _____
Phone: Daytime (____) ____-____ Evening (____) ____-____
Email: _____ Fax (____) ____-____

Development Name: _____ Zone: _____
Development Location: _____
Date Improvement Accepted by BOCC/School Board: ____/____/____
Type & Description of Dedication or Contribution: _____

Entity Making Contribution: _____
Amount of Offset Requested: _____

Section II: Type of Offset request. Check box that applies and fill out relevant information.

Transportation Right of Way
Road Segment Name: _____
From: _____ To: _____
Improvement meets one of the following (Check one) (Transportation requests only):
____ MPO LRTP Needs Assessment ____ BOCC Adopted Corridor Plan

Park School
Number of Acres Dedicated: _____

Fire
Number of Acres/Square Footage of Facility Dedicated: _____
Name/Type of Apparatus Dedicated: _____

Applicant Signature: _____ Date: ____/____/____

APPENDIX 'A'
TRANSPORTATION IMPACT FEE
OFFSET APPLICATION

Instructions: Enclose indicated items in application package. Put a check in box to show items included in application package. Please mark each exhibit with corresponding exhibit number. If application pertains to multiple parcels, be sure to differentiate each parcel on map, deeds, survey and appraisals. Lack of sufficient information will delay timely review of application.

A traffic analysis **must** be conducted for the improvement that you are requesting an offset for.

REQUIRED EXHIBITS

- Exhibit 1 Legal Description
- Exhibit 2 Map showing location of development or project. Please indicate whether project within the Urban Service Area.
- Exhibit 3 Copy of approved development order and/or rezoning conditions. Please indicate condition that asked for improvement to be made.
- Exhibit 4 Provide a summary of the traffic analysis showing the total excess capacity (% of total capacity) created by this improvement.
- Exhibit 5 Copy of approved site plan.
- Exhibit 6 Copy of cancelled check if contribution was in cash.

If contribution was an improvement, please provide the following:

- Exhibit 7 Copy of agreement or contract with Hillsborough County.
- Exhibit 8 Copy of agreement or contract with contractor, including bid estimates and all Change orders.
- Exhibit 9 Complete set of signed as-built construction plans approved by Hillsborough County.
- Exhibit 10 Cancelled checks showing payment to contractor

APPENDIX 'B'
RIGHT-OF-WAY IMPACT FEE
OFFSET APPLICATION

Instructions: Enclose indicated items in application package. Put a check in box to show items included in application package. Please mark each exhibit with corresponding exhibit number. If application pertains to multiple parcels, be sure to differentiate each parcel on map, deeds, survey and appraisals. Lack of sufficient information will delay timely review of application.

REQUIRED EXHIBITS

- Exhibit 1 Legal Description
- Exhibit 2 Map showing location of development. Please indicate if development project is located within the Urban Service Area.
- Exhibit 3 Copy of approved development order and/or rezoning conditions. Please indicate condition which required dedication to be made.
- Exhibit 4 Copy of Deed or Plat showing dedication.
- Exhibit 5 Copy of approved site plan.
- Exhibit 6 Copy of agreement or contract with Hillsborough County, if applicable.
- Exhibit 7 Copy of letter from the Real Estate Department and/or a copy of approved appraisal.
- Exhibit 8 Copy of signed and sealed survey of dedicated property.

APPENDIX 'C'
SCHOOL IMPACT FEE
OFFSET APPLICATION

Instructions: Enclose indicated items in application package. Put a check in box to show items included in application package. Please mark each exhibit with corresponding exhibit number. If application pertains to multiple parcels, be sure to differentiate each parcel on map, deeds, survey and appraisals. Lack of sufficient information will delay timely review of application.

REQUIRED EXHIBITS

- Exhibit 1 Legal Description
- Exhibit 2 Map showing location of development or project.
is located within the Urban Service Area.
- Exhibit 3 Copy of approved development order and/or rezoning conditions. Please indicate
condition which required dedication to be made.
- Exhibit 4 Copy of Deed or Plat showing dedication.
- Exhibit 5 Copy of approved site plan.
- Exhibit 6 Copy of agreement or contract with Hillsborough County, if applicable.
- Exhibit 7 Copy of letter from the Hillsborough County School Board showing acceptance
of property.
- Exhibit 8 Copy of signed and sealed survey of dedicated property.

APPENDIX 'D'
PARK IMPACT FEE
OFFSET APPLICATION

Instructions: Enclose indicated items in application package. Put a check in box to show items included in application package. Please mark each exhibit with corresponding exhibit number. If application pertains to multiple parcels, be sure to differentiate each parcel on map, deeds, survey and appraisals. Lack of sufficient information will delay timely review of application.

REQUIRED EXHIBITS

- Exhibit 1 Legal Description
- Exhibit 2 Map showing location of development or project. Please indicate if development project is located within the Urban Service Area.
- Exhibit 3 Copy of approved development order and/or rezoning conditions. Please indicate condition which required dedication to be made.
- Exhibit 4 Copy of Deed or Plat showing dedication.
- Exhibit 5 List of proposed or completed improvements, if applicable.
- Exhibit 6 Copy of approved site plan.
- Exhibit 7 Copy of agreement or contract with Hillsborough County, if applicable.
- Exhibit 8 Copy of appraisal letter from the Real Estate Department and/or copy of approved appraisal.
- Exhibit 9 Copy of signed and sealed survey of dedicated property.

APPENDIX 'E'
FIRE IMPACT FEE
OFFSET APPLICATION

Instructions: Enclose indicated items in application package. Put a check in box to show items included in application package. Please mark each exhibit with corresponding exhibit number. If application pertains to multiple parcels, be sure to differentiate each parcel on map, deeds, survey and appraisals. Lack of sufficient information will delay timely review of application.

REQUIRED EXHIBITS

- Exhibit 1 Legal Description
- Exhibit 2 Map showing location of development or project.
- Exhibit 3 Copy of approved development order and/or rezoning conditions. Please indicate condition that asked for improvement to be made.
- Exhibit 4 Copy of Deed or Plat showing dedication.
- Exhibit 5 Describe existing buildings, as well as nature and schedule of buildings, planned to be constructed. Include listing of associated costs for construction, if applicable.
- Exhibit 6 Copy of approved site plan.
- Exhibit 7 Copy of agreement or contract with Hillsborough County, if applicable.
- Exhibit 8 Copy of signed and sealed survey of dedicated property, if applicable.
- Exhibit 9 Copy of cancelled check if contribution was in cash.
- Exhibit 10 If a fire station was constructed, provide a complete set of as-built construction plans approved by Hillsborough County.
- Exhibit 11 If fire station was constructed, provide a copy of the contract and proof of payment to contractor(s).
- Exhibit 12 If apparatus was donated, provide a copy of the specifications and proof of payment to vendor.