

# **CONDITIONAL USE APPLICATION INFORMATION PACKET**

**Applications cannot be accepted without an appointment.**

**Call (813) 277-1630  
to schedule an appointment to file an application.**

**Incomplete applications cannot be accepted.  
Please read the instructions and use the attached checklist.**

**The Land Development Code allows up to 30 business days for  
processing and review of administrative applications.**



**Hillsborough County  
Florida**

**THE HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS  
ADDOPTED LOBBYING ORDINANCE NO. 93-8, AS AMENDED. PRIOR TO  
MEETING PRIVATELY WITH A BOARD MEMBER, COUNTY ATTORNEY,  
CHIEF ASSISTANT COUNTY ATTORNEY, COUNTY ADMINISTRATOR, ANY  
ASSISTANT COUNTY ADMINISTRATOR, OR ANY DEPARTMENT HEAD,  
YOU MAY BE REQUIRED TO REGISTER AS A LOBBYIST.**

# CONDITIONAL USE

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**HILLSBOROUGH COUNTY PLANNING & GROWTH MANAGEMENT  
APPLICATION FORM**

Shaded Area For Official Use Only

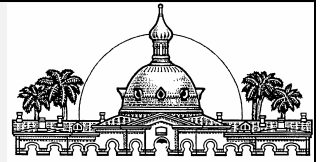
APPLICATION PREFIX AND NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

HEARING(S) AND TYPE: DATE: \_\_\_\_\_ TYPE: \_\_\_\_\_  
(If Applicable)

DATE: \_\_\_\_\_ TYPE: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

APPLICATION TYPE AS REFERENCED IN LDC: \_\_\_\_\_



Hillsborough County  
Florida

INTAKE DATE: \_\_\_\_\_ INTAKE TECHNICIAN SIGNATURE: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

PROPERTY ADDRESS OR GENERAL LOCATION: \_\_\_\_\_

NATURE OF REQUEST: \_\_\_\_\_

RELATED APPLICATIONS: \_\_\_\_\_

PROPOSED UTILITIES: PUBLIC WATER \_\_\_ PRIVATE WELL \_\_\_ PUBLIC WASTEWATER \_\_\_ SEPTIC TANK \_\_\_

(Additional Information Required On "Property Information Sheet")

**I HEREBY SWEAR OR AFFIRM THAT ALL THE INFORMATION PROVIDED IN THE SUBMITTED APPLICATION PACKET IS TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE, AND AUTHORIZE THE REPRESENTATIVE LISTED ABOVE TO ACT ON MY BEHALF ON THIS APPLICATION.**

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Type or Print Name

I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION AND RECOGNIZE THAT THE FINAL ACTION TAKEN ON THIS PETITION SHALL BE BINDING TO THE PROPERTY AS WELL AS TO THE CURRENT AND ANY FUTURE OWNERS.

\_\_\_\_\_  
Signature of the Owner(s) – (All Parties on the Deed must Sign)

\_\_\_\_\_  
Type or Print Name

**AFFIDAVIT TO AUTHORIZE AGENT**

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

\_\_\_\_\_  
(NAME OF ALL PROPERTY OWNERS), being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:

ADDRESS OR GENERAL LOCATIONS: \_\_\_\_\_ Folio No: \_\_\_\_\_

2. That this property constitutes the property for which a request for a: \_\_\_\_\_ (NATURE OF REQUEST)  
is being applied to the Board of County Commissioners, Hillsborough County.

3. That the undersigned (has/have) appointed \_\_\_\_\_ as  
(his/their) agent(s) to execute any permits or other documents necessary to affect such permit.

4. That this affidavit has been executed to induce Hillsborough County, Florida, to consider and act on the above-described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_  
SIGNED (PROPERTY OWNER)

\_\_\_\_\_  
SIGNED (PROPERTY OWNER)

<b>STATE OF FLORIDA</b> <b>COUNTY OF HILLSBOROUGH</b>	
The foregoing instrument was acknowledged before me this (DATE) _____	
by _____	
who: _____ (Property Owner)	
<input type="checkbox"/> Personally known to me <input type="checkbox"/> Florida driver's license	
<input type="checkbox"/> Other type of identification: _____	
and who: <input type="checkbox"/> did <input type="checkbox"/> did not take an oath.	
_____ (Signature of Notary taking acknowledgment)	
_____ Type or Print Name of Notary Public	
_____ Commission Number	_____ Expiration Date

<b>STATE OF FLORIDA</b> <b>COUNTY OF HILLSBOROUGH</b>	
The foregoing instrument was acknowledged before me this (DATE) _____	
by _____	
who: _____ (Property Owner)	
<input type="checkbox"/> Personally known to me <input type="checkbox"/> Florida driver's license	
<input type="checkbox"/> Other type of identification: _____	
and who: <input type="checkbox"/> did <input type="checkbox"/> did not take an oath.	
_____ (Signature of Notary taking acknowledgment)	
_____ Type or Print Name of Notary Public	
_____ Commission Number	_____ Expiration Date

**PROPERTY/PROJECT INFORMATION SHEET**

Shaded Area For Official Use Only



APPLICATION PREFIX AND NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDITIONAL HEARING INFORMATION: CUT-OFF DATE: \_\_\_\_\_  
(If Applicable)

NOTICE DEADLINE: \_\_\_\_\_

Proposed Project Name (If Applicable): \_\_\_\_\_

Are Code Enforcement issues pending? \_\_\_\_\_ If "Yes", list citation numbers \_\_\_\_\_

List each folio within the proposed project along with the corresponding information for each (Use additional sheets if necessary).

Folio Numbers	Owner(s) Name(s) as listed on the deed	Acreage	Current Zoning*	Comp. Plan Category	S/T/R**
	Total Acreage:				

\* If Current Zoning is PD, list PD application number as well.

\*\* Section / Township / Range

**PROCEDURES FOR ISSUANCE OF DEVELOPMENT PERMITS  
(ADMINISTRATIVE REVIEW)**

**A. GENERAL**

The procedures in this section shall be followed whenever the Land Development Code (LDC) requires development permit review in accordance with LDC Section 10.01.00. Examples of the type of permits which may be submitted for consideration pursuant to these procedures include, but are not limited to, subdivision plan, site development plan, special use (administrative type), and specified use. Development permits may be issued by the Administrator after a finding that the proposed development activity complies with all applicable provisions of the LDC and other county regulations.

Supplemental design standards for specified uses shall augment the standards and criteria otherwise required within the LDC. Compliance with these supplemental standards shall be determined during development review, when possible, and shall not require any additional procedural steps or review processes. Those specified uses not requiring site development or subdivision review shall be reviewed by staff for compliance with these standards prior to the issuance of permits.

**B. APPLICATION AND FEES**

A request for a development permit shall be initiated in accordance with this manual by paying appropriate fees as referenced in Section 2.0 and filing an application as referenced in Section 3.0 with attached supplemental information.

**C. COMPLETENESS REVIEW**

Permit reviews for application submittals which are determined to be incomplete may be delayed or terminated as prescribed herein unless appropriate information is submitted to bring application into conformance with submittal requirements herein.

**D. REVIEW PERIOD**

Within 30 business days (excluding County holidays) of receipt of a complete application, unless otherwise required herein, the Administrator shall review the proposal and decide whether to grant or deny the requested development permit. The Administrator's decision shall be in the form of a letter sent by registered mail to the applicant.

**CONDITIONAL (SPECIFIED) USES**

**Sec. 4.1.3**

**A. General Description**

Specified Uses require additional design standards to ensure compatibility with adjacent uses and the surrounding neighborhood. The standards for each use shall supplement the standards and criteria otherwise required in the Land Development Code.

**B. Cross Reference to Land Development Code:**

Section 6.11.00

## C. Submittal Requirements

In addition to the items listed below, the administrator [may](#) require additional information as found necessary to properly review the application.

1. [Fee Payment](#) - referenced in Section 2.0 of Development Review Procedures Manual.
2. [Application](#) - referenced in Section 3.0 of Development Review Procedures Manual.
3. [Deed](#) - copy of recorded deed.
4. [Legal Description of Property](#) - typed on separate page.
5. [Written Statement](#) - detailed description of proposal.
6. [General Location Map](#) - indicate general location of site.
7. [A Site Plan](#) - containing the following:
  - project title,
  - scale,
  - name(s) of project planners and developer(s),
  - date,
  - north arrow,
  - project boundaries,
  - legal description,
  - existing trees,
  - existing and proposed buildings,
  - water courses,
  - conservation/preservation areas,
  - easements,
  - section lines,
  - structure height,
  - access,
  - parking areas (indicate total spaces),
  - fences, walls, hedges,
  - buffer areas, and
  - building entrance
8. [Current Aerial Photograph](#) - to scale, including outline of subject parcel.

### Sec. 4.1.3.1 Adult Care Facility Supplemental Information

In addition to the required information for specified uses listed in Section 4.1.3.C., applications for adult care facilities, [shall](#) include the following information.

1. Documentation of total building volume and site volume ratio of all buildings located within 200 feet of the proposed adult care facility.

### Sec. 4.1.3.2 Affordable Housing Supplemental Information

In addition to the required information for specified uses listed in Section 4.1.3.C., applications for affordable housing projects shall include the following supplemental information:

1. Documentation the projects meets the affordability requirements of LDC Section 6.11.06 and shall remain affordable for a minimum of 15 years.

**Sec. 4.1.3.3 Agricultural Stand Supplemental Information**

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for agricultural stands shall include the following:

1. Written statement specifying the dates of operations, daily business hours and types of agricultural products to be sold.
2. Proof of current Agricultural Classification for the host parcel as determined by the Hillsborough County Property Appraiser, if applicable.
3. Valid building and/or tent permits from Hillsborough County, if applicable.
4. Valid occupational license for “retail sales” if produce not grown on the parcel is to be sold.

**Sec. 4.1.3.4 Boarding House Supplemental Information**

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for boarding houses shall include the following supplemental information.

1. For boarding houses to be located within two lots or 100 feet from the boundary of a single-family residential zoning district with lesser permitted density than the zoning district of the proposed boarding house, documentation of total building volume and site volume ratio of all buildings located within 200 feet of the proposed boarding house.

**Sec. 4.1.3.5 Communication Facilities, Radio Telephone Supplemental Information**

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for radiotelephone communication facilities shall include the following:

1. An executed natural resources permit or “no tree removal” affidavit.
2. Adequate documentation, signed by an appropriate accredited expert, demonstrating the need for the proposed radiotelephone communications tower and why it cannot be met by collocating antennas on existing or approved towers, or utilizing some other existing structure.
3. A letter of commitment from the owner of the proposed tower to allow shared use of the structure by other wireless communications providers within the requirements of LDC Section 6.11.24.D. Said letter shall be filed with the Office of the County Clerk and a stamped copy verifying the filing shall be provided with the application.
4. Proof of notification to other potential users of the proposed tower informing them of the opportunity for collocation.
5. Proof of compliance with aviation safety requirements of the Federal Aviation Administration and Hillsborough County Aviation Authority.

**Sec. 4.1.3.6 Housing for Older Persons Supplemental Information**

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for housing for older persons (elderly housing) shall include the following:

1. Documentation the project will provide significant facilities and services specifically designed to meet the physical or social needs of older persons, or will provide important housing opportunities for older persons, and that at least 80 percent of the dwelling units will be occupied and/or reserved for persons 55 years of age or older.

**Sec. 4.1.3.7 Temporary Manufactured Home Supplemental Information**

1. For medical hardship applications, documentation from an attending physician of a medical condition which requires the infirm resident to have continuous supervision.
2. For security residence applications, documentation the property cannot be adequately protected by periodic security patrols (police reports, etc.), and that the residence will be removed after a limited period of time.
3. For agricultural office applications, documentation the property has an Agricultural Classification for property tax purposes, as determined by the Hillsborough County Property Appraiser.

**Sec. 4.1.3.8 Vendors, Mobile and Temporary, Supplemental Information**

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for temporary vendors shall include the following:

1. A written statement specifying the dates of operation, daily hours of operation and type of merchandise to be sold.
2. Proof of sponsorship by non-profit organization, when applicable.
3. Valid building and/or tent permit from Hillsborough County, if applicable.
4. Valid occupational license for “retail sales peddler.”
5. Valid food permit from Florida Department of Agriculture if selling any food other than legumes in the shell and fresh fruits and vegetables.

## Checklist of Submittal Requirements for a Conditional Use

	<b>Applicant Initials</b>	<b>Intake Initials</b>	<b>Requirements</b>
1.	_____	_____	<b>Fee Payment</b>
2.	_____	_____	<b>Application</b> (Included in this packet)
2.a.	_____	_____	<b>Affidavit to Authorize Agent</b> (If applicable) <b>NOTE:</b> All property owners must sign either the Application form or the Affidavit to Authorize
2.b.	_____	_____	<b>Property Information Sheet</b> (all information must be completed for each folio included in the request.)
3.	_____	_____	<b>Copy of Recorded Deed(s)</b> (can be obtained in the Records Library on the 6 <sup>th</sup> floor of 501 E. Kennedy Blvd.)
4.	_____	_____	<b>Legal Description</b>
5.	_____	_____	<b>Written Statement</b>
6.	_____	_____	<b>General Location Map</b>
7.	_____	_____	<b>Site Plan</b>
8.	_____	_____	<b>Aerial Photograph</b> (can be obtained on the 21 <sup>st</sup> floor)
9.	_____	_____	<b>Supplemental Information</b>