

**PERSONAL APPEARANCE (NOTICED)  
(Minor Modification to a PD)  
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.**



**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.**

# ATTENTION:

## GENERAL NOTICE, NOTICE OF CONTINUANCE, AND ADDITIONAL FEE REQUIREMENTS - EFFECTIVE: OCTOBER 1, 2006

### ◆ NOTICE DEADLINE:

**ALL MAILED NOTICE** (including renounce) is required to be post marked a minimum of 30 days prior to the hearing date being noticed.

### ◆ PROOF OF NOTICE:

**In all cases of notice**, the documentation listed below shall be provided to Planning and Growth Management Staff by the applicant as proof of fulfillment of the notice requirements **no later than fourteen (14) calendar days prior to the hearing date**.

- a. A completed copy of the official notice letter or the notice of continuance letter.
- b. The original "certificate of mailing" listing the name, address, and folio number of all noticed parties.
- c. A signed and notarized affidavit acknowledging completion of the notice requirements.

**Failure to submit proof of fulfillment of the notice requirements in a timely manner shall result in the application being declared out of order and continued to the next available hearing.**

If at any time, the contents of any form of notice, required or otherwise, is determined to be incorrect, the application shall be required to continue to the next available hearing, after the prior scheduled meeting, and renounce shall be required in order to make the appropriate corrections

### ◆ CONTINUANCES:

ALL continuances requested by the applicant or caused by actions or inactions of the applicant require:

Mailing of notice for the new hearing date, and

Payment of additional fees for reposting the notice sign(s) and rescheduling the hearing.

### ◆ CONTINUANCE AS A MATTER OF RIGHT:

Must be requested and proof of notice and additional fees submitted **at least fourteen (14) calendar days before the scheduled public hearing**. May be continued to the next hearing or a later date as needed to address issues.

The Administrator shall cause the posting of a sign(s) with the new hearing date displayed no less than five (5) days prior to the currently scheduled hearing.

### ◆ CONTINUANCES REQUESTED LESS THAN FOURTEEN (14) DAYS PRIOR TO THE HEARING:

**May be continued at the discretion of the hearing officer.**

Must be continued to a date that allows the applicant to meet the 30 day mailed notice requirement after the approval of the continuance by the hearing officer.

**Proof of notice and additional fees for the required sign posting are required no later than fourteen (14) days prior to the hearing to which the application is continuing.**

The Administrator shall cause the posting of a sign(s) following the approval of the continuance within ten days of the decision to reschedule the hearing.

### ◆ CONTINUANCE FOR OUT OF ORDER APPLICATIONS:

**Continuance is required.** Must be continued to a date that allows the applicant to meet the 30 day mailed notice requirement. May be continued to the next hearing or a later date as needed to address issues.

**Proof of notice and additional fees for the required sign posting are required no later than fourteen (14) days prior to the hearing to which the application is continuing.**

The Administrator shall cause the posting of a sign(s) following the approval of the continuance within ten days following the hearing from which the application is being continued.

### ◆ FAILURE TO SUBMIT REQUIRED FEES FOR CONTINUANCE

**Failure to submit fees by the required deadline shall result in the application being declared out of order and continued to the next available hearing. Additional fees will be added for another continuance and additional mailed notice will be required.**

**PERSONAL APPEARANCE  
(NOTICED)**

**Table Of Contents**

**Item**

**General Procedures .....page 1**

**Submittal Requirements.....page 2**

**Application Form**

**Affidavit to Authorize Agent**

**Property Information Sheet**

**Checklist of Submittal Requirements**

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

Shaded Area For Official Use Only

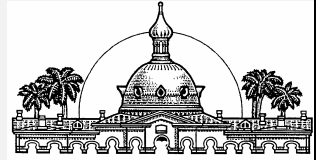
APPLICATION PREFIX AND NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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)

<p><b>STATE OF FLORIDA 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.</p> <p>_____ (Signature of Notary taking acknowledgment)</p> <p>_____ Type or Print Name of Notary Public</p> <p>_____ Commission Number                      Expiration Date</p>	<p><b>STATE OF FLORIDA 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.</p> <p>_____ (Signature of Notary taking acknowledgment)</p> <p>_____ Type or Print Name of Notary Public</p> <p>_____ Commission Number                      Expiration Date</p>
--	--

**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

## **PERSONAL APPEARANCE (PRS) BEFORE THE BOARD OF COUNTY COMMISSIONERS**

Personal Appearance (PRS) is a procedure structured to provide a framework for review and decision by the Board of County Commissioners (BOCC) for certain types of applications or other items which **may** not require a hearing officer recommendation or public notice.

### **A. General**

There are two types of Personal Appearances: Non-Noticed, and Noticed.

1. The Non-Noticed Personal Appearance process provides a procedural framework for consideration and decision by the BOCC on various types of applications/issues that do not require public notice. Examples of these items are Developments of Regional Impact (DRI) annual reports.
2. The Noticed Personal Appearance process provides a procedural framework for consideration and decision by the BOCC on various types of applications/issues that require public notice, but do not require hearing officer review. Examples of these items are minor modifications to planned developments and DRI notice of proposed change.

### **B. Preapplication**

A preapplication conference with county staff is encouraged prior to application submittal. (For application counseling not review of information to be submitted.)

### **C. Application and Fees**

All applications for PRS **shall** be initiated in accordance with this manual by payment of fees as referenced in Section 2.0 and by filing an application as referenced in Section 3.0 with attached required supplemental information.

### **D. Setting the Matter for Hearing**

A public hearing date for the PRS application to be considered by the BOCC **shall** be established based on a schedule established by the Administrator.

### **E. Public Notice**

For Noticed Personal Appearances only, public notice **shall** be provided in accordance with Section 12.0 of the manual.

### **F. Staff Reports**

A report **shall** be prepared by staff evaluating the application. Said report shall be prepared in sufficient time to be made available to the public in accordance with the PRS schedule adopted by the Administrator.

## **G. Order of Appearance Before the Board**

The order of appearance and total time allotments shall be:

1. Applicant oral argument. (15 minutes)
2. Administrator; summary of the application; County staff and department findings. (5 minutes)
3. Planning Commission staff, statement of compliance or noncompliance, if applicable. (5 minutes)
4. Party of record (non-applicant) oral argument. (15 minutes)
5. Staff; amended recommendations, if any. (5 minutes)
6. Applicant; rebuttal. (5 minutes)

## **H. Nature of Hearings**

To the maximum extent practicable, the hearings shall be informal. Questioning shall be confined as closely as possible to the scope of direct testimony. The BOCC may call and question witnesses as deemed necessary and appropriate.

## **I. Evidence**

Irrelevant, immaterial, or unduly repetitious evidence shall or may be excluded. Any part of the evidence may be received in written form, and all the testimony shall be under oath.

### **PERSONAL APPEARANCE SUBMITTAL PROCEDURES**

This section includes submittal requirements for all types of PRS applications.

#### **General Submittal Requirements**

1. Fee Payment - as referenced in Section 2.0 of the Development Review Procedures Manual, except that no fee shall be required for fee waiver requests.
2. Application - as referenced in Section 3.0 of the Development Review Procedures Manual.
3. Written Statement - describing the request in detail

#### **Minor Modification to Planned Development (Noticed)**

In addition to the general submittal requirements, this sub-section includes supplemental submittal requirements for minor modification to planned development PRS applications.

## General Description

A revision to the approved conditions of approval and/or general development plan which is determined by the Administrator to be within the scope of a minor modification.

## Submittal Requirements

3. Public Notice - provide public notice in accordance with Section 10.03.02.D of the [LDC](#) and Section 12.0 of the manual.

By proof of mailing receipt to all owners of property, as reflected on the current year's tax roll, and, where common property lies within the required notice distance, to all condominium and owners' associations, lying within 500 feet in every direction when the subject parcel is within the Agricultural and Residential-1 Categories of the Comprehensive Plan, and 300 feet in every direction when the parcel is within any of the remaining Plan categories. If a subject parcel contains more than one land use designation, the greatest applicable notice distance shall apply. (LDC Section 10.03.02.E.1)

- a. Adjacent Property Owners List - must be typewritten or clearly printed in black ink and prepared in a manner similar to the following:

**Folio Number**

1. 10000.0000	John and Mary Smith 100 S. Smith Road Tampa, FL 33601
2. 10000.0001	John and Mary J. Smith 100 S. Smith Road Tampa, FL 33601
3. 10000.0002	John and Mary Smith 100 S. Smith Road Tampa, FL 33601
4. 10000.0003	Tom Arnold 1938 Timber Way Tampa, FL 33615

- b. List of Affected Neighborhood Organizations and Civic Associations - A list including all organizations which are within required notification distance will be provided to you at the time of filing.

2. Revised General Development Plan - five (5) copies and one reduced copy (8½ inches x 11 inches), including the information required on the original general development plan as referenced in Section 6.3.1.C of the manual.
3. Legal Description of the Property.
4. Deed.
5. Copy of Minutes - from all previous [BOCC](#) meetings related to subject zoning.
6. Copy of the Final Conditions of Approval - include current zoning conditions.
7. Aerial Photographs - one (1) copy of most recent aerial photographs with site outlined.

## Checklist of Submittal Requirements for a Noticed PRS

	<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.)
2.c.	_____	_____	<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.)
3.	_____	_____	<b>Written Statement</b>
4.	_____	_____	<b>Public Notice</b> (Notice Letters and Affidavits will be obtained at time of filing)
4.a.	_____	_____	- <b>Adjacent Property Owners List</b> (information can be obtained from the Property Appraisers office on the 16 <sup>th</sup> floor – must be put into list format)
4.b.	_____	_____	- <b>List of Affected Neighborhood Organizations and Civic Associations</b> (will be obtained at time of filing)
5.	_____	_____	<b>Revised General Site Plan</b> (five (5) full sized and one 8 ½ x 11)
6.	_____	_____	<b>Legal Description</b>
7.	_____	_____	<b>Copy of Minutes from <u>all</u> previous <b>BOCC</b> meetings</b> (can be obtained from BOCC Records on the 12 <sup>th</sup> floor)
8.	_____	_____	<b>Copy of the Final Conditions of Approval</b>
9.	_____	_____	<b>Aerial Photograph</b> (can be obtained on the 21 <sup>st</sup> floor)