

2008 DRPM AMENDMENTS

ADOPTED: December 9, 2008

EFFECTIVE: January 1, 2009

ITEM

A

SECTION 4.0 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 *conditional 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 *conditional 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 *conditional 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.

Sec. 4.1 SUBMITTAL AND REVIEW PROCEDURES FOR DEVELOPMENT PERMITS

This section includes submittal and review information for individual types of Administrative reviews: special use (administrative type), *conditional specified* use, site development, subdivision. The procedures in this section shall be followed whenever a permit is necessary for the following:

Sec. 4.1.1 Adult Use Special Use Permit

Sec. 4.1.2 Alcoholic Beverage Special Use Permit (No Waiver)

Sec. 4.1.3 *Conditional Specified* Use

Sec. 4.1.3 ~~CONDITIONAL SPECIFIED~~ USES

A. General Description

Conditional 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.

Sec. 4.1.3.1 Adult Care Facility Supplemental Information

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

1. Documentation the projects *meet 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 *conditional 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 *conditional 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 *conditional specified* uses listed in Section 4.1.3.C, applications for radio telephone 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 radio telephone 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 *conditional 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. 4.1.3.8 Vendors, Mobile and Temporary, Supplemental Information

In addition to the required information for *conditional 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.

Sec. 5.2.1 SPECIAL USE PERMIT

C. Special Use Submittal Requirements

Unless otherwise required in supplemental submittal requirements for certain types of special uses, the following submittal requirements shall apply to all Special Use Permit applications.

5. Conceptual Site Plan--Twelve (12) full size (24 inch x 36 inch) folded copies and one 8 1/2 inch x 11 inch reduced copy shall be provided with the application, and with resubmittals for revision, if necessary. The site plan shall be drawn to a sufficient and commonly used scale to show all of the information required to review the site plan.
 - a. Specific Information - to the extent possible, the site plan shall include information (graphic and/or data) to demonstrate compliance with applicable sections of the LDC: Special Use Section 10.02.00 and/or *Conditional Specified* Use Section 6.11.00 standards of the LDC.

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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 radio telephone communication facilities shall include the following:

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~~ 6.11.29.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.

ITEM C

Sec. 4.1.4.1.2.2.1 Preliminary Plat Review

C. Submittal Requirements

15. *Submittal requirements identified in DRPM Natural Resources Section 4.1.6.1.1.C not duplicative of submittal requirements identified in this section.*

D. Information Required on Preliminary Plat

If the preliminary plat consists of two (2) or more sheets, a key map shall be included showing how the separate parts fit together. The preliminary plat shall contain the following information:

8. *Existing Features*--indicate the location, name, and size of the following existing features, both on and contiguous to the subdivision tract:
 - adjoining electric utility transmission easements and rights-of-way identifying utility poles and overhead utility lines.
17. *A Grand Oak survey as specified in DRPM Natural Resource Section 4.1.6.1.1.D.1.*

E. Review Procedures

3. Fifteen (15) working days will be given to the entities for review. Within ~~five (5)~~ *nine (9)* working days from the end of the fifteen-day comment period, the development review committee shall meet with the applicant. The preliminary plat shall be either approved, approved with conditions, or required to be resubmitted to address comments. Green Development, Affordable Housing, and Economic Development projects shall be granted a review in half of the normal working time. A completed checklist for the project which is proposing to meet a green development certification from the USGBC (U.S. Green Building Council), FGBC (Florida Green Building Coalition), or NHBA (National Home Builders Association) must be included with the submittal at the time of application for green development projects. Persons or corporations who fail to keep their commitments may be deemed ineligible for any future expedited reviews as determined by the Administrator and with a concurrence of the Director of the Planning and Growth Management Department.
4. If the preliminary plat requires resubmittal, the applicant shall submit revised plats to the Administrator to be reviewed by the applicable reviewing entities. The applicant shall specify the revisions ~~that have been made~~ *in response to the review entity comments* on a transmittal letter

attached to the revised plats. The reviewing entities shall review the plats within five (5) working days.

Sec. 4.1.4.1.2.2.2 Subdivision Construction Plan Review

C. Submittal Requirements

3. Transmittal Letter *itemizing responses to a reviewing entity's specific preliminary plat conditions of approval.*
14. *Submittal requirements identified in DRPM Natural Resource Section 4.1.6.1.1.C not duplicative of submittal requirements identified in this section and as specified on the Sufficiency Checklist.*

D. Information Required on Construction Plans

Preliminary plat approval is required prior to submittal of the Construction Plans.

8. *Information identified in DRPM Natural Resource Section 4.1.6.1.1.D not duplicative of information identified in this section and as specified on the Sufficiency Checklist.*

E. Review Procedures

3. If the subdivision construction plan requires resubmittal, the applicant shall submit revised plans to the Administrator to be reviewed by the applicable reviewing entities. The applicant shall specify the revisions ~~that have been~~ *in response to the review entity comments* made on a transmittal letter attached to the revised plans. The reviewing entities shall review the plans within ten (10) working days.
6. No land alteration or construction activity shall be permitted on the property until a natural resources/landscaping permit has been issued based on the following:
 - construction plan approval,
 - *proof of a protective tree barricade inspection, if applicable,*
 - approved SWFWMD permit or predevelopment permit, if applicable.

H. Construction Inspection

The Administrator's inspection section shall conduct random, as well as scheduled, inspections during construction to ensure the site is constructed in accordance with the

approved plans and *applicable permits* to avoid delays in issuance of Certificates of Occupancy upon completion.

Sec. 4.1.5.1.1 Preliminary Site Development Plan Review

C. Submittal Requirements

14. *Submittal requirements identified in DRPM Natural Resource Section 4.1.6.1.1.C not duplicative of submittal requirements identified in this section and as specified on the Sufficiency Checklist.*

D. Information Required on Preliminary Site Development Plan

30. *Information identified in DRPM Natural Resource Section 4.1.6.1.1.D not duplicative of submittal requirements identified in this section and as specified on the Sufficiency Checklist.*

E. Review Procedures

4. Fifteen (15) working days will be given the entities for review. Within ~~five (5)~~ *nine (9)* working days from the end of this fifteen-day comment period, the DRC shall meet with the applicant. The preliminary site development plan shall be either approved, approved with conditions, or required to be resubmitted to address comments. Green Development, Affordable Housing, and Economic Development projects shall be granted a review in half of the normal working time. A completed checklist for the project which is proposing to meet a green development certification from the USGBC (U.S. Green Building Council), FGBC (Florida Green Building Coalition), or NHBA (National Home Builders Association) must be included with the submittal at the time of application for green development projects. Persons or corporations who fail to keep their commitments may be deemed ineligible for any future expedited reviews as determined by the Administrator and with a concurrence of the Director of the Planning and Growth Management Department.
5. If the preliminary site development plan requires resubmittal, the applicant shall submit revised plans to the Administrator to be reviewed by the applicable reviewing entities. The applicant shall specify the revisions ~~that have been~~ *in response to the reviewing entity comments* made on a transmittal letter attached to the revised plans. The reviewing entities shall review the plans within five (5) working days.

Sec. 4.1.5.1.2 Site Development Construction Plan Review

C. Submittal Requirements

3. Transmittal Letter *itemizing responses to a reviewing entity's specific preliminary plan conditions of approval.*
11. *Submittal requirements identified in DRPM Natural Resource Section 4.1.6.1.1.C not duplicative of submittal requirements identified in this section and as specified on the Sufficiency Checklist.*

D. Information Required on Site Development Construction Plans

The following information shall be required on all submitted plans:

9. Utilities - Location of existing or proposed public and private utilities: proposed points of connection, lift stations and/or treatment facilities, ~~and~~ the location and general dimensions of septic tanks, drainfields and wells, *and the location of proposed overhead electric utility lines*, if applicable.
11. *Information identified in DRPM Natural Resource Section 4.1.6.1.1.D not duplicative of submittal requirements identified in this section and as specified on the Sufficiency Checklist.*

E. Review Procedures

6. No land alteration or construction activity shall be permitted on the property until a natural resources/ landscaping permit has been issued based on the following:
 - construction plan approval.
 - *proof of a protective tree barricade inspection*, if applicable.
 - approved SWFWMD permit or predevelopment permit, if applicable.

Sec. 4.1.5.1.3 Minor Site Development Review

E. Review Procedures

3. If the minor site development construction plan requires resubmittal, the applicant shall submit revised plans to the Administrator to be reviewed by the applicable reviewing entities. The applicant shall specify the revisions ~~that have been~~ *in response to the review entity comments* made on a transmittal letter attached to the revised plans. The reviewing entities

shall review the plans within five (5) working days.

6. No land alteration or construction activity shall be permitted on the property until a natural resources/landscaping permit has been issued based on the following:
 - construction plan approval,
 - *proof of a* protective tree barricade inspection, if applicable, and
 - approved SWFWMD permit or predevelopment permit, if applicable.

Sec. 4.1.6.1.1 Requirements for Subdivision (S), Commercial (C), Land Alteration Activities with No Construction (O), and Grubbing (G)

E. Review Procedures - Land Alteration Activities with No Construction and for Grubbing Applications. (Review procedures for subdivision and commercial applications are addressed in Sections 4.1.4 and 4.1.5, respectively.)

Within three (3) working days from receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities. ~~Ten (10)~~ *Fifteen (15)* working days will be given for the reviewing entities to complete their review.

A resubmittal of the application, as needed, to satisfy review comments will result in a ~~five (5)~~ *ten (10)* working day review time frame. Within three (3) working days from receipt of the resubmitted package, copies of the package shall be forwarded to reviewing entities.

Within three (3) working days from receipt of approval comments from all reviewing entities, a Natural Resources Permit will be prepared for issuance contingent upon an approved tree barricade inspection, if applicable.

Sec. 4.1.6.1.3 Natural Resource Single Family/Duplex

C. Submittal Requirements

3. A Plot Plan - drawn to scale (maximum $8\frac{1}{2}$ 11 inch x 17 inch sheet size) including the following:
 - property boundaries with lot dimensions and total square footage,
 - streets/roads abutting property,

D. Review Procedures

~~Within three (3) working days from the receipt of an application, the application will be reviewed for conformance with the LDC requirements. If acceptable, the natural resources permit will be issued by the permitting agent.~~

The County will complete the application review for permitting within ten (10) working days. The ten (10) working days is not inclusive of time taken by the applicant to resubmit the necessary information to address the County review comments ensuring conformance with LDC requirements.

Applications requiring transmittal to the Environmental Protection Commission (EPC) will be placed on hold by the permitting agent and a ten (10) working day review will be given to the EPC for their response. Within one (1) working day from the response provided by the EPC, the permitting agent will either approve, approve with conditions or deny the application. The same time frames will apply to a resubmitted application.

Sec. 4.1.6.1.4 Tree Removal Permits

D. Review Procedures

Within two (2) working days from receipt of the application, the application will be processed for a field evaluation.

~~Within five (5) fifteen (15) working days, the application will be reviewed for conformance to the LDC criteria and a written determination rendered on the application's for the approval or denial for permitting. of the permit application.~~

ITEM

D

SECTION 8.0 PROCEDURE FOR TEXT AMENDMENTS TO THE LAND DEVELOPMENT CODE

A. General Description

The procedures in this section ~~are for~~ *shall apply to* applications for text amendments to the Land Development Code (LDC). ~~The process of review typically includes six scheduled meeting or hearing dates with appropriate review entities.~~ *The review process will include, but not be limited to, review by the Hillsborough County City-County Planning Commission, applicable County departments and/or agencies, and may include meetings with various stakeholder groups.* The Board of County Commissioners (BOCC) will ultimately decide on the application in a public hearing.

B. Cross Reference to Land Development Code

Part 10.04.00

Sec. 8.1 SUBMITTAL AND REVIEW PROCEDURES

~~This section contains submittal and procedural requirements for proposed text amendments to the LDC.~~

- A. **Pre-application Conference**--~~A pre application conference with county staff is encouraged prior to application submittal.~~ *A pre-application meeting with County staff shall be required for all non-county initiated text amendments prior to submitting an application. The purpose of the pre-application meeting is to determine specific data and analysis that may be necessary for the applicant to provide to review the request.*

Pre-application meetings shall be held pursuant to the schedule provided by the Administrator.

- B. **Application**--A request to amend the LDC text shall be initiated by submission of an application, *remittance of the required fee*, and the specific submittal requirements herein. ~~Required public notice for amendments to the LDC shall be provided in accordance with Florida Statute requirements.~~
- C. **Public Notice**--The County shall provide public notice in accordance with Florida Statute requirements.
- D. **Schedule Before the BOCC and Notice to Applicant**--The Administrator shall schedule the application for review in accordance with Section 10.04.04 of the LDC.

Applicants are required to attend all meetings, workshops, and hearings and meet all deadlines as indicated on the schedule for LDC Text Amendments provided by

the Administrator.

- E. **Referral to Staff**--The Administrator shall forward the application for review by appropriate review entities in accordance with Section 10.04.03 of the LDC.
- F. **Hearing and Decision by the BOCC**--The public hearing before the BOCC will be conducted in accordance with Section 10.04.05 and the BOCC's decision will be procedurally in accordance with Section 10.04.06 of the LDC.

Sec. 8.2 SPECIFIC SUBMITTAL REQUIREMENTS

- A. Application and Fee Payment - in accordance with requirements for ~~non-noticed~~ personal appearance (PRS) referenced in Section 7.0 of the manual, with the exception of public notice, which will be provided by the county in accordance with Florida Statute.
- B. Written Statement – All ~~applications to~~ *written statements shall, at a minimum, include the following information. Additional data and analysis, as determined at the pre-application meeting, may be required by staff to sufficiently evaluate the request.*
 - *The statement shall include the specific section(s) of the LDC to be amended, with revised language indicated using a ~~strikethrough~~ for text to be deleted and new language referenced in “italics”.*
 - *An official copy of LDC language that is proposed to be revised shall be obtained from Planning and Growth Management during the required pre-application meeting.*
 - *A detailed statement indicating the reason why said regulation(s) should be amended, supplemented, or deleted. This shall include any alleged error that would be corrected or public purpose that the amendment would serve. The statement should also indicate how the proposed modification is applicable County-wide in lieu of addressing a singular parcel or incident.*
 - *A statement indicating how the proposed amendment is consistent with the intent and purpose of the Hillsborough County Comprehensive Plan. This shall include reference to specific goals, objectives, and policies of the Comprehensive Plan.*
- C. *Data and Analysis – All requests for amendments to the Land Development Code shall include statistics, studies, background data, and/or analysis in support of the modification. This shall include how the proposed regulation will be enforced by Hillsborough County.*

D. *Electronic Submittals – Written statements and all proposed revised Land Development Code language shall also be submitted electronically in a format approved by the Administrator.*

E. *Modification of Applications*

Any modification to proposed language and/or submittal of additional data or analysis after the Planning Commission Public Meeting may require a continuance of the application to the next round of LDC Text Amendments. A continuance will not be required for additional data and analysis requested by the Board of Count Commissioners.

- ~~general justification for requested revision,~~
 - a. ~~Intent Statement with specific detail, i.e., what the Code currently require, how it needs to change or why the amendment is needed, justification on what will be achieved, etc.~~
- ~~proposed new language.~~



LDC TEXT AMENDMENT APPLICATION

IMPORTANT INSTRUCTIONS TO ALL APPLICANTS:

*You must schedule an appointment to submit this application by calling 813-277-1630.
All requirements listed on the submittal checklist must be met. **Incomplete applications will not be accepted.***

Applicant Information

Agency / Department / Firm: _____

Contact Person: _____ Daytime Phone: _____

Address: _____ City / State/Zip: _____

Email: _____ FAX Number: _____

Applicant's Representative (if different than above)

Name: _____ Daytime Phone: _____

Address: _____ City / State/Zip: _____

Email: _____ FAX Number: _____

Request Information

Land Development Code Section(s) proposed to be amended: _____

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

Signature of Applicant

Type or Print Name

Office Use Only

Intake Staff Signature: _____ Intake Date: _____

Application Number: _____ Receipt Number: _____

Submitted for LDC Amendment Round (Example: Round 2 2007) _____

Cut-off Deadline: _____ PC Workshop: _____ PC Public Hearing: _____

BOCC Workshop: _____ 1st Public Hearing: _____ 2nd Public Hearing: _____

AFFIDAVIT TO AUTHORIZE AGENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

(NAME OF ALL APPLICANTS), being first duly sworn, depose(s) and say(s):

1. That this application constitutes a request for an amendment to the Land Development Code 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 documents necessary to affect such application.
4. That this affidavit has been executed to induce Hillsborough County, Florida, to consider and act on the above-described application;
5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

Signature

Signature

<p>STATE OF FLORIDA COUNTY OF HILLSBOROUGH The foregoing instrument was acknowledged before</p> <p>me this _____ by _____ Date Property Owner</p> <p>Who: ____ Personally known to me ____ Florida Drivers License ____ Other Type of Identification</p> <p>And Who: ____ did ____ did not take an oath.</p> <p>_____ Signature of Notary taking acknowledgement</p> <p>_____ Type/Print Name of Notary</p> <p>_____ Commission Number Expiration Date</p>	<p>STATE OF FLORIDA COUNTY OF HILLSBOROUGH The foregoing instrument was acknowledged before</p> <p>me this _____ by _____ Date Property Owner</p> <p>Who: ____ Personally known to me ____ Florida Drivers License ____ Other Type of Identification</p> <p>And Who: ____ did ____ did not take an oath.</p> <p>_____ Signature of Notary taking acknowledgement</p> <p>_____ Type/Print Name of Notary</p> <p>_____ Commission Number Expiration Date</p>
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LDC TEXT AMENDMENT APPLICATION **SUBMITTAL CHECKLIST**

The checklist below includes items and information that must accompany all LDC Text Amendment requests. The applicant must fill out the checklist by placing a checkmark in each box indicating the application is complete and signing below.

Incomplete applications will not be accepted.

Application Fee - Check made payable to Hillsborough County Board of County Commissioners.

Copy of Pre-Application Meeting form signed by the applicant (required for all non-county initiated amendments).

Completed Affidavit to Authorize Agent, if applicable.

Written Statement. At a minimum, the written statement must include the information below. Failure to address each item below may cause the application to be continued to the next round of LDC Text Amendments.

- 1) The reason why said regulation(s) should be amended, supplemented, or deleted;
- 2) Any alleged error that would be corrected or public purpose that the amendment would serve;
- 3) How the proposed modification is applicable County-wide in lieu of addressing a singular parcel or incident;
- 4) How the proposed amendment is consistent with the intent and purpose of the Hillsborough County Comprehensive Plan. This shall include reference to specific goals, objectives, and policies of the Comprehensive Plan; and
- 5) Statistics, studies, background data, and/or analysis in support of the modification as well as how the proposed regulation will be enforced by Hillsborough County.

All required data/analysis as indicated on the Pre-Application Meeting form, if applicable.

Proposed revised Land Development Code language (in required strike through / italicized format).

Electronic Copy – A copy of the Written Statement and proposed revised Land Development Code language in electronic format (Microsoft Word only).

Applicant Signature: _____

I certify that I have completed the application and have included all material checked above.

**~~LAND DEVELOPMENT CODE (LDC)
TEXT AMENDMENT
APPLICATION INFORMATION PACKET~~**

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

~~Call 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.~~



~~THE HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS ADOPTED 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.~~

~~PROCEDURE FOR TEXT AMENDMENTS TO THE LAND DEVELOPMENT CODE~~

~~The procedures in this section are for applications for text amendments to the Land Development Code (LDC). The process of review typically includes six scheduled meeting or hearing dates with appropriate review entities. The Board of County Commissioners (BOCC) will ultimately decide on the application in a public hearing. Cross Reference to Land Development Code: Part 10.04.00~~

~~SUBMITTAL AND REVIEW PROCEDURES~~

~~This section contains submittal and procedural requirements for proposed text amendments to the LDC.~~

~~A. Pre-application Conference~~

~~A pre-application conference with county staff is encouraged prior to application submittal.~~

~~B. Application~~

~~A request to amend the LDC text shall be initiated by submission of an application and the specific submittal requirements herein. Required public notice for amendments to the LDC shall be provided in accordance with Florida Statute requirements.~~

~~C. Public Notice~~

~~The County shall provide public notice in accordance with Florida Statute requirements.~~

~~D. Schedule Before the BOCC and Notice to Applicant~~

~~The Administrator shall schedule the application for review in accordance with Section 10.04.04 of the LDC.~~

~~E. Referral to Staff~~

~~The Administrator shall forward the application for review by appropriate review entities in accordance with Section 10.04.03 of the LDC.~~

~~F. Hearing and Decision by the BOCC~~

~~The public hearing before the BOCC will be conducted in accordance with Section 10.04.05 and the BOCC's decision will be procedurally in accordance with Section 10.04.06 of the LDC.~~

~~SPECIFIC SUBMITTAL REQUIREMENTS~~

~~A. *Application and Fee Payment* in accordance with requirements for non-noticed personal appearance (PRS) referenced in Section 7.0 of the manual, with the exception of public notice, which will be provided by the county in accordance with Florida Statute.~~

~~B. *Written Statement* to include the following:~~

- ~~• Specific section of the LDC to be amended,~~
- ~~• Justification for the requested revision,~~
- ~~• Intent Statement with specific detail, i.e., what the Code currently requires, how it needs to change or why the amendment is needed, etc,~~
- ~~• Proposed new language.~~

**HILLSBOROUGH COUNTY
PLANNING & GROWTH MANAGEMENT DEPARTMENT
601 E. KENNEDY BLVD., 20th FLOOR, TAMPA, FLORIDA 33602**

APPLICATION FOR LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENT

Please type or print your responses unless indicated otherwise:

APPLICANT INFORMATION:

Agency, Department, or Firm: _____
Contact Person: _____ **Daytime Phone:** (____) _____
Fax Number: _____ **Evening Phone:** (____) _____
E-mail Address: _____
Street Address: _____
Mailing Address: _____
City: _____ **State:** _____ **Zip:** _____

AMENDMENT INFORMATION:

Specific Section(s) of the LDC to be Amended: _____

General Justification for Requested Revision (Specific Detail to be included in the Intent Statement):

Proposed New Language (Attach additional pages as needed):

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.

Signature of Applicant: _____

*******THIS SECTION FOR OFFICIAL USE ONLY*******

Application Number: _____ **Date Submitted:** _____
Submitted for LDC Amendment Round (Example: 2007 Round 2): _____
Cut-off Deadline: _____ **PC Workshop:** _____ **PC Public Hearing:** _____
BOCC Workshop: _____ **1st Public Hearing:** _____ **2nd Public Hearing:** _____

Attach additional pages if necessary.

Checklist of Submittal Requirements for an LDC Text Amendment

Applicant Intake
Initials Initials

Requirements

1. _____ **Fee Payment**
2. _____ **Application** (Included in this packet)
3. _____ **Written Statement**
4. _____ **Supplemental information** (List additional items submitted)



LDC TEXT AMENDMENT PRE-APPLICATION MEETING

IMPORTANT INSTRUCTIONS TO ALL REQUESTING A PRE-APPLICATION MEETING:

This application must be completed and faxed to the attention of Code Administration at 813-272-6068. Staff will contact you with the date and time of the Pre-Application Meeting.

Applicant Information

Agency / Department / Firm: _____

Contact Person: _____ Daytime Phone: _____

Address: _____ City / State/Zip: _____

Email: _____ FAX Number: _____

Request Information

Land Development Code Sections proposed to be modified: _____

Error that the amendment would correct or public purpose that the amendment would serve: _____

Meeting Information

To be completed at the Pre-application meeting

Meeting Date: _____ Staff in Attendance: _____

Data / Analysis that is necessary for the applicant to provide to review the request:

I _____, have met with County staff and understand that the data / analysis indicated above has been explained to me and is required to be submitted in support of the above mentioned Land Development Code Text Amendment.

ITEM E

Sec. 4.1.5.1.2 Site Development Construction Plan Review

D. Information Required on Site Development Construction Plans

The following information shall be required on all submitted plans:

9. *CPTED - Description indicating that a minimum of one Crime Prevention Through Environmental Design (CPTED) strategy from each applicable principle as required by Sec. 6.03.10 of the Land Development Code has been met.*

10 9. Utilities - Location of existing or proposed public and private utilities: proposed points of connection, lift stations and/or treatment facilities and the location and general dimensions of septic tanks, drainfields and wells, if applicable.

11 10. Wetlands.

If wetlands are involved or are adjacent to the development, the following information may be required by the Environmental Protection Commission:

- a. For any wetland affected by the proposed development, calculations of the pre- and post-development runoff volume discharged into the wetland due to a 3-year, 24-hour, and a one-inch storm event.
- b. For any wetland within or adjacent to the property, include the pre-development watershed area contributing surface runoff to the wetland, the ground coverage, soil type, and topographic contours of the proposed development site.
- c. The normal water level, design low water, design high water and top of bank for all lakes, detention and retention ponds.
- d. The stages corresponding to the first 2 1/2 inch runoff, if a body of water is used as a detention or retention pond.
- e. The elevation of the control structure through which water will be discharged, if a man-made lake or detention pond will discharge into a wetland. Indicate elevations of control structures for water outflows from a wetland, if such structures are proposed.
- f. Evidence that a Southwest Florida Water Management District or Department of Environmental Protection permit or exemption letter has been applied for.

- g. The locations of temporary benchmarks set near wetlands and potential mitigation sites in order to check water level.
- h. The hydroperiods (normal pool level and season high level) of each wetland.
- i. EPC approved sealed survey of wetland boundaries on entire site. The survey shall be submitted for approval showing individual points as numbered in the field on a property boundary survey prior to being shown on the plat. Coordinates for each point must accompany the survey. Wetlands shall be labeled as "Conservation Area" or "Preservation Area," as appropriate.
- j. Data and calculations for determining the maintenance of the natural hydroperiods of each wetland.
- k. Any other agency wetland delineation, if more restrictive than EPC.
- l. The acreage of wetlands to be retained and to be removed.
- m. A copy of the EPC mitigation approval letter. If the mitigation plan has not been approved prior to submittal of the site development plans, the following information must be submitted:

Two (2) copies of mitigation plan (if this information is not already shown on the site development plan), clearly showing areas to be removed, location of mitigation and acreage of each, cross-sections showing slopes, depth of excavation, desired water levels, types and spacing of plants to be used, total acreage of wetlands destroyed and mitigated, time tables for starting and completing mitigation work, monitoring schedule and reports, and statement that 85% survival will be attained with replanting on an annual basis if necessary. Both EPC and the Administrator (Natural Resources) must approve potential mitigation areas.

Approved mitigation areas labeled as "Conservation Area" or "Preservation Area," as appropriate.
- n. Soil erosion measures to be used (e.g., hay bales, silt screens), and their location.
- o. The identification and location of any preservation or conservation area within the required fifty (50) or thirty (30) foot setback, respectively, adjacent to the boundaries of the site.

ITEM

F

Sec. 4.1.4 SUBDIVISION

C. Presubmittal

3. *Presubmittal Conference Application, Instructions and Submittal Requirements – Referenced in Section 3.0 of the Development Review Procedures Manual.*

Sec. 4.1.5 SITE DEVELOPMENT

C. Pre-submittal

3. *Presubmittal Conference Application, Instructions and Submittal Requirements - Referenced in Section 3.0 of the Development Review Procedures Manual.*

Site Plan Presubmittal Conference Submittal Package Cover Page

The Hillsborough County Planning and Growth Management Department is pleased to offer a Presubmittal Conference to anyone seeking help in determining the scope and feasibility of their development proposal. This service is offered free of charge and we highly encourage all applicants to take advantage of it.

While this is a voluntary step in the review process, it still requires a substantial investment of time on the part of various county review personnel. For this reason, we have developed specific minimal submission requirements to ensure that the information submitted by you to the county is sufficient for an adequate review. By providing the information as outlined in the submission requirements, county staff will be able to provide you with quality information in a timely fashion that you can use to move your project forward.

The goal of the Planning and Growth Management Department is to provide you with courteous and professional service in a timely manner. Thank you for investing your time in a presubmittal conference.

Important Contact Information:

<i>Appointment Line</i>	<i>(813) 307-8367</i>
<i>Zoning Counselors</i>	<i>(813) 307-4739</i>
<i>Fax</i>	<i>(813) 307-4443</i>
<i>E-mail:</i>	<i>siteplanadmintasks@hillsboroughcounty.org</i>



Planning & Growth Management, PO Box 1110 - 19th Floor, Tampa, Fl. 33601 (Phone) 813-272-5845 (Fax) 813-307-4443

Presubmittal Conference Application & Project Information Form

SECTION A: APPLICANT/LAND USE INFORMATION

1. Applicant/Owner/Agent: _____ 1a. Email: _____ @ _____
2. Mailing Address: _____ State: _____ Zip: _____
3. Company: _____ 3a. Phone: () _____ 3b. Fax: () _____
4. Project Name: _____
5. Address/location of Site: _____ 5a. Acreage: _____
6. Parcel(s) Folio Number (Required): _____
7. Section/Township/Range: _____
8. Proposed Use: _____
9. Is site currently developed? yes no If yes, describe improvements: _____
10. Select Type of Submittal: Subdivision Certified Parcel Preliminary Site Plan Minor Site
11. Potable Water: existing proposed Provider: _____
12. Wastewater: existing proposed Provider: _____
13. Reclaimed Water: existing proposed Provider: _____

Site Plan Project Submittal Data

Subdivision Project Submittal Data

- Sq. Ft. of Bldg. Footprint: _____ Total # Phases: _____ Total # Lots: _____
- Gross Floor Area of Bldg: _____ # Phase 1 Lots: _____ # Phase 2 Lots: _____
- Total site impervious area: _____ # Phase 3: Lots: _____ # Phase 4 Lots: _____
- Any trees (5" DBH or larger): yes no
- # Parking Spaces: existing new

SECTION B: REGULATORY INFORMATION (Please see a Zoning Counselor on the 20th Floor if you need assistance)

- FLU(S): _____ ZONING: _____ URBAN SERVICE AREA: _____ YES _____ NO
- OVERLAY: _____ FLOOD ZONE(S): _____ LOT OF RECORD: _____ YES _____ NO
- PROPOSED USE ALLOWED IN DISTRICT: YES NO PROPOSED USE ALLOWED IN FLU: YES NO
- IS A CONDITIONAL USE, VARIANCE, REZONING OR FLU AMENDMENT REQUIRED? _____ YES _____ NO
- IF YES, INDICATE TYPE AND CASE # (if applicable) _____



Presubmittal Conference Instructions

- 1. Complete the Presubmittal Conference Application and Project Information Form. If you need assistance completing the form, call or visit one of our Zoning Counselors located at 601 E. Kennedy Blvd., 20th Floor. No appointments are necessary to visit with a Zoning Counselor.*
- 2. Call our Appointment Line to schedule a time and date for submission of your application and submittal package. Our appointment line number is (813) 307-8367. You may also request an appointment by e-mail at: siteplanadmintasks@hillsboroughcounty.org. If you prefer to submit without an appointment, you may do so via mail, email or in person. Please be advised that incomplete submittals will be rejected.*
- 3. Submit your application and completed submittal package to the Site Intake Section of the Planning & Growth Management Department located on the 19th Floor. At that time you will be given the date of your Presubmittal Conference. Please note that there will be multiple applicants meeting on this date and that applicants are served on a “first come first served basis”. Our conferences begin promptly at 9:00am and end at 11:00am. **In the event that there are no applicants present at 9:00, the meeting will be adjourned at 9:15. Likewise, if no applicants are present immediately following a previous conference with another applicant, the meeting will be adjourned.***

This section is provided for your use:

Appointment Date and Time: _____

Name of Project Manager: _____

Notes:

SITE PLAN PRE-SUBMITTAL CONFERENCE PACKAGE REQUIREMENTS

All Site Plan Pre-Submittal Conference Packages shall, at a minimum, contain the following items. INCOMPLETE packages Will NOT be accepted for processing. Pre-application Submittal Packages shall be submitted by appointment only to the Site Intake Coordinator in the Department of Planning & Growth Management. Call (813) 307-8367 to schedule an appointment. There are no fees associated with a pre-submittal conference.

REQUIREMENTS: *The Site Intake Coordinator shall check for the following items in the submittal package:*

- 1) *A transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of these requirements is being addressed. The project name on all documents shall be consistent.*
- 2) *One (1) copy of the **Presubmittal Conference Application & Project Information Form** completely filled out prior to submittal.*
- 3) *One (1) set of preliminary development plans no larger than 24x36 and no smaller than 8½x11. (See attached for items to be included on drawing). These preliminary plans do not need the signature and seal of the engineer. If applicable, 24x36 plans shall be folded or they will NOT be accepted.*
- 4) *A narrative explaining the proposed development. Include information on of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers, access, storm water management, phasing, etc.*
- 5) *One (1) section map with the project site clearly highlighted and project name labeled.*
- 6) *One CD with all of the above information included. Each document must be in an individual PDF format (ex: A five page form is to be converted into ONE PDF document.)*

The development plan must be labeled and include the following items:

1. *Draw or sketch the property boundaries to scale or, to the extent possible, proportionally to its dimensions. Include the actual dimensions (length) of each side of the property. Using a dotted line, show the required building setback lines.*
2. *Draw to scale and label all structures that are located on the property, both existing and proposed. List the current and proposed use of the structures.*
3. *Show the total square footage (length x width) of each existing or proposed structure.*
4. *(a) Show the total square footage (length x width) of existing and proposed impervious areas (areas that cannot absorb water; e.g., concrete, asphalt buildings, other structures). (b) Show these dimensions on the site plan (distances of length and width). (c) Include distances of impervious areas to the property line.*

5. *Show the driveways and parking area dimensions, label as existing or proposed, and indicate the type of material that they are constructed or will be constructed of (concrete, asphalt, dirt, gravel, grass, etc.). Include the number of parking spaces existing and proposed.*
6. *Show all existing streets and existing or proposed driveway connections to the site.*
7. *Show the approximate locations of any existing or proposed fire hydrants, signs, sidewalks, power poles, etc.*
7. *Show distances of all structures to the property line.*
8. *Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan.*
9. *Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate to the extent possible where the storm water from the property flows.*
10. *Show all outside waste facilities. These would include dumpsters, solid waste storage areas, proposed or existing septic tank areas or indication of sanitary sewer availability.*
11. *Label all existing or proposed landscaping areas. Grassed areas are considered landscaped areas. Show the location of all trees on the property and indicate if these trees are proposed to be preserved or removed.*
12. *North arrow.*

Subdivision Presubmittal Conference Submittal Package Cover Page

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***Appointment Line
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siteplanadmintasks@hillsboroughcounty.org



Planning & Growth Management, PO Box 1110 - 19th Floor, Tampa, Fl. 33601 (Phone) 813-272-5845 (Fax) 813-307-4443

Presubmittal Conference Application & Project Information Form

SECTION A: APPLICANT/LAND USE INFORMATION

1. Applicant/Owner/Agent: _____ 1a. Email: _____ @ _____
2. Mailing Address: _____ State: _____ Zip: _____
3. Company: _____ 3a. Phone: () _____ 3b. Fax: () _____
4. Project Name: _____
5. Address/location of Site: _____ 5a. Acreage: _____
6. Parcel(s) Folio Number (Required): _____
7. Section/Township/Range: _____
8. Proposed Use: _____
9. Is site currently developed? yes no If yes, describe improvements: _____
10. Select Type of Submittal: Subdivision Certified Parcel Preliminary Site Plan Minor Site
11. Potable Water: existing proposed Provider: _____
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Subdivision Project Submittal Data

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SECTION B: REGULATORY INFORMATION (Please see a Zoning Counselor on the 20th Floor if you need assistance)

- FLU(S): _____ ZONING: _____ URBAN SERVICE AREA: _____ YES _____ NO
- OVERLAY: _____ FLOOD ZONE(S): _____ LOT OF RECORD: _____ YES _____ NO
- PROPOSED USE ALLOWED IN DISTRICT: YES NO PROPOSED USE ALLOWED IN FLU: YES NO
- IS A CONDITIONAL USE, VARIANCE, REZONING OR FLU AMENDMENT REQUIRED? _____ YES _____ NO
- IF YES, INDICATE TYPE AND CASE # (if applicable) _____



Hillsborough County
Florida

Presubmittal Conference Instructions

4. *Complete the Presubmittal Conference Application and Project Information Form. If you need assistance completing the form, call or visit one of our Zoning Counselors located at 601 E. Kennedy Blvd., 20th Floor. No appointments are necessary to visit with a Zoning Counselor.*

5. *Call our Appointment Line to schedule a time and date for submission of your application and submittal package. Our appointment line number is (813) 307-8367. You may also request an appointment by e-mail at: siteplanadmintasks@hillsboroughcounty.org. If you prefer to submit without an appointment, you may do so via mail, email or in person. Please be advised that incomplete submittals will be rejected.*

6. *Submit your application and completed submittal package to the Site Intake Section of the Planning & Growth Management Department located on the 19th Floor. At that time you will be given the date of your Presubmittal Conference. Please note that there will be multiple applicants meeting on this date and that applicants are served on a “first come first served basis”. Our conferences begin promptly at 9:00am and end at 11:00am. **In the event that there are no applicants present at 9:00, the meeting will be adjourned at 9:15. Likewise, if no applicants are present immediately following a previous conference with another applicant, the meeting will be adjourned.***

This section is provided for your use:

Appointment Date and Time: _____

Name of Project Manager: _____

Notes:

SUBDIVISION PRE-SUBMITTAL CONFERENCE PACKAGE REQUIREMENTS

All Subdivision Pre-Submittal Conference Packages shall, at a minimum, contain the following items. INCOMPLETE packages Will NOT be accepted for processing. Pre-application Submittal Packages shall be submitted by appointment only to the Site Intake Coordinator in the Department of Planning & Growth Management. Call (813) 307-8367 to schedule an appointment. There are no fees associated with a pre-submittal conference.

REQUIREMENTS: The Site Intake Coordinator shall check for the following items in the submittal package:

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of these requirements is being addressed. The project name on all documents shall be consistent.
- 2) One (1) copy of the **Presubmittal Conference Application & Project Information Form** completely filled out prior to submittal.
- 3) One (1) set of preliminary development plans no larger than 24x36 and no smaller than 8½x11. (See attached for items to be included on drawing). These preliminary plans do not need the signature and seal of the engineer. If applicable, 24x36 plans shall be folded or they will NOT be accepted.
- 4) A narrative explaining the proposed development. Include information on of size of property, # of lots, zoning district, future land use category, water and sewer services, wetland impacts, density transfers, access, storm water management, phasing, etc.
- 5) One (1) section map with the project site clearly highlighted and project name labeled.
- 6) One CD with all of the above information included. Each document must be in an individual PDF format (ex: A five page form is to be converted into ONE PDF document.)

The development plan must be drawn to scale, labeled and include the following items:

1. Folio number(s).
2. Total acreage of the parent parcel (pre-subdivision parcel) being divided.
3. The area (acreage) of each lot being created.
4. Total number of lots.
5. Dimensions of the parent parcel.
6. Dimensions of each new lot including dimensions along roadways.
7. North arrow.
8. Name(s) of all roadways adjacent to the parent parcel.

9. *Existing right(s)-of-way widths and widths of any proposed right(s)-of-way.*
10. *Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate to the extent possible where the storm water from the property flows.*
11. *A note indicating whether streets are to be dedicated to the public or remain private.*
12. *A note detailing the availability of public water and sewer and the proposed method for providing services to each lot.*
13. *A note detailing the locations of fire hydrants located within 500 feet of the parent parcel property boundary.*
14. *Any significant natural feature(s) of the land including but not limited to trees, waterways, slopes, ditches, wetlands, water bodies, etc.*
15. *Any known easements including but not limited to access easements, utility easements, conservation easements, etc.*
16. *Any other information deemed by you to be important to the site including disclosure of any knowledge of endangered species, significant historical or archeological features, past waste disposal, etc.*

ITEM G

Sec. 6.2.1 PLANNED DEVELOPMENT DISTRICT REZONING

C. Submittal and Public Notice Requirements for Planned Development (PD) District

Unless otherwise required by the Administrator, all application submittals shall include the following:

7. General Development Plan - The applicant shall submit a general development plan with sufficient graphic and notational information to provide a clear understanding of the proposed development and its relationship with the surrounding area. At a minimum, the plan shall include all of the information listed below. Where certain information does not apply to a project, a notation shall appear on the plan stating the reason, for example, "No existing water bodies within project." If Hillsborough County determines the submitted plan lacks required information, the application shall not proceed to hearing. Additionally, the required information is only the minimum necessary to schedule an application for hearing and Hillsborough County reserves the right to request additional information during review of the application.

Required Number of Plans for Submittal

- a. Twelve (12) copies of a general development plan for the PD district shall be drawn to an appropriate scale to show sufficient detail on a minimum sheet size of 24 inches x 36 inches. *All plan pages shall be numbered as X of Y (i.e., 1 of 3, 2 of 3, and 3 of 3).*
- b. One reduced copy of the general development plan no larger than 8 1/2 inches x 11 inches must be provided for initial submittal and subsequent revisions.
- c. *All information must be legible at time of submittal and must be provided in a format that remains legible without loss of information after being reproduced in black and white. Color text and graphic(s) shall be prohibited. Grey scale shall be allowed to the extent that text and graphics remain legible after being reproduced in black and white. All text shall be greater than or equal to 8 points.*
- d. *Photographs, including aerial photographs, shall not be included on the General Development Plans.*
- e. *All prior application numbers and previous received dates shall be removed from General Development Plans based on previously submitted drawings.*

Modifications of Existing Planned Developments

1. Applicants seeking modifications of existing Planned Developments shall submit copies of the currently approved general site plan for the PD revised as necessary to provide all of the information described above for the area of the project for which the modification is sought. ~~At least 12 copies of the plan on a minimum sheet size of 18 inches by 24 inches in size, and one reduced copy on a maximum sheet size of 8.5 inches by 11 inches, shall be submitted. A two page plan submittal shall be required if the existing Planned Developments is too large to show both the entire boundary of the existing Planned Development and the area to be modified with the required site plan information. The first page shall be of the existing Certified General Site Plan with a notation indicating the area being modified and the second page shall contain the area being modified with all required information.~~
 - a. *At least 12 copies of the plan on a minimum sheet size of 24 inches by 36 inches in size, and one reduced copy on a maximum sheet size of 8.5 inches by 11 inches, shall be submitted.*
 - b. *A two page plan submittal shall be required if the existing Planned Developments is too large to show both the entire boundary of the existing Planned Development and the area to be modified with the required site plan information. The first page shall be of the existing Certified General Site Plan with a notation indicating the area being modified and the second page shall contain the area being modified with all required information. All plan pages shall be numbered as X of Y (i.e., 1 of 3, 2 of 3, and 3 of 3). All text shall be greater than or equal to 8 points.*
 - c. *All information must be legible at time of submittal and must be provided in a format that remains legible without loss of information after being reproduced in black and white. Color text and graphic(s) shall be prohibited. Grey scale shall be allowed to the extent that text and graphics remain legible after being reproduced in black and white.*
 - d. *Photographs, including aerial photographs, shall not be included on the General Development Plans.*
 - e. *All prior application numbers and previous received dates shall be removed from General Development Plans based on previously submitted drawings.*
2. *In addition to the General Development Plan, Applicants shall also provide a separate text document (8 1/2 inches x 11 inches format) that provides a copy of the currently approved PD conditions showing all proposed revisions. Existing text that is proposed to be deleted shall be*

struck through (~~text to be deleted~~) while new text that is proposed to be added shall be underlined (text to be added).

~~8. Aerials— one copy of a recent, sealed aerial with project outlined.~~

9 8. Detailed Transportation Analysis - shall be provided if the number of daily trips projected to travel adjacent streets is greater than one (1) percent of the Level of Service "C" capacity or 50 peak hour trips whichever is greater. The analysis shall be Signed & Sealed by a Professional Engineer.

a. The detailed traffic analysis shall be prepared using generally accepted traffic analysis standards and should include an overview of the project containing the following information:

- i. A brief description of the project (location, size, acres).
- ii. An overview map of project location.
- iii. A description of the project's existing and proposed land use.
- iv. Roadways where access is proposed.
- v. Purpose of the report.

b. Defining the study area - The standards for level of service shall be applied to all regulated roads within one quarter-mile, of any point on the proposed development boundary. For regulated roads, the table below shall determine the development's area of influence:

Proposed Project Daily Trip Generation.	Maximum Radius of Development's Area of Influence
0--200	Address only the segments of regulated roads that are directly accessed by the proposed project.
201--500	0.5 miles
501--1,000	1.0 miles
1,001--5,000	2.0 miles
5,001--10,000	3.0 miles
10,001--20,000	4.0 miles
Over 20,000	5.0 miles

- i. The radius shall be measured from each project entrance with each regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway

- ii. Include all signalized and unsignalized intersections on the links to be studied within the area of influence
 - iii. Include all unsignalized intersections of regulated roadways, roadways identified on the MPO Needs Plan, and roadways identified on the Hillsborough County Corridor Plan
 - iv. Include the project entrance with a regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway
 - v. If the study radius ends between intersections identified in ii. & iii. above, the study area shall extend to the next regulated roadway intersection.
- c. The detailed traffic analysis shall be prepared using generally accepted traffic analysis standards and guidelines including but not be limited to the following:
- i. Traffic Analysis
 - Conduct intersection analysis for each intersection utilizing acceptable traffic analysis software which is consistent with the techniques of the latest edition of the Highway Capacity Manual (HCM) published by the Transportation Research Board.
 - Conduct a roadway facility analysis utilizing the Florida Department of Transportation (FDOT) ART-Plan and/or HIGH-Plan software.
 - ii. Existing Traffic
 - Include a brief description of the existing morning peak hour, afternoon peak hour, and daily traffic analysis periods.
 - Existing A.M. Traffic - Include existing and peak season adjusted volumes, provide peak season factor.
 - Existing P.M. Traffic - Include existing and peak season adjusted volumes, provide peak season factor
 - iii. Project and Passerby Traffic
 - Include the source of the trip generation information.

- Include a description of the total trips generated by the project.
- Include types and sizes of land uses (and ITE code) evaluated.
- Include a description for the morning peak hour, afternoon peak hour, and daily traffic analysis periods.
- Indicate passerby and internal capture rates.

iv. Project and Passerby Traffic Distribution

- Report the percent distribution of traffic onto impacted roadways and project driveways and provide documentation for determining distribution.
- Report project and passerby as separate numbers for both AM and PM analysis.

v. Existing Plus Project Traffic

- Existing Plus Project Traffic A.M. - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
- Existing Plus Project Traffic P.M - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.

vi. Future Plus Project Traffic

- For future year analysis the AADT shall be grown by a growth rate or vested trips as provided by Hillsborough County. If growth rates are utilized, the analysis shall extend to one (1) year beyond the project's buildout.
- Future Plus Project Traffic A.M. - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
- Future Plus Project Traffic P.M. - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.

- d. The transportation analysis shall include a summary which contains the following:
 - i. A description of the project's impact as it relates to the purpose of the report.
 - ii. A description of all recommended roadway and intersection improvements, including the widening of existing roadways which provide project access, consistent with the requirements of the latest edition of the Hillsborough County Transportation Technical Manual.
 - iii. A description of right-of-way to be dedicated to meet minimum right-of-way criteria as identified in the latest edition of the Hillsborough County Transportation Technical Manual and or MPO Needs Plan and Hillsborough County Corridor Plan.
 - iv. A description of proposed access points, auxiliary lanes, and median openings.
 - v. A description of recommended new traffic control devices.
 - vi. A description of pedestrian, bicycle, and transit facilities to be constructed.
- e. If required, in order to make a capacity determination, additional analysis shall be conducted for all roadways and intersections as required by current County Standards and/or requested by County Staff.
- f. All data must be field collected, unless otherwise stated. No Defaults values will be allowed, unless otherwise stated. The applicant shall not use data from the current Hillsborough County LOS Report. The Report is only for initial review purposes. The applicant may request data from staff where the Report indicates that a detailed analysis has been conducted or as indicated below.
- g. Arterial and intersection analysis shall be prepared consistent with the guidelines established in the latest editions of the Highway Capacity Manual and the FDOT Level of Service Handbook.
- h. The detailed transportation analysis shall include the following background and support documentation:
 - i. ITE Trip Generation Printout and/or Alternative Trip Generation Analysis.

- ii. Traffic and Intersection Counts (Traffic Data shall not be older than six (6) months from the date of Transportation Analysis submittal to Hillsborough County Planning & Growth Management.
- iii. Hard and electronic copies of all traffic analysis, AADT, and TMC's.

Additional support information may be required as determined by Hillsborough County. Requests for exceptions to any of the above identified requirements shall be made in writing to the Hillsborough County Planning and Growth Management Director of Transportation Planning or his designee.

- ~~40~~ 9. Special Surveys, Approvals, or Reports Required Where Development is Dependent on Such Surveys, Approvals or Reports - Special surveys, approvals, or reports required by law in the circumstances of a particular PD proposal are required to be submitted with the application where development of a major element of the proposal or the entire proposal is dependent upon such surveys, approvals, or reports.
- ~~44~~ 10. Indications as to the Nature and Succession of Staging - Where a PD is to be constructed in phases, indications shall be made as to the nature of the PD, uses, location, and floor areas or residential densities to be developed and timing of the beginning and end of development of the first stage; and similar information on succeeding stages; provided that, in lieu of an indication of specific timing on succeeding stages, the initiation of succeeding stages may be made dependent on completion of all or substantial portions of the first stage, within the time limits provided.
- ~~42~~ 11. Proposals on Provision and Continuing Operation and Maintenance of Facilities for Common Use - Development proposals shall be made describing provisions, deed covenants, restriction, and regulations to be made for the establishment and continuing operation and maintenance of such areas, facilities, and improvements as will be for common use by some or all of the occupants of the district and persons visiting the district and not proposed for dedication to Hillsborough County or another government entity. These areas, facilities, and improvements will not be provided, operated or maintained at general public expense. The proposals shall give adequate assurance to the county that such areas, facilities, and improvements shall be continued, operated, and maintained without future expense to the taxpayers of Hillsborough County.
- ~~43~~ 12. Commitment for Completion and Adherence to Approved Plans - Proposals shall be made describing agreements, covenants, contracts, or deed restrictions which shall be enacted to ensure the completion of the development without any expense

to the general public which was not agreed to at the time of the approval. Additionally, said agreements, covenants, contracts, or deed restrictions shall bind all successive owners and developers of all or any portion of the district to any commitments made and any restrictions placed on the approved General Development Plan or any document, graphic, map, or other such information provided, which is part of the official record. No portion of a PD district may be developed in conflict with the approved General Development Plan.

- 14 13. Compliance with F.S. Chapter 723 - Where property proposed for rezoning is occupied by a mobile home park that is subject to the requirements of F.S. Chapter 723, the applicant shall be required to submit a report documenting that adequate mobile home park spaces or other suitable facilities exist within a five mile radius of the property for relocation of the affected mobile home owners. At a minimum, the report shall identify: 1) the number of affected mobile home owners and current monthly lot rent paid by each; 2) the number, type, location and current monthly rent of other suitable facilities in the survey area to accommodate relocation of the affected mobile home owners; 3) the approximate cost of moving the affected mobile homes to other parks, if spaces are available; 4) the dates when the information on the other suitable facilities was collected; 5) the availability of interim housing for the affected mobile home owners, when necessary; and, 6) the qualifications of the party who prepared the report. The other suitable facilities are not limited to mobile home parks and may include multi-family apartments and other similar residential facilities. However, if the other suitable facilities include mobile home parks, the report shall verify there are no restrictions and/or requirements at said parks that would preclude relocation of the mobile homes owned by the affected mobile home owners.

Where property proposed for rezoning is occupied by a mobile home park that is exempt from the relocation requirements of F.S. Chapter 723, the applicant shall be required to submit a notarized affidavit verifying the exemption.

Sec. 6.3 REZONING (STANDARD DISTRICT)

C. Submittal and Public Notice Requirements

~~8. Aerial Photographs—one (1) recent aerial photograph which include the subject site (outlined) and surrounding area.~~

- 9 8. Compliance with F.S. Chapter 723 - Where property proposed for rezoning is occupied by a mobile home park that is subject to the requirements of F.S. Chapter 723, the applicant shall be required to submit a report documenting that adequate mobile home park spaces or other suitable facilities exist within a five mile radius of the property for relocation of the affected mobile home owners. At a minimum, the report shall identify: 1) the number of affected mobile home owners and current monthly lot rent paid by each; 2) the number, type, location

and current monthly rent of other suitable facilities in the survey area to accommodate relocation of the affected mobile home owners; 3) the approximate cost of moving the affected mobile homes to other parks, if spaces are available; 4) the dates when the information on the other suitable facilities was collected; 5) the availability of interim housing for the affected mobile home owners, when necessary; and, 6) the qualifications of the party who prepared the report. The other suitable facilities are not limited to mobile home parks and may include multi-family apartments and other similar residential facilities. However, if the other suitable facilities include mobile home parks, the report shall verify there are no restrictions and/or requirements at said parks that would preclude relocation of the mobile homes owned by the affected mobile home owners.

Where property proposed for rezoning is occupied by a mobile home park that is exempt from the relocation requirements of F.S. Chapter 723, the applicant shall be required to submit a notarized affidavit verifying the exemption.

Sec. 7.1.2 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.

C. Submittal Requirements

6. ~~Aerial Photographs — three (3) copies of most recent aerial photographs with site outlined.~~

Sec. 6.2.1.1 General Site Plan Review

A. ~~Optional Early Filing Deadline~~

~~General site plans submitted with PD rezoning applications filed by the Optional Early PD Filing Deadline shown on the Zoning Hearing Master Schedule shall be reviewed by the Administrator within ten (10) business days of receipt to determine compliance with all requirements of Section 6.2.1.C.7 of this manual. If it is determined the plan meets all of the requirements, the application shall be scheduled for the selected hearing date. If it is determined the plan does not meet all of the requirements, the application shall not be scheduled for hearing and the Administrator shall inform the petitioner in writing of all plan deficiencies. The petitioner shall then have the option of:~~

- ~~1) Submitting a revised general site plan addressing the deficiencies by the Regular PD Filing Deadline for the same hearing date as originally selected; or~~
- ~~2) Submitting a revised general site plan addressing the deficiencies by the Regular PD Filing Deadline for a hearing date after the originally selected date.~~

~~In either case, the revised general site plan shall be reviewed within ten (10) business days of the Regular PD Filing Deadline for the selected hearing date for compliance with all requirements of Section 6.2.1.C.7 of this manual. If it is determined the revised plan meets all of the requirements, the application shall be scheduled for the selected hearing date. If it is determined the revised plan does not meet all of the requirements, the Administrator shall inform the petitioner in writing of the deficiencies and the application shall not be scheduled for hearing until a further revised plan is provided that complies with all of the requirements. The application shall be scheduled for hearing based upon the first Regular PD Filing Deadline after the date on which the Administrator determines the further revised plan complies with all requirements of Section 6.2.1.C.7. The Administrator shall have ten (10) business days following receipt of the plan to make such determination.~~

B. ~~Regular Filing Deadline~~

General site plans submitted with PD rezoning applications filed by the Regular PD Filing Deadline shown on the Zoning Hearing Master Schedule shall be reviewed by the Administrator within ~~ten (10)~~ *twenty (20)* business days of ~~receipt~~ *the Filing Deadline* to determine compliance with all requirements of Section 6.2.1.C.7 of this manual. If it is determined the plan meets all of the requirements, the application shall be scheduled for the selected hearing date. If it is determined the plan does not meet all of the requirements, the application shall not be scheduled for hearing and the Administrator shall inform the petitioner in writing of all plan deficiencies. The application shall not be scheduled for hearing until a revised plan is provided that complies with all requirements of Section 6.2.1.C.7. The application shall be scheduled for hearing based upon the first ~~Regular PD Filing~~ *PD Rezoning Transmittal Deadline shown on the Zoning Hearing Master Schedule* after the date on which the Administrator determines the revised plan

complies with all of the requirements. The Administrator shall have ~~ten (10)~~ *seven (7)* business days following receipt of the plan to make such determination.

ITEM

H

Sec. 4.1.4.1.2.2.1 Preliminary Plat Review

E. Review Procedures

4. If the preliminary plat requires resubmittal , the applicant shall submit revised plats ~~to the administrator~~ to be reviewed by the applicable reviewing entities *within sixty days to continue in the process*. The applicant shall specify the revisions that have been made on a transmittal letter attached to the revised plats. The reviewing entities shall review the plats within five (5) working days.
6. If after six months from the date of the preliminary plat approval, construction plans have not been submitted ~~and approved~~, the preliminary plat approval shall expire. ~~In cases of unforeseen circumstances, the applicant may apply for a one time three month extension.~~ *Otherwise, the applicant shall have one year from the date of the preliminary plat approval to obtain construction plan approval.*

Sec. 4.1.5.1.1 Preliminary Site Development Plan Review

E. Review Procedures

5. If the preliminary site development plan requires resubmittal, the applicant shall submit revised plans ~~to the Administrator~~ to be reviewed by the applicable reviewing entities *within sixty days to continue in the process*. The applicant shall specify the revisions that have been made on a transmittal letter attached to the revised plans. The reviewing entities shall review the plans within five (5) working days.
7. If after six (6) months from the date of preliminary site development plan approval, a site development construction plans have not been submitted ~~and approved~~, the preliminary site development plan approval shall expire. ~~In cases of unforeseen circumstances, the applicant may apply for a one time three month extension of the preliminary site plan approval.~~ *Otherwise, the applicant shall have one year from the date of the preliminary site development plan approval to obtain site development construction plan approval.*

ITEM

I

Sec. 6.1. GENERAL PROCEDURES FOR APPLICATION SUBMITTAL AND REVIEW

This section includes general procedures for application submittals and reviews.

A. Pre-application

~~A pre-application conference with the county staff is encouraged prior to application submittal.~~

A pre-submittal conference with county staff shall be required prior to submitting an application for a PD or PD-S District. A pre-submittal conference with county staff is encouraged prior to application submittal for a rezoning to a standard district.

Sec. 9.4 GENERAL DEVELOPMENT PLAN CERTIFICATION

- A. *General Description--The process for determining if a general site plan is eligible for certification and approval by the Board of County Commissioners of general development plans pursuant to conditions of zoning.*
- B. Cross Reference to Land Development Code Section 5.03.00
- C. Submittal Requirements
 - 1. Fee Payment - as referenced in Section 2.0 of the Development Review Procedures Manual.
 - 2. Application - as referenced in Section 3.0 of the Development Review Procedures Manual.
 - 3. General Development Plan - a minimum of ~~six (6)~~ *five (5)* folded copies of the plan *shall be submitted by the oral argument deadline as indicated on the published Zoning Hearing Master Hearing Schedule. including all information required on the general development plan approved by the BOCC and the conditions of approval.*

ITEM

J

Sec. 4.1.1 ADULT USE SPECIAL USE PERMIT

A. General Description

Permit to operate adult use establishments.

B. Cross Reference to Land Development Code

~~Section 2.02.00, Uses Allowed Within Zoning Districts~~ *Section 2.02.02 Table of Allowable Uses*

Sec. 4.1.2 ALCOHOLIC BEVERAGE SPECIAL USE PERMIT (NO WAIVER REQUIRED)

A. General Description

Permit to sell alcoholic beverages at a location that meets separation requirements between the proposed use and residentially zoned properties, community uses and, when applicable, other alcoholic beverage use establishments.

B. Cross Reference to Land Development Code

~~Section 2.02.00, Uses allowed within zoning districts~~ *Section 2.02.02 Table of Allowable Uses in Zoning Districts*

Sec. 5.2.1 SPECIAL USE PERMIT

A. General Description

Special uses are certain uses that would not be generally appropriate to a zoning district without compliance to more stringent development standards or conditions. The list of special uses within this section include those special uses described in ~~Section 2.03.00 6.11.00~~ of the LDC.

B. Cross Reference to Land Development Code

~~Section 2.02.00, Uses Allowed within Zoning Districts~~ *Section 2.02.02 Table of Allowable Uses in Zoning Districts*

Sec. 6.3 REZONING (STANDARD DISTRICT)

A. General Description

Submittal procedures for proposed rezoning to a standard district.

B. Cross Reference to Land Development Code

~~Section 2.02.00, Uses Allowed Within Zoning Districts.~~ *Section 2.02.02 Table of Allowable Uses in Zoning Districts*

ITEM

K

Sec. 6.5 WELLHEAD OR SURFACE WATER PROHIBITED USE OPERATING PERMIT

A. General Description

Regulations dealing with procedures for consideration of a Prohibited Use Operating Permit within a Wellhead Resource Protection Area (*WRPA*) or a Surface Water Resource Protection Area (*SWRPA*).

B. Cross Reference to Land Development Code

Section 3.05.03 E., Permitting for New Prohibited Activities

Section 3.05.03 D., Expansion or Modification of an Existing Prohibited Activity

Section 3.05.07, Prohibited Use Operating Permits

C. Submittal and Public Notice Requirements

Unless otherwise required by the Administrator, all application submittals shall include the following:

1. Fee Payment - as referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - as referenced in Section 3.0 of the Development Review Procedures Manual.
3. Public Notice and List of all persons required to receive notice - in accordance with Section 3.05.07 of the Land Development Code and Section 12.0 of the Development Review Procedures Manual.
4. Owner affidavit.
5. Current Aerial Photographs - two (2) copies which include subject site, site shall be outlined.
6. Legal Description - typed on separate page.
7. Deed - copy of recorded deed.
8. Written Statement and Technical Report. This is a detailed description of the operation of the facility under review and shall contain, but not be limited to the following elements:
 - Documentation of the overriding public interest being served by the prohibited

use or the expansion of an existing use.

- Documentation of unique hardship.
- A list of all Regulated Substances which are to be stored, handled, used, disposed of, or produced in the nonresidential activity being permitted, including their quantities.
- A detailed description and locations of the nonresidential activities that involve the storage, handling, use, disposal, or production of the Regulated Substances indicating the unit quantities in which substances are contained or manipulated.
- A description of the containment, the emergency collection devices and containers and copy of the emergency plan that will be employed to comply with the restrictions required for the *Wellhead Resource Protection Area (WRPA)* or *Surface Water Resource Protection Area (SWRPA)*.
- A description of the daily monitoring activities that has been or will be instituted to comply with the restrictions for the WRPA or SWRPA.
- Descriptions and locations of any proposed monitoring systems or devices to be installed to observe the effect of the proposed operations on environmental phenomena, to include for each station:
 - * The type of device or procedure to be installed or followed,
 - * The schedule to be followed, and
 - * A proposal for the compilation of data and the submission of reports.
- A description of the groundwater monitoring wells, including the latitude and longitude, location map, construction design, geology log and water quality analysis that have been or will be tested and the arrangements made or which will be made for certified quarterly analyses for specified Regulated Substances in the WRPA or SWRPA.
- A description of the maintenance that will be provided for the containment facility, monitoring system, and emergency equipment required to comply with the restrictions of the WRPA or SWRPA.
- A description of *Best Management Practices (BMP's)* to be implemented. Documentation of use of ~~Best Management Practices~~ *BMP's*, if this is an existing operation.

- A description of *Best Available Technology* (BAT's) to be implemented.
Documentation of use of ~~Best Available Technology~~ *BAT's*, if this is an existing operation.

ITEM L

Sec. 2.3 FEE WAIVER

The BOCC may consider fee waiver requests in the form of a non-noticed personal appearance and may waive fees on the basis of financial hardship. All requests for fee waivers will be reviewed in accordance with Section ~~9.7~~~~7.1.1~~ of the manual.