

DRPM Amendment  
10-0300

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## **Sec. 4.1.4.1.2.1.1 Minor Platted Subdivisions With No Improvements**

### A. General Description

Platting shall be required for all residential subdivisions in a Rural Service Area with no improvements that do not meet the certified parcel subdivision requirements. The plat shall also be in conformance with the requirements of Chapter 177, FS and prepared by a registered State of Florida Professional Surveyor and Mapper.

### B. Cross Reference to Land Development Code

Sections 5.01.02.B2 and 10.01.05.B.~~2~~3

### C. Submittal Requirements

1. *Fee Payment*--referenced in Section 2.0 of the Development Review Procedures Manual.
2. *Application*--referenced in Section 3.0 of the Development Review Procedures Manual.
3. *Transmittal Letter*.
4. *Owner Affidavit*.
5. *Deed*--copy of recorded deed.
6. *Current Aerial Photograph with Contours*--to scale, including outline of subject parcel.
7. *Title Opinion*--of an attorney at law licensed in Florida or a certification by an abstractor or a title company showing that record title to the land as described and shown on the plat is in the name of the person, persons, corporation or entity executing the dedication, if any, as it is shown on the plat and, if the plat does not contain a dedication, that the developer has record title to the land. The title opinion or certification shall also show all encumbrances, including but not limited to mortgages and easements. Such shall be for a period of no less than 30 years and shall be not more than 60 days old.
8. *Vacation of Underlying Plat*--through Real Estate Department, if applicable.
9. *Supplemental Applications*--Concurrency.
10. ~~12~~ 4 *Plats*--unless otherwise determined at presubmittal conference,

stating the following information on first sheet (additional sheets may be used if necessary).

Board of County Commissioners

This plat has been approved for recordation.

____ Chairman	____ Date
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Dedication

The undersigned hereby certifies that he/she is the owner or mortgagee of the tract of land described hereon as " \_\_\_\_\_ Minor Subdivision ~~Platted Subdivision No~~ ~~Improvements~~ " and that this plat represents its intention to subdivide the property located in Section \_\_\_\_\_, Township \_\_\_\_\_, and Range \_\_\_\_\_, Hillsborough County, Florida, as described in the legal description, and does hereby dedicate this plat for record.

____ Owner	____ Witness
	____ Witness
____ Mortgagee	____ Witness
	____ Witness

Acknowledgment:

County of \_\_\_\_\_

State of \_\_\_\_\_

The foregoing instrument was acknowledged before me this day of \_\_\_\_\_ 20\_\_\_\_\_ by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did take an oath.

Notary Public:

Sign _____	
Print _____	Seal
Title _____	
Serial Number _____	
Commission Expires _____	

Clerk of Circuit Court  
County of Hillsborough, State of Florida

I hereby certify that this Platted Subdivision has been filed for the record this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in Plat Book \_\_\_\_\_, Page \_\_\_\_\_, of the Public

Records of Hillsborough County, Florida.

By:	
____ Circuit Clerk of the Court	By:
	____ Deputy Clerk

Clerk File Number \_\_\_\_\_. This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. Time \_\_\_\_\_ Number \_\_\_\_\_

Surveyor's Certification

I, the undersigned surveyor, hereby certify that this Minor Platted Subdivision-~~No Improvements~~ is a correct representation of the land being subdivided; that this plat complies with all requirements of Part I, of Chapter 177 Florida Statutes, and the Hillsborough County Land Development Code; that permanent reference monuments (P.R.M.'s and lot corners) were set on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, as shown hereon.

By _____ Surveyor	License # _____
Company _____	LB # _____

11. Natural Resources Site and Subdivision Permit Application.
12. Tree survey identifying the location of all trees 5 inches DBH (tree trunk measurement at 4.5 above the ground surface) and greater within the boundaries of the proposed access improvements as well as 15 feet outside of the proposed boundaries of the access improvements. Grand Oaks in accordance to LDC Article 4.0 must be specified independent of all other trees 5 inches DBH and greater.
13. The submittal to the Planning and Growth Management Department of a copy of the appropriate Southwest Florida Water Management District (SWFWMD) permit (ERP – Environment Resource Permit) or “Letter of Exemption”.
14. Should stormwater retention or detention be required by the SWFWMD, the site shall no longer qualify as a “Minor” subdivision. It will therefore be subject to the requirements set forth in Section “4.1.4.1.2.2 Platted Subdivisions With Improvements” of the DRPM.
15. Proposed improvements (driveways, roads, etc.) which have the potential to reduce the storage capacity of the flood hazard area, as defined in the current Hillsborough County Stormwater Management Technical Manual may not

be constructed within the limits of the flood hazard area unless equal replacement storage volume is provided.

16. Typical Cross Section for a Low Volume Private Road as set forth in the Transportation Technical Manual. Roadway Plan/Profile Sheet(s), signed and sealed by a professional engineer, licensed in the State of Florida, depicting the horizontal and vertical roadway alignment.

- ~~17.~~ 17. Dedication and Approval Language: Prior to approval by the appropriate governing body, the plat shall be reviewed for conformity to this chapter by a professional surveyor and mapper either employed by or under contract to the local governing body, the costs of which shall be borne by the legal entity offering the plat for recordation, and evidence of such review must be placed on such plat.

Every plat of a subdivision filed for record must contain a dedication by the owner or owners of record. The dedication must be executed by all persons, corporations or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed. All mortgagees having a record interest in the lands subdivided shall execute, in the same manner in which deeds are required to be executed, either the dedication contained on the plat or a separate instrument joining in and ratifying the plat and all dedications and reservations thereon.

- ~~18.~~ 18. Plat Approval Statement: The following statement shall appear on the face of the plat: "PLAT APPROVAL: This plat has been reviewed in accordance with Florida Statutes, Chapter 177.081 for chapter conformity. The geometric data has not been verified. Reviewed by: \_\_\_\_\_, Florida Professional Surveyor and Mapper, License No. \_\_\_\_\_, County Surveying Division, Real Estate Department, Hillsborough County."

#### D. Review Procedures

1. Within three (3) working days of receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities.
2. ~~Five (5)~~ Twenty (20) working days will be given to the entities for review. The plat shall be either approved, approved with conditions, or require resubmittal.
3. If the 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 on a transmittal letter attached to the plats. The reviewing entities shall review the plats within ~~five (5)~~ ten (10) working days.

4. All necessary easements required for the plat shall be submitted and approved by the County Real Estate Department and all required improvements shall be constructed prior to acceptance of the plat. When a Low Volume Private Road as permitted by the Hillsborough County Planning & Growth Management Department has been constructed, a Professional Engineer, licensed in the State of Florida, must certify that the Low Volume Road was constructed in accordance with the approved plans. The certified "Statement of Completion" shall be submitted to the Department of Planning and Growth Management prior to acceptance of the plat.
5. The Administrator shall notify the applicant within three (3) working days of plat approval; and at that time the applicant shall supply ~~a~~ an original mylar and a mylar copy to the Administrator. The Administrator shall forward the original mylar plat to the Chairperson of the Board of County Commissioners, who has delegated authority to approve and sign the plat.
6. ~~Within three (3) working days of approval and signature by the Chairperson, the Administrator shall notify the applicant to pick up the plat and record the plat within five (5) working days of pickup with the Clerk of the Circuit Court. The approved plat shall be recorded by the Planning and Growth Management Department with the Clerk of the Circuit Court within five (5) working days of being notified that the plat has been signed by the Chairperson of the Board of County Commissioners and upon receipt of the recording and Mylar copy fees from the applicant.~~
7. No building permits shall be issued until after plat recordation.

#### E. Distribution of Submittals

The submittal information shall be distributed to the following:

1. *Planning and Growth Management Department--*~~6~~ 2 copies total, ~~7~~ copies total if ~~Concurrency Review~~ required, for intradepartmental distribution as follows:
  - Natural Resources, 1 copy
  - ~~Transportation~~ Site Engineering,
  - Stormwater Management,
  - Utilities,

- Zoning,
  - File, 1 copy and
  - Concurrency
2. *Real Estate Department--*Surveying and Mapping (1 copy).
  3. *Streets and Addresses Department---*~~(1 copy)~~.
  4. *Fire Department*~~—(1 copy)~~.
  5. Copies may also be required for the following entities:
    - Environmental Protection Commission - (1 copy), and
    - Florida Department of Transportation - ~~—(1 copy)~~.

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## E. Review Procedures

1. Within three (3) working days of receipt of a completed application package, copies of the package submitted for review shall be forwarded to the reviewing entities.
2. Ten (10) working days will be given to the entities for review. Within nine (9) working days from the end of the comment period, the Development Review Committee shall meet with the applicant. The minor site development construction plan shall be either approved, approved with conditions, or required to be resubmitted. 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.
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 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.
4. The applicant shall obtain all necessary local, state, and federal permits for the construction of the proposed improvements. No construction activity shall be permitted within existing right-of-ways until a right-of-way use permit is obtained.

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## E. Review Procedures

1. Within three (3) working days of receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities.
2. Twenty (20) working days will be given to the entities for review. Within nine (9) ~~five (5)~~ working days from the end of this comment period, the Development Review Committee (DRC) shall meet with the applicant. The subdivision construction plan shall be either approved, approved with conditions, or required to be resubmitted. 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.
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 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.
4. The applicant shall obtain all necessary local, state, and federal permits for the construction of the proposed improvements. No construction activity shall be permitted within existing right-of-ways until a Right-of-Way Use Permit is obtained.

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#### E. Review Procedures

1. Within three (3) working days of receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities.
2. Twenty (20) working days will be given to the entities for review. Within ~~five (5)~~ nine (9) working days from the end of this comment period, the Development Review Committee shall meet with the applicant. The site development construction plan shall be either approved, approved with conditions, or require resubmittal. 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.

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### **Sec. 6.4.1 Information Required for Mining Unit Related Activity**

The following information and material shall be submitted with each application for mining and mining related activity or amendment thereto as described in Section 8.02.00 of the LDC.

If any required submission material has been submitted with each application in the last three (3) years, such material need not be submitted again, provided that the previously submitted material meets the current requirements of the LDC. Reference to the previous submittal shall be made by application number and date submitted.

#### **A. Mining Units**

1. Maps—Aerial photo and land use ~~All~~ maps shall be prepared at a minimum scale of 1 inch = 400 1,000 feet ~~or larger~~ and all other maps shall be at a scale to clearly show the information being conveyed.
  - a. Aerial photograph indicating the mining unit boundaries, proposed limits of mining, proposed setbacks, limits of the 25-year floodplain, stream buffer setbacks, and acreages included in each.
  - b. Aerial photograph indicating adjacent property owners, mining unit boundaries and wetland areas, including acreages, and waterwells within the setback distance as obtained from SWFWMD inventories.
  - c. Map indicating premining topography and stormwater management.
  - d. Map indicating post reclamation topography and stormwater management.
  - e. Map indicating premining vegetation and land use and acreages for each type of vegetation and land use according to the Florida Land Use Classification Code System (FLUCCS).
  - f. Map indicating post reclamation vegetation and land use according to FLUCCS.
  - g. Map indicating premining soil types, acreages, and hydrologic cover code according to the U.S. Department of Agriculture Soil Conservation Service (USDA/SCS).

- h. Map indicating post reclamation soil types according to the USDA/SCS classification, if available.
- i. SWFWM District aerial photograph indicating mining unit boundaries and topography with one foot contours.

2. Technical Information

- a. Premining and post reclamation cross sections showing geology, water table elevations and depth of mining, (P.G.).
- b. Pre-mining and post reclamation stormwater runoff calculations indicating peak flow from the 25- and 100-year storms (P.E.).
- c. Description of erosion control measures including details of berms, ditches, and control structures (P.E.).
- d. An inventory of any wells 2 inches or greater in diameter on adjacent property not owned by the applicant within 1,000 feet of the mining unit, as obtained from SWFWMD inventories.
- e. A description of surface water discharges resulting from the mining unit. Identification of NPDES discharge locations shall be provided.
- f. Discussion of wetland impacts and proposed mitigation measures, including proposed species, diversity, and function.
- g. Discussion of traffic impacts.
- h. Discussion of the general mining sequence and direction.
- i. A schedule for mining and reclamation.
- j. Discussion of proposed tailings and waste clay disposal.
- k. Whether the property is located within an area which potentially constitutes significant wildlife habitat, as described in Section 4.01.09 of the LDC.
- l. A plant/wildlife survey of any endangered or threatened species or species of special concern which occurs on the site. Survey methodology shall be as specified in Section

~~4.01 of the LDC~~ 4.1.6.1.1.C.5 of this Manual.

- m. A statement identifying the methods to be employed for on-site preservation to meet the requirements of Section 4.01.08.B of the LDC, and the methods to be employed to ~~met~~ meet the interim preservation requirements of Section 8.02.08.A, if applicable.

### 3. Reclamation Plan

- a. Base map, overlays, and aerial photos at a standard scale (approximately 1 inch = 1,000 feet) showing mine name, acreage, and boundary of the reclamation unit.
- b. Acreage and boundaries of existing and proposed land uses, including areas such as water bodies, wetlands, uplands, etc.
- c. A description of the proposed reclamation activities and the type of reclamation to be accomplished. This will include: proposed topography procedures for providing suitable soil, preparatory soil treatments (e.g., fertilizing), types and quantities of vegetation, and sources of vegetation.
- d. Plans and calculations for stormwater management, including groundwater flow (P.E.).
- e. Methods for restoring wetlands, including methods for soil enrichment and replacement, in those wetland areas approved for mining in accordance with Section 8.02.08.B of the LDC.
- f. A schedule for orderly and timely completion of reclamation.

### B. Clay Settling Ponds and Thickening Ponds

- 1. Maps at a minimum scale of 1 inch = 1,000 feet.
  - a. Aerial photograph indicating location of settling pond, toe and crest of dam, water recirculation ditches, and setback distances.
  - b. All maps required for mining unit application if settling pond is to be constructed on unmined area, or in an area where a previous mining unit has not been approved.

2. Technical Information

- a. Design drawings for the dam. Drawings shall indicate dam height, dam construction materials, cross sections, depth of pond, drainage and underdrain details, erosion control measures, details of seepage control, high water elevations, freeboard, and details of inlet and outlet control structures (P.E.).
- b. Dam stability and seepage calculations (P.E.).
- c. Monitoring program to check stability and safety of dam.
- d. Calculations demonstrating pond is capable of storing or releasing 12 inches of rainfall in a 24-hour period (but also at least 6 inches in a 3-hour period) while maintaining a minimum of 5 feet of freeboard when pond is full (P.E.).
- e. Description of proposed mosquito control measures, in accordance with Section 8.02.08 of the LDC.
- f. Description of construction techniques and methods.
- g. A schedule for construction techniques and methods.
- h. Calculations indicating impact to watershed runoff and infiltration during pond operation and following the completion of reclamation using the mean annual, 25- and 100-year storms (P.E.).
- i. Description of proposed inspection and maintenance.
- j. All technical information required for mining unit applications if settling pond is constructed in an unmined area or in an area where a previous mining unit has not been approved.

Note: A copy of the DEP application may be submitted to address the above items. Information not addressed in the DEP application shall be provided separately.

C. Benefication Plants

1. Maps at a minimum scale of 1 inch = 1,000 feet.

- a. Aerial photograph indicating plant location, access roads, railroads, recirculation ditches, pipeline corridors, transmission line routing, stockpile areas, and loading zones.
- b. Regional map showing access to county road system, railroad system, electric power system, and matrix routing to plan, including stream crossings.
- c. Aerial photograph indicating plant boundaries, limits of the 25- and 100- year floodplains, and location of wetlands.
- d. All other maps required for mining unit applications as they apply to preconstruction and post reclamation site conditions.

2. Technical Information

- a. Indicate EPC, DEP, and EPA air emissions permit numbers.
- b. Description of nature, quantity and disposition of wastes resulting from plant operation.
- c. Description and location of any hazardous material, as defined by EPA, or substances used or stored at the plant.
- d. Detailed plan for stormwater management at the plant site (P.E.).
- e. A description of traffic and transportation impacts due to plant operation.
- f. A description of proposed potable water supply and wastewater disposal.
- g. A schedule for proposed construction, operation, and reclamation.

D. Activities Within the Stream Buffer

1. Maps at a minimum scale of 1 inch = 1,000 feet --Maps of stream setbacks and stream buffer zones, together with calculations of stream buffer zone widths.
2. Technical Information--All technical information required for

mining unit applications as it applies to proposed activity except well inventory, unless application is submitted concurrently with mining unit application.

E. Sand Tailings Piles

1. Maps at a minimum scale of 1 inch = 1,000 feet
  - a. Aerial photograph indicating the location of the proposed tailings pile, pipeline, and access corridors.
  - b. Aerial photograph indicating 25-year floodplain limits and wetland boundaries.
  - c. Existing vegetation map.
  - d. Reclamation vegetation map.
  - e. Same maps as required for mining unit application for permanent tailings disposal areas not submitted as part of a mining unit application.
2. Technical Information
  - a. Size and shape of tailings pile.
  - b. Description of need for tailings pile.
  - c. Length of proposed storage and schedule for reclamation.
  - d. Same information as for mining unit for permanent tailings disposal areas not submitted as part of a mining unit application.

F. Conceptual Reclamation Plan Modifications--For consideration of conceptual modifications, a copy of Department of Environmental Protection Conceptual Reclamation Plan Modification shall be provided by the applicant.

G. Review Procedures for Mining Unit Related Activities

1. At least ~~ninety (90)~~ one hundred twenty (120) days before proposed commencement of mining related activities, the applicant shall submit the applicable sets of submittal packages for review. The packages shall consist of ~~detailed plans, maps, supporting calculations and reclamation plans~~ all applicable information

identified in Sections 6.4 and 6.4.1 of this Manual. An electronic version of the initial submittal information and any subsequent additional information shall be included with the package.

2. Within three (3) working days of receipt of the submittal packages, copies shall be forwarded to the reviewing entities set forth in this ~~manual~~ Manual.
3. Reviewing entities ~~will~~shall have twenty (20) working days to complete the review unless an extended review period in written format is mutually agreed to by the applicant, the reviewing entity and the Administrator. The reviewing entities shall review the mining unit application and provide review comments of approval, approval with conditions or request for additional information . Within three (3) working days from the end of the review period, the Administrator shall forward the review entity response sheets to the applicant. Within nine (9) working days from the end of the twenty (20) working day review period, the Development Review Committee (DRC) shall meet with the applicant to discuss the comments. Any review entity failing to supply comments, request additional information or obtain a written review period extension prior to the scheduled DRC meeting shall be deemed to have no objection to the mining unit application review process. Approval by the Administrator and/or the Board of County Commissioners does not relieve the applicant from the responsibility to comply with any applicable federal, state, and other local laws, regulations and ordinances.
4. If the mining unit package requires ~~resubmittal~~, additional information, the applicant shall address all review entity comments in a transmittal letter to the Administrator and the commenting entity itemizing complete responses to each of their comments. submit revisions, specifying in a transmittal letter how the review comments have been addressed. The reviewing entities shall have ten (10) working days to complete the review unless an extended review period in written format is mutually agreed to by the applicant, reviewing entity and the Administrator. The review entities shall review the application additional information and provide review comments of approval, approval with conditions or request for additional information related only to the most recently submitted additional information. Within three (3) working days from the end of the review period, the Administrator shall forward the review entity response sheets to the applicant. Within nine (9) working days from the end of the ten (10) working day review period, the DRC shall meet with the applicant to discuss comments. ~~This~~The ten (10) working day additional information

review time frame period and associated DRC date shall be applicable occur each time a resubmittal additional information is required. Any review entity failing to supply comments, request for additional information or obtain a written review period extension prior to the scheduled DRC meeting shall be deemed to have no objection to the mining unit application review process. Approval by the Administrator and/or the Board of County Commissioners does not relieve the applicant from the responsibility to comply with any applicable federal, state, and other local laws, regulations and ordinances.

5. Upon the receipt of all reviewing entity comments of approval, approval with conditions and/or denial of the mining unit application and additional information, the applicant shall be notified in writing within three (3) working days from the end of the comment review period and the application request with agency review responses shall be addressed in a staff report and submitted to the Phosphate Mining Hearing Master for review. Upon approval by all reviewing entities, the proposal shall be submitted to the Phosphate Mining Hearing Master for review.
6. Within ten (10) working days following the Phosphate Mining Hearing Master meeting the applicant shall submit the pertinent information addressing a reviewing entity's conditional comments of approval for inclusion into the mining unit application package.

H. Distribution of Submittals--The submittal information shall be distributed to the following:

1. Planning and Growth Management Department - 4 copies total
  - Phosphate/Hydrology Review (1)
  - Natural Resources (1)
  - Stormwater (1)
  - Transportation (1)
2. Parks and Recreation Department
3. Debt Management Department
4. Environmental Protection Commission

5. Department of Environmental Protection, Bureau of Mine Reclamation
6. Planning Commission
7. Hillsborough County Soil and Water Conservation District
8. Tampa Bay Water
9. Florida Fish & Wildlife Conservation Commission
10. Tampa Bay Regional Planning Commission

I. Submittal Requirements for Administrative Review not Requiring the Phosphate Mining Hearing Master or Board of County Commissioners Review of Mining Related Activities

1. Fee Payment - as referenced in Section 2.0 of this ~~manual~~ Manual.
2. Application - as referenced in Section 3.0 of this ~~manual~~ Manual.
3. Specific Information pertaining to one of the following:
  - a. Dragline relocations not previously reviewed and approved by the Board
  - b. Road construction not previously reviewed and approved by the Board.
  - c. Reclamation program amendments.

J. Review Procedures for Administrative Review not Requiring the Phosphate Mining Hearing Master or Board of County Commissioners Review of Mining Related Activities

1. Within three (3) working days of receipt of the mining related activities review package, copies shall be forwarded to the pertinent reviewing entities as set forth in this ~~manual~~ Manual. An electronic version of the initial submittal information and any subsequent additional information shall be included with the package.
2. Reviewing entities ~~will~~ shall have ~~ten (10)~~ twenty (20) working days to complete the review unless an extended review period in

written format is mutually agreed to by the applicant, the review entity and the Administrator. The review entities shall review the package and provide review comments of approval, approval with conditions or request additional information. Within three (3) working days from the end of the twenty (20) day review period, the Administrator shall forward the review entity response sheets to the applicant. Within nine (9) working days from the end of the twenty (20) working day review period, the DRC shall meet with the applicant to discuss the comments. Any review entity failing to supply comments, request additional information, or obtain a written review period extension prior to the scheduled DRC meeting shall be deemed to have no objection to the mining related activities review process. Approval by the Administrator does not relieve the applicant from the responsibility to comply with any applicable federal, state, and other local laws, regulations and ordinances.

3. If a ~~resubmittal~~ additional information or a response to comments is required, the applicant shall address all reviewing entity comments itemizing complete responses in a transmittal letter to the Administrator and the commenting entity for each of their comments. The reviewing entities ~~will~~ shall have ~~five (5)~~ ten (10) working days to complete the review from date of the ~~submittal~~ additional information submittal unless an extended review period in written format is mutually agreed to by the applicant, reviewing entity and the Administrator. The reviewing entities shall review the additional information and provide review comments of approval, approval with conditions or request additional information related only to the most recently submitted additional information. Within three (3) working days from the end of the review period, the Administrator shall forward the reviewing entity response sheets to the applicant. Within nine (9) working days from the end of the ten (10) working day review period, the DRC shall meet with the applicant to discuss comments. The ten (10) working day review period and associated DRC date shall occur each time additional information is required. Any review entity failing to supply comments, request additional information, or obtain a written review period extension prior to the scheduled DRC meeting shall be deemed to have no objection to the mining related activities review process. Approval by the Administrator does not relieve the applicant from the responsibility to comply with any applicable federal, state, and other local laws, regulations and ordinances.
4. The Administrator shall have three (3) working days from date of approval to notify the applicant in writing. Upon receipt of

comments by all reviewing entities, the applicant shall receive a written letter of approval, approval with conditions, or denial addressing the mining related activities request within three (3) working days from the end of the additional information review period. An Administrator's letter of denial may be appealed in accordance with Section 10.05.01 LDC.

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### **Sec. 4.1.4.1.2.2.3 – Final Plat Review**

#### **A. General Description**

The final plat indicates the final lot and street layout of the subdivision. Securities are posted at the time of request for acceptance.

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

Sections 5.01.02.B.2 and 10.01.05.C.3

#### **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. Transmittal Letter - includes evidence that the affected utility organizations (other than municipal water and wastewater agencies and Hillsborough County water and wastewater utilities) have no objections to the final plat.
4. Owner Affidavit - completed by the owner/ developer of the property certifying that all bills and liens have been paid.
5. Title Opinion - of an attorney at law licensed in Florida or a certification by an abstractor or a title company showing that record title to the land as described and shown on the plat is in the name of the person, persons, corporation or entity executing the dedication, if any, as it is shown on the plat and, if the plat does not contain a dedication, that the developer has record title to the land. The title opinion or certification shall also show all encumbrances, including but not limited to mortgages and easements. The title opinion shall be for a period no less than 30 years and cannot be more than 60 days old. The legal description as shown in the O&E report shall match the legal description on the plat.
6. Electric Utility Transmission Easement Letter of Acknowledgment - if applicable.
7. Revised Master Landscaping Plan - if any changes made to block and lot numbering since construction plan submittal.
8. Supplemental Information Required When Platting Prior to Construction:
  - a. Subdividers' Agreement for Construction of Improvement Facilities,
  - b. Performance bond in accordance with this manual, and

- c. The applicant may choose to submit to have the Improvement Facilities accepted administratively rather than going before the Board of County Commissioners a second time. In this case, a separate warranty bond, in addition to the performance bond, shall be submitted, at time of final platting, and reviewed in accordance with this manual. This Subdivider's Agreement for Construction and Warranty of Required Improvements would then replace the agreement in a. above.
9. Final Plats - fourteen (~~14~~ 4) copies.
  10. Copies of the following items:
    - boundary closure sheet.
    - control traverse/GPS reductions.
    - copy of the plat, on computer disc, in AutoCAD format or DXF file.
    - survey certificate from the Surveyor and Mapper of Record stating all PRMs, PCPs and Lot Corners, have been set.
    - copy of a current certified boundary survey.

#### **D. Information Required on Final Plat**

The final plat is to be in conformance with the requirements of Chapter 177, FS and prepared by an individual registered by the State of Florida as a Professional Surveyor and Mapper in the stipulated format:

1. Sheet Sizes - 18 inch X 24 inch
2. Case Letter Size - per Chapter 177, F.S. and shall be no less than 0.08 times the scale of the map.
3. Legend - shall be included on the plat.
4. Bearings - All bearings shall be based on the Florida State Plane, Coordinate System, NAD 83, latest adjustment, unless otherwise approved by the County Surveyor.
5. Coordinates - Coordinates shall be based on the Florida State Plane Coordinate System, NAD 83, in feet, latest adjustment, unless otherwise approved by the County Surveyor.
6. Benchmarks - A minimum of two benchmarks per plat or one per half mile of roadway, whichever is greater, must be certified by a Professional Surveyor and Mapper and submitted to the County Surveyor.

- The benchmarks shall be a metal disk installed in catch basins, curbs, or other concrete structures within public areas, or other areas approved by the County Surveyor.
  - The benchmarks shall be tied to NAVD 88, with a minimum of third order accuracy as defined by the National Oceanic and Atmospheric Administration, unless otherwise approved by the County Surveyor. A separate certification shall be made to reflect this, and shall be certified to the County Surveyor.
  - The County Surveyor shall maintain the benchmark records.
7. Plat Statement - The final plat shall include the following statements: Subdivision plats by no means represent a determination on whether properties will or will not flood. Land within the boundaries of this plat may or may not be subject to flooding; the Development Services Division has information regarding flooding and restrictions on development.

NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of Hillsborough County.

8. Dedication and approval language - Prior to approval by the appropriate governing body, the plat shall be reviewed for conformity to this chapter by a professional surveyor and mapper either employed by or under contract to the local governing body, the costs of which shall be borne by the legal entity offering the plat for recordation, and evidence of such review must be placed on such plat.

Every plat of a subdivision filed for record must contain a dedication by the owner or owners of record. The dedication must be executed by all persons, corporations or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed. All mortgagees having a record interest in the lands subdivided shall execute, in the same manner in which deeds are required to be executed, either the dedication contained on the plat or a separate instrument joining in and ratifying the plat and all dedications and reservations thereon.

In addition, where applicable, each final plat for a public subdivision shall contain the following language in the dedication:

The undersigned, as owner(s) and/or mortgage holder(s) of all lands platted hereby dedicate this plat of (subdivision name) for record and all streets, roads,

rights-of-way and other easements shown hereon to public use this (date) day of (month, year).

(Tracts/Parcels A, B, and C, for example) are hereby dedicated to the homeowner's association for its use and maintenance.

(Tracts/Parcels A, B, and C, for example) are subject to any and all easements dedicated to public use as shown on this plat.

9. Plat Approval Statement: The following statement shall appear on the face of the plat: "PLAT APPROVAL: This plat has been reviewed in accordance with Florida Statutes, Chapter 177.081 for chapter conformity. The geometric data has not been verified.

Reviewed by: \_\_\_\_\_, Florida Professional Surveyor and Mapper, License No. \_\_\_\_\_, County Surveying Division, Real Estate Department, Hillsborough County."

10. Conservation Preservation Areas - The surveyed boundaries of conservation and preservation areas shall be shown, along with any applicable setbacks for these areas or other areas which lie outside the project boundary. The conservation and preservation areas shall be drawn superimposed over the lots or common areas on the plat.

- The following statement shall be included for wetland conservation/preservation areas on the final plat:

The Wetland (Conservation/ Preservation) Area shall be retained in a natural state pursuant to the Hillsborough County Land Development Code (LDC) as amended; the Hillsborough County Environmental Protection Act, Chapter 84-446; and Chapter 1-11, Rules of the Hillsborough County Environmental Protection Commission. In addition, a (30/50)-foot setback from the Wetland (Conservation/ Preservation) Area is required and shall conform to the provisions stipulated within the Hillsborough County Land Development Code.

- The following statement shall be included for upland conservation/preservation areas on the final plat:

The (Significant/Essential) Upland Wildlife Habitat (Conservation/ Preservation) Area shall be retained in a natural state pursuant to the Hillsborough County Land Development Code, Natural Resources Regulations, as amended. No filling, excavating, removal of vegetation or construction of permanent structures or other impervious surfaces shall occur within the (Conservation/Preservation) Area unless specifically conforming to a wildlife management plan as approved by the Hillsborough County Planning and Growth Management Department.

11. Surveyor's Certification - The following statement shall appear on the final plat:

I, the undersigned surveyor, hereby certify that this Platted Subdivision is a correct representation of the land being subdivided; that this plat complies with all the requirements of Chapter 177, Part I, Florida Statutes, and the Hillsborough County Land Development Code; that permanent reference monuments (P.R.M.'s) were set on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, as shown hereon.

<b>By</b>	<b>License #</b>
<b>Company</b>	<b>LB #</b>

12. Rear Yard Swales - When rear yard swales are required as part of the stormwater management system, the following statement shall be included on the final plat: Rear yard swales along the back property lines of lots....(show lot numbers and blocks in this space)...shall be maintained by the individual lot owners according to the approved lot grading plan. This note shall appear on each affected deed.

13. Drainage Easements - When drainage easements are shown on the final plat, the following statement shall be included on the final plat: Drainage easements shall not contain permanent improvements, including but not limited to sidewalks, driveways, impervious surfaces, patios, decks, pools, air conditioners, structures, utility sheds, poles, fences, sprinkler systems, trees, shrubs, hedges, and landscaping plants other than grass, except for landscaping of stormwater detention and retention ponds as required by the Land Development Code. This note shall appear on each affected deed.

**E. Review Procedures**

1. The purpose of the final plat is to indicate the final recorded lot and street layout of the subdivision. The final plat is reviewed administratively and approved by the BOCC, and thereafter recorded in the public records of Hillsborough County. Once recorded it cannot be altered. Securities are generally posted at the time of a request for final plat recording.
2. The final plat may be submitted concurrent with improvement facilities construction plans. However, the final plat shall not be approved until the improvement facilities construction plans are approved.
3. Within three (3) working days of receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities.
4. Ten (10) working days will be given to the entities for review. The final plat shall be either approved, approved with conditions, or required to be resubmitted.

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 final 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 on a transmittal letter attached to the plats. The reviewing entities shall review the plats within five (5) working days. In the event of conflicting comments from the reviewing entities, the Administrator shall attempt to resolve those conflicting comments with the entities and, if necessary, consult with the applicant.
6. The Administrator's decision may be appealed pursuant to Section 10.05.01 of the LDC. When platting prior to construction, and upon receipt of the improvement facilities construction plans, final plat for recording, receipt and approval of subdivider's agreement for construction of improvement facilities, and the performance bond, the Administrator shall submit the project to the BOCC for final plat approval.
7. When constructing prior to platting, and upon approval of the final plat and receipt and approval of the subdivider's agreement for warranty of improvement facilities and the as-built acceptance package per Section 5.02.03, the Administrator shall simultaneously submit the request for acceptance of improvement facilities, subdividers' agreement and warranty bond, and the final plat to the BOCC for approval.
8. Whenever land comprising all or part of an existing subdivision plat of record is proposed as all or part of a new subdivision, all or part of the existing plat shall be properly vacated through BOCC resolution prior to BOCC approval of the final plat. BOCC approval of vacating any plat, either in whole or in part, shall be contingent upon a showing that the persons making the application for said vacation own the fee simple title to the whole or that part of the tract covered by the plat sought to be vacated. It must be further shown that the vacation by the BOCC will not affect the ownership or the right of convenient access of persons owning other parts of the subdivision.
9. All necessary easements required for the plat shall be submitted and approved by the County Real Estate Department prior to acceptance of the plat.

10. The applicant shall be notified in writing by the Administrator within three (3) days of BOCC action.
11. The BOCC's approval does not operate as a warranty to individuals who may be damaged by the violation of these regulations nor as a malpractice insurer for the applicant.
12. Within five (5) working days of the BOCC's approval of a final plat, the Administrator shall submit the final plat to the Clerk of the Circuit Court for recording in the public records of Hillsborough County. The applicant is responsible for providing a mylar copy, in addition to the original mylar, for recordation.
13. Within five (5) working days of recording the final plat, the Administrator shall make a copy of the plat for the Development Services Division, the Real Estate Department, Engineer of Record, or Surveyor of Record, as applicable, and for the Administrator's construction inspector and the municipal and water and wastewater agencies when applicable.

#### **F. Distribution of Submittals**

1. Planning and Growth Management Department - ~~7~~ 3 copies total, for intradepartmental electronic distribution as follows:
  - natural resources (~~1 copy~~),
  - transportation (~~2 copies~~),
  - stormwater management (~~1 copy~~),
  - utilities (~~1 copy~~),
  - zoning (~~1 copy~~), and
  - file (1 paper copy).
2. Real Estate - County Surveying Division (1 paper copy).
3. Streets and Addresses Department (~~1 copy~~).
4. Copies may also be required for the following entities:
  - Environmental Protection Commission (1 paper copy),
  - Fire Department,

- Florida Department of Transportation,
- Parks and Recreation Department,
- Property Appraiser's Office, and
- Hillsborough County Transit authority (HARTLine).

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### **Sec. 4.1.5.1.3 – Minor Site Development Review**

#### **A. General Description**

Minor reviews represent minor site improvements not requiring a preliminary site development review followed by a construction plan review. The minor review requires only the submittal of a construction plan. A proposed development may qualify for a minor review provided the following criteria are satisfied:

1. Any development proposed within land zoned as AM, A, AR, AS-0.4, AS-1, ASC-1, and A-I, with the exception of those commercial and industrial uses or activities exceeding either ten (10) acres in size or 10,000 square feet of additional or new impervious area.
2. Projects on lands with zoning other than listed above shall qualify for a minor review if the following criteria are satisfied: No more than one thousand (1,000) square feet of new or additional impervious improvements shall be proposed, and no more than one hundred fifty (150) additional average daily trips (ADT) shall be generated from the proposed improvements, and the site does not contain any wetland or environmentally-sensitive areas as determined by EPC and PGMD, or the proposed development of the site clearly does not affect such areas in a manner to require review by the EPC, the county, or other regulatory agencies for compliance with regulations pertaining to wetlands or environmentally sensitive areas, and The site does not take access from a roadway under the jurisdiction of the Florida Department of Transportation (FDOT), or it has been determined that no permit for access to the property must be approved by FDOT, and no modification of existing utilities is proposed.
3. If additional water or wastewater flows are generated, a service application shall be submitted and approved prior to submittal of the minor site development construction plan.

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

Section 10.01.06.C

#### **C. Submittal Requirements**

1. Fee Payment - referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - referenced in Section 3.0 of the Development Review Procedures Manual.
- 3 Transmittal Letter.

4. Owner Affidavit.
5. Supplemental Forms Required:
  - natural resources application,
  - adequate public facilities application - if applicable (3 copies), and
  - right-of-way use application - if applicable.
6. Current Aerial with Contours (2 copies)
7. Copy of the following Information:
  - vesting letter - if applicable, and
  - utilities commitment letter from providing entity, if not being served by Hillsborough County Utilities.
8. Completed Water and Wastewater Department of Environmental Protection (DEP) forms (4), if applicable.
9. Site Development Construction Plans - signed, sealed and dated (appropriate number of copies to be determined at the presubmittal conference).
10. Deed - copy of recorded deed.

**D. Information Required on Minor Site Development Construction Plans**

1. Title Block - including the following:
  - title of the project,
  - name of the owner(s) and applicant,
  - date,
  - north arrow,
  - legal description, and
  - scale.
2. Location and/or Identification of the following:

- buildings,
  - off-street vehicular use areas,
  - parking spaces (number required and number provided),
  - access ways,
  - retention/detention ponds and easements,
  - identification of adjacent uses and zoning,
  - gross floor area,
  - amount of building coverage,
  - amount of open space,
  - amount of impervious coverage,
  - building height(s),
  - number of floors,
  - floor elevations,
  - use of structures,
  - signage,
  - fences and walls,
  - locations of sidewalks,
  - refuse collection facilities,
  - all required screening, and
  - type of paving.
3. Utilities - identify 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, drain fields, and wells, if applicable.
  4. Conditions of Approval - if the site is zoned planned development (PD) include the following:

- rezoning petition number, and
  - conditions of approval shall be contained in accompanying documentation.
5. Vicinity map.
  6. Tree survey - showing the location of all trees five (5) inches in diameter or greater measured at four and one-half (4½) feet above the ground.
  7. Fire Flow - identify source of flow (i.e., hydrants, size of main, tanks, etc.). If fire flow is not provided through a public water system, the required fire flow shall be in accordance with the National Fire Protection Association Standards 1231.
  8. Contours - existing and proposed one foot contours shall be shown within the parcel boundaries, and existing contours shall also be shown to a minimum of 25 feet outside the parcel boundaries. Contours shall be based on the North American Vertical Datum 1988 (NAVD 88), unless otherwise approved by the County Surveyor.
  9. Stormwater - information specified in the Stormwater Technical Manual shall be shown.
  10. Landscaping and Irrigation - identify landscaping and irrigation on plan as required to comply with the landscaping regulations. If the landscaping plan is submitted separately, three (3) copies of the landscaping plan are required.

#### **E. Review Procedures**

1. Within three (3) working days of receipt of a completed application package, copies of the package submitted for review shall be forwarded to the reviewing entities.
2. Ten (10) working days will be given to the entities for review. The minor site development construction plan shall be either approved, approved with conditions, or required to be resubmitted. 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.
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 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.

4. The applicant shall obtain all necessary local, state, and federal permits for the construction of the proposed improvements. No construction activity shall be permitted within existing right-of-ways until a right-of-way use permit is obtained.
5. Upon approval of the minor site development construction Plans by all the reviewing entities, the applicant shall be notified in writing by the Administrator within three (3) working days following the designated reviewing period. Approval of the minor site development construction plans shall not relieve the Engineer of Record of any responsibility.
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.
7. The approved construction plans shall be released to the applicant upon payment of all applicable fees.

#### **F. Approval Duration and Extension**

Minor site development construction plan approval shall be effective for a period of two (2) years and automatically expire if construction is not complete within the two (2) year period. In cases of unforeseen circumstances, the applicant may apply for an extension of the construction plan approval prior to the expiration date of the original approval. The approval status may be extended two (2) years if a written request is received by the Administrator at least thirty (30) days prior to expiration. The extension shall be for the original site and configuration only. The Administrator may require a complete resubmittal due to changing conditions of the area, new policies, or other considerations. No plan shall be extended beyond a total of six (6) years from the original approval date.

#### **G. Commencement of Construction**

The Engineer of Record shall notify the Administrator and affected utility organizations two (2) working days prior to commencement of construction.

#### **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 to avoid delays in issuance of Certificates of Occupancy upon completion.

### **I. Distribution of Submittals**

1. Planning and Growth Management - ~~7~~ 3 paper copies total, for intradepartmental distribution as follows:

- natural resources (~~2~~ 1 paper copy),
- transportation (~~1~~ copy) ,
- stormwater management (~~1~~ copy) ,
- utilities (~~1~~ copy) ,
- zoning (~~1~~ copy) , and
- file (1 paper copy).

2. Copies may also be required for the following entities:

- Public Works,
- Environmental Protection Commission (1 paper copy),
- Fire Department,
- Concurrency,
- Parks Department,
- Florida Department of Transportation, and
- Streets and Addresses.

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### **Sec. 4.1.4.1.2.2.1 – Preliminary Plat Review**

#### **A. General Description**

A platted subdivision for which improvement facilities are required or proposed to facilitate development of subdivision and to determine that the concept for development can potentially comply with the subdivision regulations.

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

Sections 5.01.02.B.2 and 10.01.05.C.1

#### **C. Submittal Requirements**

1. *Fee Payment* - referenced in Section 2.0 of the Development Review Procedures Manual.
2. *Application* - referenced in Section 3.0 of Development Review Procedures Manual.
3. *Transmittal Letter*.
4. *Owner Affidavit*.
5. *Supplemental Applications Required* –
  - Natural Resources Application, and
  - Adequate Public Facilities Application, which includes Water/Wastewater service application (3 copies).
6. *Current Aerial Photograph With Contours* - 2 copies, to scale, including outline of subject parcel.
7. *Copy of Vesting Letter* (if applicable).
8. *Copy of Utilities Commitment Letter from Providing Entity* - if not being served by Hillsborough County Utilities.
9. *Completed Water and Wastewater Department of Environmental Protection (DEP) Forms* - (4 copies).
10. *Copy of Water, Wastewater, Reclaimed Water Master Plan* - if project is phased.
11. *Copy Of Conceptual Plan* - for extension of water, wastewater, and reclaimed water to adjacent undeveloped tracts of land.

12. *Preliminary Plats* (~~18~~ 4 or the number determined at the presubmittal conference).
13. *Deed* - copy of recorded deed.
14. *Building Elevations*. Six (6) copies of building elevations for townhome projects located in zoning or overlay districts with architectural requirements for buildings. The elevations shall be drawn to scale and include the dimensions of the required architectural features. If minimum road frontage and/or transparency percentages are required, calculations of the percentages shall be included.
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:

1. *Title Block*—including the following:
  - name of the proposed subdivision,
  - County and State,
  - date of preparation,
  - name, address, and phone number of the subdivider of the proposed subdivision and the applicant, and
  - north arrow.
2. *Scale*—plat shall be drawn at a suitable scale so that all of the characteristics of the proposed subdivision are illustrated.
3. *Total Acreage*—include total acreage of site.
4. *Minimum Lot Size, and Number of Lots*—indicate minimum lot size and the total number of lots proposed.
5. *Conditions of Approval*—if site is zoned planned development (PD) include the following:
  - rezoning petition number, and
  - conditions of approval shall be contained in accompanying documentation

6. *Legal Description*—of the land showing the township and range in which said land is situated and the section or part of sections to be platted.
7. *Vicinity Map*—to scale, showing the proposed subdivision in relation to the surrounding area.
8. *Existing Features*—indicate the location, name, and size of the following existing features, both on and contiguous to the subdivision tract:
  - platted property lines,
  - streets,
  - sidewalks,
  - bridges,
  - railroads,
  - public and private rights-of-way and easements,
  - stormwater features,
  - streets and non-residential driveways which intersect within 250 feet of a subdivision entrance,
  - parks and other public open spaces,
  - an approximate delineation of the boundaries of any conservation or preservation areas (including any environmentally sensitive areas, such as upland habitat),
  - wetlands, water bodies, or water courses, which are protected in accordance with environmental regulations,
  - include normal pool and seasonal high water (SHW) elevations for all existing wetlands and lakes,
  - names of adjoining property owners or subdivisions, and
  - adjoining electric utility transmission easements and rights-of-way identifying utility poles and overhead utility lines.
9. *Proposed Features*—indicate the location, name, and size of any of the following proposed features:
  - lot lines,

- streets,
  - sidewalks,
  - bridges,
  - railroads,
  - public and private rights-of-way and easements (including proposed easements or common areas to provide access to lots not fronting on a publicly owned and maintained road, if applicable),
  - parks,
  - stormwater features,
  - conservation and preservation areas and other open spaces, and
  - land to be dedicated or reserved for public or private use, together with the purpose and the conditions or limitations of said proposed dedications or reservations, if any (if the preliminary plat contains a park site that is to be dedicated to Hillsborough County, the approximate number of acres shall be shown on the plat).
10. *Lot Lines and Lot Numbers*—show the proposed lot lines and lot numbers. Lots shall be numbered in consecutive order starting with number one (1) for the first lot in each block.
11. *Smallest Lot; regular and irregular shaped lots*—(determined by square footage) shall be identified on the preliminary plat. The building envelope of that lot will be identified by delineating required setbacks of said lot.
12. *Topography*—one foot contours shall be shown to a minimum of 25 feet outside project boundaries. Contours shall be based on the North American Vertical Datum 1988 (NAVD 88), unless otherwise approved by the County Surveyor. Horizontal Datum shall be based on the Florida State Plan Coordinate System, NAD 83, in feet, latest adjustment, unless otherwise approved by the County surveyor.
13. *Identify and Locate:*
- all FEMA designated flood hazard areas and floodways, flood zone designations and elevations.
  - onsite stormwater basins and offsite basins contributing to the site.
  - pre-developed basin curve number (CN) based on SCS soils types.

- amount of pre-developed impervious area in square feet.
14. *Identify:*
- proposed medians and guardhouses,
  - existing platted areas within the proposed subdivision, and
  - number and type of dwelling units proposed.
15. *Provide Statement*—to indicate means by which water supply and sewage disposal will be provided within the subdivision. If the subdivision is a phased project, the following additional information shall be required as part of a master preliminary plat:
- Pipe sizes, manhole locations and invert elevations at significant locations.
  - Identification of all contributions to the wastewater system indicating whether from a force main or gravity system.
  - Location of all pump stations with those to be accepted by Hillsborough County for operation and maintenance identified.
  - Maximum water demand calculations based on full or projected ultimate development or use gross acreage and land.
  - A "pump" curve (pressure vs. flow) representing the County's water distribution network response to the requested water demand.
16. *Electric Utility Transmission Easements*—provide proof that owners of electric utility transmission easements or right-of-way, either included in or adjacent to the proposed subdivision, have been notified of the intent to subdivide and plat.
17. A Grand Oak survey as specified in DRPM Natural Resource Section 4.1.6.1.1.D.1.

#### **E. Review Procedures**

1. The preliminary plat review serves only to show compliance with standards, and does not imply acceptance of final improvement facilities design drawings (i.e., construction plans), or final platting which must conform to these regulations.
2. Within three (3) working days of receipt of the preliminary plat submittal, copies shall be forwarded to reviewing entities as set forth in this manual.

3. Fifteen (15) working days will be given to the entities for review. Within 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 be reviewed by the applicable reviewing entities within sixty days to continue in the process. The applicant shall specify the revisions 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.
5. The preliminary plat shall conform to the standards set forth in the regulations and if applicable shall demonstrate compliance with the general development plan and other zoning conditions and requirements under the planned development regulations. The preliminary plat shall be consistent with the approved general development plan, all commitments made and restrictions placed on the approved general development plan, and any documents, graphics, maps, or other such information provided as part of the official record for the approval of the planned development district.
6. If after six (6) months from the date of the preliminary plat approval construction plans have not been submitted, the preliminary plat approval shall expire. Otherwise, the applicant shall have ~~one year~~ eighteen months from the date of the preliminary plat approval to obtain construction plan approval.

#### **F. Distribution of Submittals**

The submittal information shall be electronically distributed to the following:

1. Planning and Growth Management Department—10 copies total, for intradepartmental distribution as follows:
  - natural resources (1 paper copy with natural resources application),
  - transportation (~~1 copy~~),
  - stormwater management (~~1 copy with concurrency, stormwater, water, wastewater, reclaimed water application~~),

- utilities (~~1 copy with concurrency, stormwater, water, wastewater, reclaimed water application~~),
  - zoning (~~1 copy~~),
  - concurrency (~~1 copy with concurrency, stormwater, water, wastewater, reclaimed water application~~), and
  - file (~~4~~ 1 ~~copies~~ paper copy ).
2. Streets and Addresses Department (~~1 copy~~).
  3. Fire Department (~~1 copy~~).
  4. Copies may also be required for the following entities as deemed appropriate in a presubmittal conference:
    - Environmental Protection Commission (1 paper copy),
    - Florida Department of Transportation,
    - Parks and Recreation Department,
    - Real Estate Department, Survey and Mapping Section,
    - Hillsborough County School Board,
    - Hillsborough Transit Authority (HARTLine), and
    - Public Works (1 paper copy).

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### **Sec. 4.1.5.1.1 – Preliminary Site Development Plan Review**

#### **A. General Description**

The preliminary site development plan is used to develop the horizontal control plan for the site with regard to the general zoning requirement for setbacks, parking and bulk requirements.

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

Sections 5.02.00 and 10.01.06.B

#### **C. Submittal Requirements**

1. *Fee Payment* - referenced in Section 2.0 of the Development Review Procedures Manual.
2. *Application* - referenced in Section 3.0 of the Development Review Procedures Manual.
3. *Transmittal Letter*.
4. *Owner Affidavit*.
5. *Supplemental Forms Required:*
  - natural resources application,
  - adequate public facilities application, which includes Water/Wastewater Service application (3 copies).
6. *Current Aerial Photographs with Contours* - (2 copies) - see D.23.
7. *Copy of Vesting Letter* (if applicable).
8. *Copy of Utilities Commitment Letter from Providing Entity* - if not being served by Hillsborough County utilities.
9. *Completed Water and Wastewater Department of Environmental Protection (DEP) forms* - (4 copies).
10. *Copy of Water, Wastewater, Reclaimed Water Master Plan* - if project is phased.
11. *Site Development Plans* - (~~19~~ 4 folded copies or the number determined at the presubmittal conference).

12. *Deed* - copy of recorded deed.
13. *Building Elevations*. Six (6) copies of building elevations for projects located in zoning or overlay districts with architectural requirements for buildings. The elevations shall be drawn to scale and include the dimensions of the required architectural features. If minimum road frontage and/or transparency percentages are required, calculations of the percentages shall be included.
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**

1. Title Block - including the following:
  - title of the project,
  - name of owner(s) and applicant, if applicable,
  - date,
  - north arrow,
  - legal description, and
  - scale.
2. Location of:
  - buildings,
  - off-street vehicular use areas,
  - parking spaces including handicapped (number required and number provided),
  - access ways,
  - retention/detention ponds and easements,
  - existing and proposed road rights-of-way,
  - identification of adjacent uses and zoning,
  - spacing from intersections and other access points, and

- throat depths of access points.
3. Number of residential units and resulting density.
  4. Gross floor area.
  5. Building coverage.
  6. Open space.
  7. Impervious coverage.
  8. Building height(s).
  9. Number of floors.
  10. Floor elevations.
  11. Applicable flood zone map number shown with elevations and floodways.
  12. Use of structures.
  13. Conditions of Approval - if site is zoned Planned Development (PD) include the following:
    - rezoning petition number,
    - conditions of approval shall be contained in accompanying documentation.
  14. Sidewalks - location and width.
  15. Accessible route.
  16. Vicinity map.
  17. Tree survey - showing the location of all trees five (5) inches in diameter or greater measured at four and one-half (4½) feet above the ground.
  18. Fire flow - Identify source of fire flow (i.e., hydrants, size of main, tanks, etc.). If fire flow is not provided through a public water system, the required fire flow shall be in accordance with the National Fire Protection Association Standard 1231.
  19. Significant Wildlife Habitat - Identification of boundaries of any area which potentially constitutes significant wildlife habitat as identified on the County's GIS Significant Wildlife Habitat Map.

20. Wetlands - General location of wetland boundaries on entire site, if any. Wetlands are to be delineated prior to construction plan submission.
21. Refuse areas - location of all collection facilities and required screening.
22. Phase lines, if development is to be constructed in phases.
23. Current Aerial Photograph (one inch equals 200 feet) outlining subject property boundaries, names of adjacent streets, and proposed features of the preliminary site development plan drawn to scale on the aerial or provided as a transparent overlay drawn to the aerial's scale.
24. Pre-Developed Topography - (one foot contours shall be shown) to a minimum of 25 feet outside of parcel boundaries. Contours shall be based on the North American Vertical Datum 1988 (NAVD 88), unless otherwise approved by the County Surveyor.
25. Stormwater - Delineation of onsite stormwater basins and offsite basins contributing to the site.
26. Pre-Developed Basin Curve Number (CN) - based on SCS soils type.
27. Pre-Developed Impervious Area - identify area in square feet.
28. Proposed Signage
29. Perimeter Boundary Walls and Gates
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**

1. Preliminary site development plan approval is required prior to the submittal of site development construction drawings, except for projects meeting the criteria for minor site development review.
2. The applicant shall make application for preliminary site development plan review on forms provided by the Administrator and shall provide such information as set forth in this manual.
3. Within three (3) working days of receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities as set forth in this manual.

4. Fifteen (15) working days will be given the entities for review. Within 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 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.
6. The preliminary site development plan shall conform to the standards set forth in these regulations and, if applicable, shall demonstrate compliance with general site plan and other zoning conditions and requirements under the planned development regulations.
7. If after six (6) months from the date of preliminary site development plan approval a site development construction plans have not been submitted, the preliminary site development plan approval shall expire. Otherwise, the applicant shall have one year from the date of the preliminary site development plan approval to obtain site development construction plan approval.

#### **F. Distribution of Submittals**

The submittal information shall be electronically distributed as follows:

1. Planning and Growth Management Department - ~~11~~ 4 paper copies total, for intradepartmental distribution as follows:
  - natural resources (~~2~~ 1 paper copy plans with natural resources application),
  - transportation (~~1 copy~~),
  - stormwater management (~~1 plan with~~ concurrency, stormwater, water, wastewater, reclaimed water application),
  - utilities (~~1 plan with~~ concurrency, stormwater, water, wastewater, reclaimed water application),

- zoning (~~1 copy~~),
  - concurrency (~~1 plan with~~ concurrency, stormwater, water, wastewater, reclaimed water application),
  - file (~~4~~ 1 paper copy).
2. Streets and Addresses Department (~~1 copy~~),
  3. Fire Department (~~1 copy~~),
  4. Copies may also be required for the following entities as deemed appropriate in a presubmittal conference:
    - Environmental Protection Commission (1 paper copy),
    - Florida Department of Transportation,
    - Parks and Recreation Department,
    - Real Estate Department,
    - Hillsborough County School Board,
    - Hillsborough Transit Authority (HARTLine), and
    - Public Works Department (1 paper copy).

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## **Sec. 4.1.5.1.2 – Site Development Construction Plan Review**

### **A. General Description**

The review of the site design for compliance with technical requirements of Hillsborough County.

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

Sections 10.01.06.D and 5.02.00

### **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. Transmittal Letter itemizing responses to a reviewing entity's specific preliminary plan conditions of approval.
4. Owner Affidavit - if applicable.
5. Supplemental Applications Required If Determined At Presubmittal:
  - natural resources application,
  - concurrency application, and
  - right-of-way use application.
6. Copy of Preliminary Site Development Plan Approval Letter.
7. Stormwater Calculations - signed and sealed (2).
8. Site Development Construction Plans - signed, sealed and dated (number of copies to be determined at DRC meeting or presubmittal conference).
9. Exterior lighting plan, including a photometric plan for the project containing pole, fixture, and lamp cut sheets and descriptions of lenses, time controls and appropriate data tables, shall be provided.
10. Certification of Complete Submittal

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:

1. All information required to be shown on the Preliminary Site Development Plan.
2. Paving Type.
3. Existing and Proposed Contours - existing and proposed one foot contours shall be shown within the parcel boundaries, and existing contours shall also be shown to a minimum of 25 feet outside parcel boundaries. Contours shall be based on the North American Vertical Datum 1988 (NAVD 88), unless otherwise approved by the County Surveyor.
4. Stormwater - information specified in the Stormwater Management Technical Manual shall be shown on plan.
5. Off Site Improvements - details of any necessary off site improvements.
6. Excavation - if applicable indicate the following:
  - cubic yards of material to be hauled offsite,
  - truck haul route, if more than 500 cubic yards of material is to be hauled offsite. (NOTE: If more than 10,000 cubic yards of material is to be hauled offsite, a Land Excavation Permit is required.)
7. Landscaping and Irrigation - as required to comply with the landscaping regulations. If the landscaping plan is submitted separately, three (3) copies of the landscaping plan are required.
8. Conservation Preservation Areas - Location and type of any conservation or preservation areas, on site or adjacent thereto, having indicated on the site plan the approximate setback lines if applicable, from those conservation and preservation areas to be preserved.
9. CPTED - Description indicating that a minimum of one Crime Through Environment Design (CPTED) strategy from each applicable principle as required by Sec. 6.03.11 of the Land Development Code has been met.
10. Utilities - Location of existing or proposed public and private utilities: proposed points of connection, lift stations and/or treatment facilities, the location and general

dimensions of septic tanks, drainfields and wells, and the location of proposed overhead electric utility lines, if applicable.

11. 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 2½ 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.
12. 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**

1. Within three (3) working days of receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities.
2. Twenty (20) working days will be given to the entities for review. Within five (5) working days from the end of this comment period, the Development Review Committee shall meet with the applicant. The site development construction plan shall be either approved, approved with conditions, or require resubmittal. 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.
3. If the 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 made on a transmittal

letter attached to the revised plans. The reviewing entities shall review the plans within ten (10) working days.

4. The applicant shall obtain all necessary local, state, and federal permits for the construction of the proposed improvements. No construction activity shall be permitted within existing right-of-ways until a right-of-way use permit is obtained.
5. Upon approval of the site development construction plans by all reviewing entities, the applicant shall be notified in writing by the Administrator within three (3) working days following the designated reviewing period. Approval of the site development construction plans shall not relieve the Engineer of Record of any responsibility.
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.
7. The approved construction plans shall be released to the applicant upon payment of all applicable fees.

#### **F. Approval Duration and Extension**

Site development construction plan approval shall be effective for a period of two (2) years and automatically expire if construction is not complete within the two (2) year period. In cases of unforeseen circumstances, the applicant may apply for an extension of the construction plan approval prior to the expiration date of the original approval. The approval status may be extended two (2) years if a written request is received by the Administrator at least thirty (30) days prior to expiration. The extension shall be for the original site and configuration only. The Administrator may require a complete resubmittal due to changing conditions of the area, new policies, or other considerations. No plan shall be extended beyond a total of six (6) years from the original approval date.

#### **G. Commencement of Construction**

The Engineer of Record shall notify the Administrator and affected utility organizations two (2) working days prior to commencement of construction.

#### **H. Distribution of Submittals**

The submittal information shall be distributed as follows:

1. Planning and Growth Management Department --7 4 paper copies total, for intradepartmental distribution as follows:

- natural resources (~~2 copies~~ 1 paper copy),
- transportation (~~1 copies~~),
- stormwater management (~~1 copy with~~ 2 sets of stormwater calculations),
- utilities (~~1 copy~~),
- zoning (~~1 copy~~),
- file (1 paper copy), and
- concurrency (if determined necessary, ~~1 copy~~).

2. Copies may also be required for the following entities:

- Environmental Protection Commission (1 paper copy),
- Fire Department,
- Parks Department, and
- Florida Department of Transportation.
- Public Works Department (1 paper copy).

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## **Sec. 4.1.4.1.2.2.2 – Subdivision Construction Plan Review**

### **A. General Description**

Construction plans indicate improvement facilities planned for the subdivision designed in accordance with technical standards and in compliance with the approved preliminary plat.

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

Sections 5.01.02.B.2 and 10.01.05.C.2

### **C. Submittal Requirements**

1. Fee Payment - referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - referenced in Section 3.0 of the Development Review Procedures Manual.
3. Transmittal Letter itemizing responses to a reviewing entity's specific preliminary plat conditions of approval.
4. Owner Affidavit - if applicable.
5. Natural Resources Application - if applicable.
6. Copy of Preliminary Plat Approval Letter and Utilities Service Approval Letter.
7. Right-of-Way Use Permit Application - if applicable.
8. Pavement calculations (2 copies).
9. Soil Report (2 copies).
10. Stormwater Calculations - signed and sealed (2 copies).
11. Signed and Sealed Subdivision Construction Plans - number of copies determined at the Development Review Committee meeting.
12. Lot Grading Plan (4 copies).
13. Certification of Complete Submittal.

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.

1. Certification - The Engineer of Record (EOR) shall submit certification of Florida registration, competency, and professional liability insurance. In the event there is a change of Engineer of Record, the new Engineer of Record shall submit the above certification and a change of Engineer of Record form. The Engineer of Record shall be solely responsible for all design data and calculations submitted, and for ensuring that the construction plans submitted adhere to the criteria contained in the transportation, stormwater management, and water and wastewater technical manuals.
2. Information Required:
  - Only signed, sealed, and dated construction plans consisting of improvement facilities design drawings and calculations shall be submitted.
  - A legend shall be included.
  - The surveyed boundaries of any conservation or preservation area shall be shown along with any applicable setbacks for these areas or other areas which lie outside the project boundary.
  - The location of any proposed model homes, if applicable, shall be shown and shall meet the requirements of Sections 10.01.05.C.7 and 6.11.52.
3. Natural Resources Tree Requirements - Submit information in accordance with ordinance as follows: location, type, size.
4. Landscaping - At the option of the developer of a residential subdivision, a master landscaping plan per the submission requirements of the landscaping regulations may be submitted with the construction plans.
5. Lot Grading Plan - The construction plans shall include lot grading plans for all lots in accordance with all requirements of the Hillsborough County Stormwater Technical Manual.
6. Swales - When rear yard swales are required as part of the stormwater management system, they shall be shown on the lot grading plan and the following note shall be placed on the lot grading plan and final plat: "Rear yard swales along back property lines of lots . . . (show lot numbers and blocks in the space). . . shall be maintained by the individual lot owners according to the approved lot-grading plan. This note shall appear on each affected deed."

7. Proposed Property Perimeter and Entrance Walls and Gates.
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**

1. Within three (3) working days of receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities.
2. Twenty (20) working days will be given to the entities for review. Within five (5) working days from the end of this comment period, the Development Review Committee (DRC) shall meet with the applicant. The subdivision construction plan shall be either approved, approved with conditions, or required to be resubmitted. 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.
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 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.
4. The applicant shall obtain all necessary local, state, and federal permits for the construction of the proposed improvements. No construction activity shall be permitted within existing right-of-ways until a Right-of-Way Use Permit is obtained.
5. Upon approval of the subdivision construction plans by all reviewing entities, the applicant shall be notified in writing by the Administrator within three (3) working days following the designated reviewing period. Approval of the subdivision construction plans shall not relieve the Engineer of Record of any responsibility.
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.
7. The approved construction plans shall be released to the applicant upon payment of all applicable fees.

#### **F. Approval Duration and Extension**

Subdivision construction plan approval shall be effective for a period of two (2) years and automatically expire if construction is not complete within the two (2) year period. In cases of unforeseen circumstances, the applicant may apply for an extension of the construction plan approval prior to the expiration date of the original approval. The approval status may be extended two (2) years if a written request is received by the Administrator at least thirty (30) days prior to expiration. The extension shall be for the original site and configuration only. The Administrator may require a complete resubmittal due to changing conditions of the area, new policies, or other considerations. No plan shall be extended beyond a total of six (6) years from the original approval date.

#### **G. Commencement of Construction**

The Engineer Of Record (EOR) shall notify the Administrator and affected utility organizations two (2) working days prior to commencement of construction.

#### **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.

#### **I. Distribution of Submittals**

The submittal information shall be electronically distributed to the following:

1. Planning and Growth Management Department - ~~7~~ 4 paper copies for intradepartmental distribution as follows:
  - natural resources (~~2 copies~~ 1 paper copy),
  - transportation (~~1 copy with~~ 1 set of pavement calculations, 1 set of soil reports, 1 right-of-way use application),
  - stormwater management (~~1 copy with~~ 2 sets of stormwater calculations),
  - utilities (~~1 copy~~),
  - zoning (~~1 copy~~), and

- file (1 copy).
2. Copies may also be required for the following entities as deemed appropriate by the Development Review Committee (DRC):
- Environmental Protection Commission (1 paper copy),
  - Fire Department,
  - Florida Department of Transportation,
  - Parks Department,
  - Public Works Department (1 paper copy), and
  - Hillsborough Transit Authority (HARTLine).

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