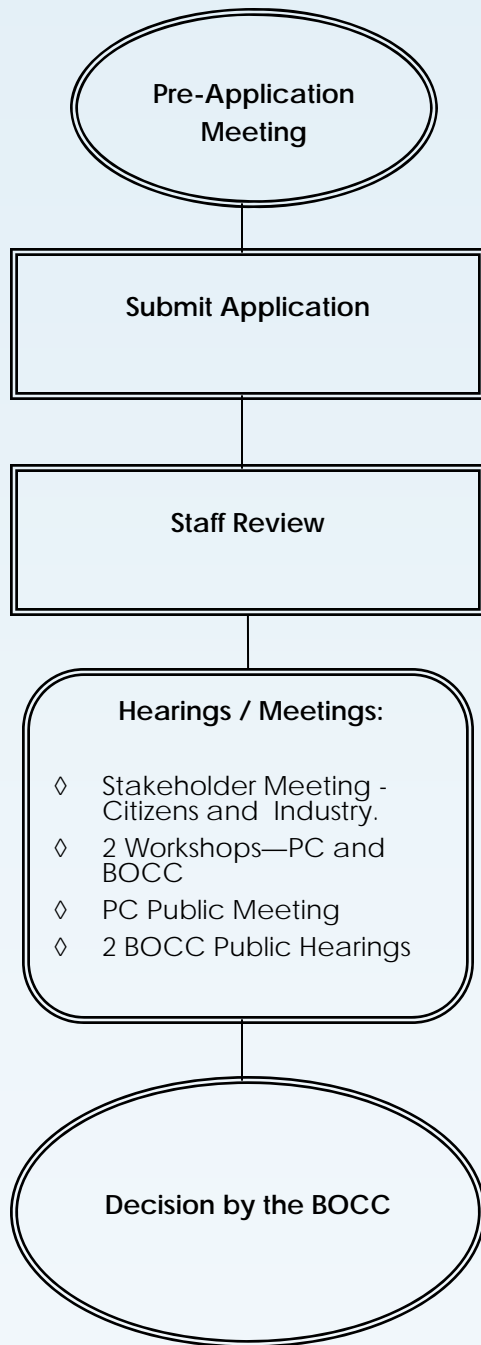


**The LDC Text Amendment Process-
Approximately 6 Months**



PLANNING AND GROWTH MANAGEMENT
601 E Kennedy Blvd. 20th Floor

Contacts

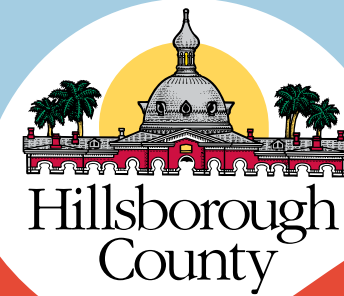
Application In-take: 813-277-1630
Fax Pre-Application Forms to: 813-272-6068

On-line Applications:

<http://www.hillsboroughcounty.org/pgm/resources/forms/>

Land Development Code:

<http://www.hillsboroughcounty.org/pgm/resources/feeschedules/>



Planning and Growth
Department

LDC Text Amendments

Application Intake & Review Process

GENERAL INFORMATION ABOUT LDC TEXT AMENDMENTS

WHAT IS A TEXT AMENDMENT?

A text amendment is how regulations within the Land Development Code (LDC) are modified or corrected or how new regulations are added to the LDC. Only the Hillsborough County Board of County Commissioners (BOCC) can approve an amendment to the LDC. Applications to amend the LDC are processed in accordance with the published schedule.

LDC Amendment Schedule:

<http://www.hillsboroughcounty.org/pgm/zoning/hearings.cfm>

WHO CAN APPLY FOR A TEXT AMENDMENT?

Text amendments are primarily initiated by the County. However, amendments may be initiated privately by citizens and/or organizations.

WHAT IS THE RESPONSIBILITY OF THE APPLICANT?

The applicant is responsible for providing all data, analysis, and documentation needed to enable staff and the BOCC to evaluate the proposed amendment. It is the responsibility of the applicant, not staff, to advocate the amendment throughout the process.

HOW DO I APPLY FOR A TEXT AMENDMENT?

- **A pre-application meeting** with county staff is required for all privately initiated text amendments. To schedule a pre-application meeting you must fax a completed pre-application form to Code Administration at 813-272-6068. County staff will contact you with the meeting date and time. There is no fee for the pre-application meeting.
- During the pre-application meeting staff will advise the applicant of specific data or analysis necessary to evaluate the request.
- **Submitting the Application** - An appointment is required to submit the application. Applications must be submitted by the cut-off date on the published schedule. All required information found on the "Submittal Checklist" and any required data and analysis must be provided at the time the application is submitted. **Incomplete applications will not be accepted.** Call 813-277-1630 to schedule an appointment.
- The application fee of **\$500.00, payable to Hillsborough County Board of County Commissioners**, is required at the time the application is filed.
- A staff planner will be assigned to review the request. The planner may contact the applicant for additional information or with questions. Staff will prepare a report and recommendation that will be presented to the applicant and the BOCC.

WHAT CAN I EXPECT DURING THE REVIEW PROCESS?

The applicant, or a designated representative, is encouraged to attend all workshops, meetings, and public hearings found on the official published LDC Text Amendment Schedule.

Briefing with Citizens and Industry

The amendment process includes a briefing with members of the development industry and citizen groups. These meetings are informal but the applicant should be prepared to answer questions or provide detail regarding the request.

Workshops

The process includes one workshop with the Planning Commission and one with the BOCC. Workshops are intended to provide Commissioners with a forum to ask questions or request additional information. Input from applicants or the general public is at the discretion of the Commissioners.

Public Hearings

The final steps in the process include one public meeting with the Planning Commission and two public hearings with the BOCC. Applicants and members of the public (proponents/opponents) are permitted to provide comment at each public hearing. The decision of the BOCC is rendered at the 2nd public hearing.

Meeting Time / Location

Planning Commission: Workshops and meetings begin at 2:00pm and are held on the 18th floor of the County Center - PC Board Room.

BOCC: Workshops and meetings are held on the 2nd floor of the County Center in the BOCC Board Room. Both Public hearings are held at 6:00pm. The workshop is held during the afternoon session (after 1:30pm) of a scheduled Board meeting.