

CERTIFIED PARCEL CHECKLIST AND APPLICATION

Applications cannot be accepted without an appointment.
Please e-mail siteplanappts@hillsboroughcounty.org to schedule an
appointment to submit the application.

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



Revised 12/5/18



CERTIFIED PARCEL CHECKLIST

The Zoning Administrator (designee) shall certify parcels and the subdivision of such parcels in accordance with the criteria listed below. The applicant shall make application for Certified Parcels on forms provided by the Zoning Administrator and provide the following information:

PURPOSE

The purpose of the Certified Parcel process is two-fold. First, Certified Parcels may be used to certify or “legitimize” on an individual basis, that an existing lot is a legal building lot according to the Hillsborough County Land Development Code. Its purpose is to offer clients a mechanism to ensure compliance prior to undertaking building permits, transactions, etc.

Secondly, the Certified Parcel process may be used to create this “lot split” for one additional lot only. More than one lot split requires a review through the formal subdivision process. Certified Parcels must meet the following:

- Must be of a size that is consistent with the Comprehensive Plan and zoning requirements.
- Must be of a size to meet one of the utility options below:
 - Provide water and sewer connection
 - One-half acre for septic tanks
 - One full acre for septic tanks within the well field protection area
- Must be provided with legal access

SUBMITTAL REQUIREMENTS

1. A transmittal letter detailing the applicant’s request and completed application form.
2. One copy of recorded deed of the current parent property.
3. The folio number of the current parent parcel.
4. Concurrency Application.
5. Owner Affidavit (if applicable)
6. If certification of the subdivision of a parcel is sought, the applicant shall submit the legal description of the original parent and the legal description(s) of each lot to be established (2sets). The new legal descriptions of the lots created shall be provided by the applicant in a separate Exhibit “A”. (2 sets)
7. Within eleven (11) days of the filing of the application, the Zoning Administrator (designee) shall approve, approve with conditions, or deny the application. If approved, the applicant will receive an approval letter. Otherwise, the applicant will submit addressing comments requiring resubmittal with the same review time as noted above.
8. Check for filing fee. The current fee is \$25.00 per lot, plus a \$320.00 EPC fee, if commercial site an additional \$100.00 Concurrency fee is required; the check should be made payable to the Board of County Commissioners (BOCC).
9. Survey: Two (2) signed and sealed survey(s) showing occupation, prepared by a professional engineer or land surveyor must accompany the application. Additionally, a survey (or copy) of the parent tract must be submitted showing the location of the new parcel to be certified. **Copy of Plans and 8 ½ X 11 Paperwork formatted on PDF Disk or Flashdrive should be included.**

10. Notes:

11. References:

All Certified Parcel applications are submitted by Appointment to the Site Intake Team located on the 19th Floor of County Center.



CERTIFIED PARCEL APPLICATION

TO BE COMPLETED BY APPLICANT

Folio Number(s): _____
Project Name: _____
Address of Property: _____
Section / Township / Range: _____ / _____ / _____
Project Acreage: _____ Individual Well: _____
Number of Lots: _____ Individual Septic: _____
Land Use Designation: _____ Public Water: _____
Zoning District: _____ Public Sewer: _____

Legal Description of Parcel to be certified: _____

Legal Non-Conforming Status: _____
County-owned and Maintained Road (Name): _____
Easement: _____

Owner's Name (Print): _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____

Applicant's Name (Print): _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____

Surveyor's Name (Print): _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____

I hereby certify that this application, as well as all plans submitted herewith, is a true representation of all facts concerning the proposed Subdivision.

Signature of Owner or Authorized Agent

Date



OWNER'S AFFIDAVIT DESIGNATING REPRESENTATION

STATE OF FLORIDA COUNTY OF HILLSBOROUGH

Before me this day personally appeared _____ of who, being duly sworn, hereby proclaims that he/she is the owner of _____ Subdivision/Site Development, and does hereby authorize _____ to act on his/her behalf as their agent with regard to the processing of said Subdivision/Site Development.

Signature of Owner/Developer

Name of Owner/Developer (print)

Address of Owner/Developer

The foregoing instrument was acknowledge before me this _____ day of _____, **20**____,by _____, who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary Public