

## **Site Plan Presubmittal Conference Submittal Package Cover Page**

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

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

**The goal of Development Services is to provide you with courteous and professional service in a timely manner. Thank you for investing your time in a presubmittal conference.**

### **Important Contact Information:**

**Zoning Counselors**

**(813) 307-4739**

**Fax**

**(813) 307-4443**

**E-mail:**

**[siteplanadmintasks@hillsboroughcounty.org](mailto:siteplanadmintasks@hillsboroughcounty.org)**

# SITE PLAN PRE-SUBMITTAL CONFERENCE PACKAGE REQUIREMENTS

All Site Plan Pre-Submittal Conference Packages shall, at a minimum, contain the following items. **INCOMPLETE packages WILL NOT be accepted for processing.** Pre-application Submittal Packages shall be submitted to the Site Intake Coordinator in the Department of Development Services or e-mailed to [siteplanadmintasks@hillsboroughcounty.org](mailto:siteplanadmintasks@hillsboroughcounty.org) There are no fees associated with a pre-submittal conference.

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

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

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

1. Draw or sketch the property boundaries to scale or, to the extent possible, proportionally to its dimensions. Include the actual dimensions (length) of each side of the property. Using a dotted line, show the required building setback lines.
2. Draw to scale and label all structures that are located on the property, both existing and proposed. List the current and proposed use of the structures.
3. Show the total square footage (length x width) of each existing or proposed structure.
4. (a) Show the total square footage (length x width) of existing and proposed impervious areas (areas that cannot absorb water; e.g., concrete, asphalt buildings, other structures). (b) Show these dimensions on the site plan (distances of length and width). (c) Include distances of impervious areas to the property line.
5. Show the driveways and parking area dimensions, label as existing or proposed, and indicate the type of material that they are constructed or will be constructed of (concrete, asphalt, dirt, gravel, grass, etc.). Include the number of parking spaces existing and proposed.

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



## **Presubmittal Conference Instructions**

- 1. Complete the Presubmittal Conference Application and Project Information Form. If you need assistance completing the bottom portion of the form call or visit one of our Zoning Counselors located at 601 E. Kennedy Blvd., 19<sup>th</sup> Floor. No appointments are necessary to visit with a Zoning Counselor.**
  
- 2. To schedule a presubmittal date please submit your completed package by e-mail to: [siteplanadmintasks@hillsboroughcounty.org](mailto:siteplanadmintasks@hillsboroughcounty.org). If you prefer you may also do so via regular mail or in person. Please be advised that incomplete submittals will be rejected.**
  
- 3. Submit your application and completed submittal package to the Site Intake Section of Development Services located on the 19<sup>th</sup> Floor. At that time you will be given the date of your Presubmittal Conference. Please note that there may be multiple applicants meeting on this date and that applicants are served on a “first come first served basis”. Our conferences begin promptly at 9:00am and end at 11:00am. In the event that there are no applicants present at 9:00am, the meeting will be adjourned at 9:15am. Likewise, if no applicants are present immediately following a previous conference with another applicant, the meeting will be adjourned.**

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**This section is provided for your use:**

**Appointment Date and Time:** \_\_\_\_\_

**Name of Project Manager:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revised 12/05/18



PO Box 1110 - 19<sup>th</sup> Floor, Tampa, Fl. 33601 (Phone) 813-272-5600 (Fax) 813-307-4443

## Presubmittal Conference Application & Project Information Form

### SECTION A: APPLICANT/LAND USE INFORMATION

1. Applicant/Owner/Agent: \_\_\_\_\_ 1a. Email: \_\_\_\_\_ @ \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Company: \_\_\_\_\_ 3a. Phone: ( ) \_\_\_\_\_ 3b. Fax: ( ) \_\_\_\_\_

4. Project Name: \_\_\_\_\_

5. Address/location of Site: \_\_\_\_\_ 5a. Acreage: \_\_\_\_\_

6. Parcel(s) Folio Number (Required): \_\_\_\_\_

7. Section/Township/Range: \_\_\_\_\_

8. Proposed Use: \_\_\_\_\_

9. Is site currently developed?  yes  no If yes, describe improvements: \_\_\_\_\_

10. Select Type of Submittal:  Subdivision  Certified Parcel  Preliminary Site Plan  Minor Site

11. Potable Water:  existing  proposed Provider: \_\_\_\_\_

12. Wastewater:  existing  proposed Provider: \_\_\_\_\_

13. Reclaimed Water:  existing  proposed Provider: \_\_\_\_\_

#### Site Plan Project Submittal Data

Sq. Ft. of Bldg. Footprint: \_\_\_\_\_

Gross Floor Area of Bldg: \_\_\_\_\_

Total site impervious area: \_\_\_\_\_

Any trees (5"DBH or larger):  yes  no

# Parking Spaces:  existing  new

#### Subdivision Project Submittal Data

Total # Phases: \_\_\_\_\_ Total # Lots: \_\_\_\_\_

# Phase 1 Lots: \_\_\_\_\_ # Phase 2 Lots: \_\_\_\_\_

# Phase 3: Lots: \_\_\_\_\_ # Phase 4 Lots: \_\_\_\_\_

### SECTION B: REGULATORY INFORMATION (Please see a Zoning Counselor on the 19<sup>th</sup> Floor if you need assistance)

FLU(S): \_\_\_\_\_ ZONING: \_\_\_\_\_ URBAN SERVICE AREA:  YES  NO

OVERLAY: \_\_\_\_\_ FLOOD ZONE(S): \_\_\_\_\_ LOT OF RECORD:  YES  NO

PROPOSED USE ALLOWED IN DISTRICT:  YES  NO PROPOSED USE ALLOWED IN FLU:  YES  NO

IS A CONDITIONAL USE, VARIANCE, REZONING OR FLU AMENDMENT REQUIRED?  YES  NO

IF YES, INDICATE TYPE AND CASE # (if applicable) \_\_\_\_\_