

## **Subdivision 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)**

# SUBDIVISION PRE-SUBMITTAL CONFERENCE PACKAGE REQUIREMENTS

All Subdivision Pre-Submittal Conference Packages shall, at a minimum, contain the following items. **INCOMPLETE packages WILL NOT be accepted for processing.** Pre-application Submittal Packages shall be submitted 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) One (1) copy of the **Presubmittal Conference Application & Project Information Form** completely filled out prior to submittal.
- 2) 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.
- 3) A narrative explaining the proposed development. Include information on of size of property, # of lots, zoning district, future land use category, water and sewer services, wetland impacts, density transfers, access, storm water management, phasing, etc.

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

1. Folio number(s).
2. Total acreage of the parent parcel (pre-subdivision parcel) being divided.
3. The area (acreage) of each lot being created.
4. Total number of lots.
5. Dimensions of the parent parcel.
6. Dimensions of each new lot including dimensions along roadways.
7. North arrow.
8. Name(s) of all roadways adjacent to the parent parcel.
9. Existing right(s)-of-way widths and widths of any proposed right(s)-of-way.
10. Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate to the extent possible where the storm water from the property flows.
11. A note indicating whether streets are to be dedicated to the public or remain private.

12. A note detailing the availability of public water and sewer and the proposed method for providing services to each lot.
13. A note detailing the locations of fire hydrants located within 500 feet of the parent parcel property boundary.
14. Any significant natural feature(s) of the land including but not limited to trees, waterways, slopes, ditches, wetlands, water bodies, etc.
15. Any known easements including but not limited to access easements, utility easements, conservation easements, etc.
16. Any other information deemed by you to be important to the site including disclosure of any knowledge of endangered species, significant historical or archeological features, past waste disposal, etc.



## **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:** \_\_\_\_\_

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

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PO Box 1110 - 19th 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

Subdivision Project Submittal Data

- Sq. Ft. of Bldg. Footprint: ... Total # Phases: ... Total # Lots: ...
Gross Floor Area of Bldg: ... # Phase 1 Lots: ... # Phase 2 Lots: ...
Total site impervious area: ... # Phase 3: Lots: ... # Phase 4 Lots: ...
Any trees (5"DBH or larger): \_\_\_yes \_\_\_no
# Parking Spaces: \_\_\_ existing \_\_\_ new

SECTION B: REGULATORY INFORMATION (Please see a Zoning Counselor on the 19th 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) ...