

LAND DEVELOPMENT CODE
NATURAL RESOURCES PERMIT APPLICATION
INFORMATION PACKET



Hillsborough County
Florida

The Hillsborough County Board of County Commissioners Adapted Lobbying Ordinance No. 93-8, as amended. Prior to meeting privately with a Board Member, County Attorney, and Chief Assistant County Attorney, County Administrator, Any Assistant County Administrator or any Department Head, you may be required to register as a Lobbyist.

NATURAL RESOURCES LAND ALTERATION PERMIT APPLICATION

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This packet has been prepared for those seeking a Natural Resources Permit for land alteration activities necessary to alter the land without constructing structural improvements supporting development activities. Land alterations as defined by the Land Development Code (LDC) Section 12.0 are activities, reviewable only, through this application process. The information included in this packet is intended to help you through the application submittal and review process. The Presubmittal Checklist must be completed and endorsed by Development Services Department staff prior to accepting the application. Prior to submittal, contact the Natural Resource Unit staff at (813) 272-5920 to address the Presubmittal Checklist requirements.

Land Alteration Definition (LDC Section 12.0)

Land alteration is any activity which removes vegetation from or changes the topography of the land by grubbing, tree removal, clearing, grading, filling or excavating except for activities undertaken to maintain existing grounds.



Review Fees

Application: \$450 (O), \$350 (G)

**Grand Oak \$150

**EPC \$270

PRESUBMITTAL CHECKLIST FOR APPLICATION REVIEW

DATE: _____ S/T/R: _____ FOLIO: _____

OWNER/PROJECT NAME: _____

APPLICANT: _____

REVIEW	COPIES	ENTITY	REVIEW	COPIES	ENTITY
		Natural Resources**			EPC (Wetlands)**
		Stormwater			EPC (Waste)**
		Hydrology			PW/ROW
		Zoning			File/Disk

Sets of the 1-6 items must be included in the packet.*

- 1.* _____ Staff Presubmittal Checklist returned as the cover sheet.
- 2.* _____ Recorded Deed/Property Appraiser’s Record.
- 3.* _____ Legal Description.
- 4.* _____ Completed Natural Resources Application with Agent Authorization Affidavit.
- 5.* _____ A minimum of one (1) recent section aerial photo at a scale of 1”=200’ with property boundaries and area of proposed land alteration activities outlined and electronic desk copy.
- 6.* _____ A site plan identifying the following (see Site Plan Example on Page 3):
 - a. _____ Any environmentally sensitive areas, (e.g., wetlands, upland significant wildlife habitat, upland essential wildlife habitat.
 - b. _____ Location of proposed land alteration activity indicating stormwater runoff direction and other features.
 - c. _____ Tree Survey overlaid on site plan, identifying all trees having a DBH (diameter at 4-1/2 feet above grade) of 5 inches or greater; or a No Tree Affidavit.
7. _____ Volume of cubic yards to be hauled on and/or offsite.
8. _____ Offsite haul route for hauling more than 500 cubic yards on County roads.
9. _____ Water well location identified on the aerial within 500 feet of proposed excavation activity.
10. _____ Analysis of an on-site field permeability test (horizontal) signed and sealed by civil engineer registered in Florida.
11. _____ Analysis of three (3) soil borings signed/sealed by civil engineer registered in Florida.
12. _____ Copies of letters from any governmental agency, if Applicable.
13. _____ Review Fee and additional submittal items as noted:

NOTE:

* Failure to submit asterisk items as well as other checked items will result in denial of the application.

**An additional review fee may be required upon submittal of the application as determined by staff.

When completed, please return to Natural Resources, 20th Floor, County Center, 601 E. Kennedy Blvd.

Staff Use Only

Reviewed By: _____

Date: _____

See contact information on next page for inquiries to the review entities.

**LAND ALTERATION ACTIVITIES WITHOUT SITE CONSTRUCTION (O/G)
HILLSBOROUGH COUNTY NATURAL RESOURCES PERMIT**

TO BE COMPLETED BY APPLICANT(S):

The Owner or Authorized Agent hereby applies for a Permit for the purpose of performing the following activity(ies) (√ & complete as applicable):

	Tree Removal (number, trunk diameter, type):
	Grubbing (type of vegetation):
	Clearing (type of vegetation):
	Grading
	Excavating (cubic yards to be removed off-site):
	Filling (type, source, and cubic yards):

Reason(s) for activity(ies) (√ and complete as applicable)

	Property Improvements (Describe)
	Agricultural Related Improvements (Not Exempt from Permitting)
	Septic Tank and Drainfield Installation
	Tree Transplanting (on a separate sheet, indicate the proposed transplanting methods)
	Unhealthy or Damaged Tree(s)
	Other (specify):

ZONING INFORMATION

Is this property being rezoned? YES NO

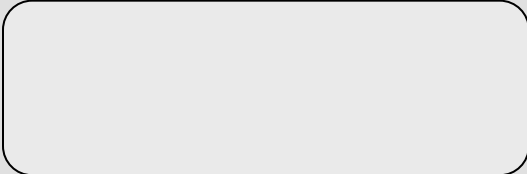
If yes, to what zoning district? _____ Zoning Petition Number: _____

Current land use of property: _____

Have you been counseled by Development Services Department staff? YES NO

If yes, by whom? _____

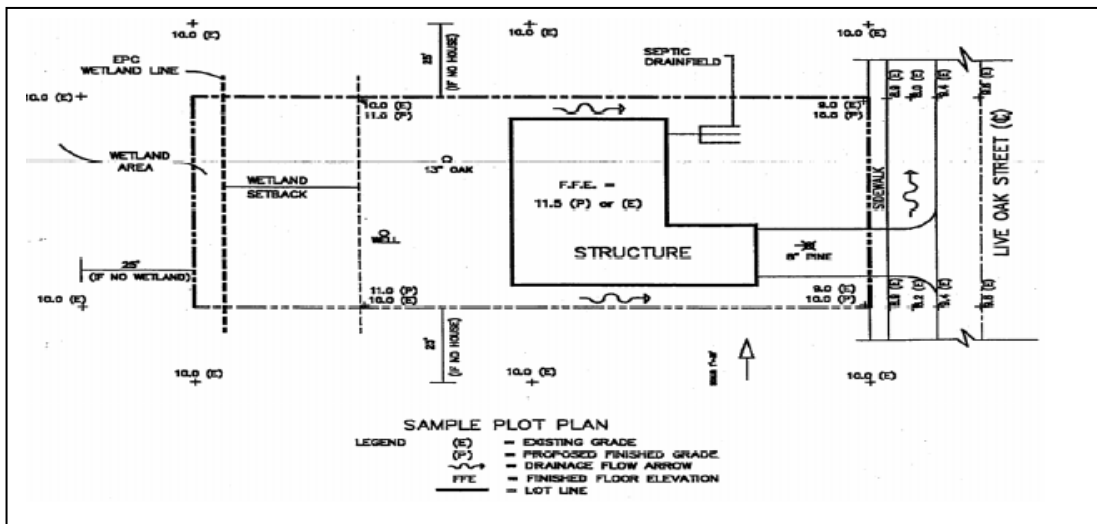
Any zoning or code violations? YES NO If yes, what is the nature of the violation? _____

Address of Property			
Current Zoning/Size of Property			
Subdivision Name	Block	Lot	
Section/Township/Range	Folio #(s)		
Directions to Property (from a major roadway intersection)			
Owner's Name (Print)	Telephone	Email	
Address	City	State	Zip Code
Applicant's Name (Print, if other than Owner)	Telephone	Email	
Address	City	State	Zip Code
Person, Firm, or Corporation to physically conduct the land alteration/tree removal activity			Telephone
Address	City	Zip Code	
<p>I hereby certify that this application, as well as any plans, tree survey, and environmentally sensitive area delineation submitted herewith, are a true representation of all facts concerning the proposed land alteration activities. I also certify this application with supporting documents does not propose land alteration activities beyond the description of land alteration as defined in Section 12.0 of the Land Development Code. This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION OF THE NATURAL RESOURCES PERMIT, IF ISSUED, I ASSUME LEGAL RESPONSIBILITY FOR ANY AND ALL VIOLATIONS OF THE HILLSBOROUGH COUNTY LAND DEVELOPMENT CODE AND PERMIT CONDITIONS ON THE PROPERTY DESCRIBED ABOVE.</p>			
Signature of Owner or Authorized Agent			Date
Please Print Name Here			
OFFICE STAFF USE ONLY			
OWNER / MAIN FOLIO # _____			
NRO / NRG # _____		SECTION / TOWNSHIP / RANGE _____	
SUBMITTAL DATE STAMP:			
STAFF'S INITIALS _____		RECEIPT # _____	
APPLICABLE FEES		NATURAL RESOURCES (O) _____	NATURAL RESOURCES (G) _____
		GRAND OAKS FEE _____	EPC FEE _____

SITE PLAN EXAMPLE

SITE PLAN must be drawn to scale to show the following items:

1. PROPERTY BOUNDARIES with lot dimensions and total lot square footage.
2. STREETS/ROADS abutting property.
3. ALL EXISTING and PROPOSED STRUCTURAL IMPROVEMENTS (i.e., house, drives, pools, septic tank and drainfield, patios, porches, etc.)
4. NORTH ARROW.
5. Location and type of any ENVIRONMENTALLY SENSITIVE AREAS.
6. TREE SURVEY showing the location of existing trees having a DBH (tree trunk diameter measured at (4-1/2 feet) of 5 inches or greater and the DBH and type of each tree (e.g., 10" oak, 12" maple, 20" pine)
7. EXISTING GRADES and proposed FINISHED GRADES for each corner of the property. Show any DRAINAGE FEATURES, i.e., swales or ditches. Drainage flow arrows and other methods of protecting adjacent properties must be shown. (Make sure proposed fill does not impact drainage flow).



CONTACT INFORMATION FOR REVIEW ENTITIES

REVIEW ENTITIES	CONTACT PERSON/PHONE #	CHECKLIST ITEMS
Natural Resources	Christa Hull (813) 276-8356	1, 2, 3, 4, 5, 6abc
Stormwater	Rick Cabrera (813) 276-8302	6bde, 7
Hydrology	Jim Miller (813) 276-8468	10, 11, 12
Zoning	Lori Boylan (813) 276-8423	6
EPC (Wetlands)	Kim Tapley (813) 627-2600	6a
EPC (Waste Management)	Ron Cope (813) 627-2600	9
Site Engineering	Marcia Bento (813) 272-5881	8

APPLICATION SUFFICIENCY CHECKLIST

Applicant's Initials	Technician's Initials	
_____	_____	1) PRESUBMITTAL CHECKLIST (Cover sheet)
_____	_____	2) RECORDED DEED
_____	_____	3) LEGAL DESCRIPTION
_____	_____	4) COMPLETED APPLICATION
_____	_____	5) AERIAL PHOTOGRAPH (property boundaries outlined)
_____	_____	6) COMPLETED SITE PLAN (minimum 2 copies)
_____	_____	7) NO TREE AFFIDAVIT
_____	_____	8) REVIEW FEES REQUIRED
_____	_____	9) OTHER SUBMITTAL REQUIREMENTS (as noted on the Presubmittal Checklist)

NOTE: If any of the required documents are **not** included with the application, the application will not be accepted for processing.

Submittal Date Stamp

APPLICATION FILING PROCEDURES

- A. ACTIVITIES REQUIRING A PERMIT. A Natural Resources Permit must be obtained from the Development Services Department to undertake land alteration activities. A Natural Resources Permit is needed for the following activities, unless specifically exempt per Section 4.01.03 of the Land Development Code.
- Tree Removal (removal of any non-exempt tree 5 inches or greater in trunk diameter at 4-1/2 feet above grade also represented as DBH)
 - Clearing (removal of all vegetation including trees 5 inches or greater DBH)
 - Excavating or hauling of stockpiled fill material less than 10,000 cubic yards
 - Filling (filling with materials other than clean fill is prohibited)
 - Grading (changing the elevation or slope of the land)
 - Grubbing (removal of vegetation and trees less than 5 inches DBH by mechanical means)
- B. FACTORS TO BE CONSIDERED IN EVALUATING A PERMIT APPLICATION. The County will consider the following factors in evaluating a permit application and formulating recommendations.
1. The effect that the proposed land alteration will have on environmentally sensitive areas (e.g., wetlands, upland significant wildlife habitat), soil conservation, or surface water quality or flow.
 2. The effect that the proposed land alteration will have on trees and other vegetation to remain on site.
 3. The effect that the excavation will have on the quality of groundwater.
 4. The effect that the proposed excavation will have on water levels of surface and ground waters.
 5. The effect that hauling excavated material will have on public roads and bridges and on public health, safety, and welfare.
 6. The necessity for compliance with other regulations, (e.g., zoning, building, subdivision, site development, engineering, stormwater, and environmental regulations).
- C. DOCUMENTS REQUIRED
1. Presubmittal Checklist. The cover sheet that identifies all required items necessary for review of the proposed activity. A presubmittal with staff will determine the necessary items to ensure a complete application for processing and additional contract agencies.
 2. Deed. A copy of the **recorded** deed must be submitted. All applicants and owners listed on the deed must sign the application. **Only original signatures will be accepted. Faxed or copied signatures will not be accepted.** If the individual(s) signing the application as owner are other than individual(s) listed on the deed or are signing as a representative(s) of a corporate entity or

partnership, an Affidavit to Authorize Agent must be provided. If an additional page is needed for owners' signatures, the attachment must reference the action being requested.

3. Legal Description of Property. The legal description of the property may include all of the property or that portion of the property where the land alteration is proposed. The legal description should be labeled as "Attachment A".
4. Completed Natural Resources Application and Affidavit to Authorize Agent Form.
 - a. Presubmittal Checklist returned as the cover sheet.
 - b. Type application or print with black ink. All owners and applicants must sign the application or authorization affidavit.
 - c. Check the Sufficiency Checklist for all required items.
5. Aerial Photograph. A recent section aerial photograph, at a scale of 1 inch = 200 feet with property boundaries and area of proposed land alteration activities outlined and the abutting roadways labeled. This may be purchased at the Real Estate Services Department, Geomatics Section on Floor 23 of County Center Building (272-5810).
6. Site Plan. Drawn to scale and providing the following information:
 - a. Location and size of parcel. Identify location of proposed land alteration activity.
 - b. Identification of the natural features of the site, including natural plant communities, lakes, rivers, creeks, etc., (e.g. wetland and/or upland significant or upland essential wildlife habitat areas).

NOTE: A Plant/Wildlife Survey of any endangered or threatened species or species of special concern presumed to occur on site in accordance to "Wildlife Methodology Guidelines" published by the Florida Fish & Wildlife Conservation Commission must be submitted, as applicable.

 - c. Tree Location Survey of all trees on the property having a DBH of 5 inches or greater, excluding trees in environmentally sensitive areas, or submit a No Tree Affidavit, if no trees 5 inches or greater DBH exist on the property or portion of the property legally described above.
 - d. Existing and proposed grades and/or cross section drawings of grade changes. A typical cross-section of each area to be excavated or filled.
 - e. Drainage calculations or dimensions of area(s) to be excavated or filled shown on the site plan. Indicate drainage flows with arrows.
7. Estimated volume of materials in cubic yards to be hauled on County roads.
8. Haul route, if more than 500 cubic yards to be hauled on to County roads.
9. Wells. Type and location of any water well within 500 feet of any area to be excavated and dewatered, if proposed excavation is greater than 15 feet below natural grade. Describe dewatering method on site plans and method to control turbidity.

10. In-situ Field Permeability Test. Results of the analysis of an in-situ field permeability test (horizontal) of any area to be excavated and dewatered, proposed excavation is greater than 15 feet below natural grade.
11. Soil Borings. Results of three (3) soil borings signed and sealed by a Civil Engineer registered in Florida, for any excavation that creates a basin below natural land surface.
12. Citations. Copy of any citation from any government agency, applicable to this activity.
13. Review Fee. Please make checks or money orders payable to the Hillsborough County Board of County Commissioners (HCBOCC). Contact the Development Services Department Natural Resources Unit staff at 813-276-8356 for information regarding fee amount.

FILING THE APPLICATION

After all the submittal materials have been assembled, please file your application packet with the Development Services Department, at the County Center, 601 E. Kennedy Boulevard, 20th Floor. Please call for an appointment with the Natural Resource staff at 272-5600. If you are unable to do so, you may bring the application to the Natural Resource Unit at the County Center on the 20th Floor between the hours of 8:30 a.m. and 4:00 p.m., and submit to staff for a sufficiency check.

The County representative will review the application for completeness, assign an application review number, and answer any questions you may have about the application.

DEVELOPMENT SERVICES DEPARTMENT ACTION

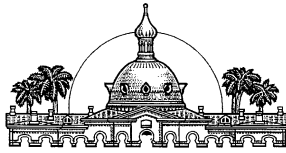
The County has the authority to approve, approve with conditions, or deny an application for a Natural Resources Permit, based upon whether the proposal is in compliance with the Natural Resources Regulations and meets one or more of the criteria for granting a Natural Resources Permit. These criteria are set forth in Section 4.01.14 of the Land Development Code.

Conditions and safeguards may be included as part of the permit, as necessary in each particular case. Such conditions and safeguards are based upon, and must be consistent with the purpose and intent of the Natural Resources Regulations and the Comprehensive Plan.

The County may conduct periodic inspections of the site to determine compliance with the issued permit.

Failure to comply with any conditions of the permit and the approved site plan will constitute a violation of the Land Development Code.

If the permit application is not approved, the County will send a letter to the applicant indicating conditions for resubmittal or reasons for denial of the permit application. Any person affected by the decision to approve, approve with conditions, or deny a permit may request that the Land Use Hearing Officer review the decision made by staff regarding the application of the Natural Resources Regulations in the applicant's specific case and decide whether to modify or reverse staff's decision per the specific required findings in Section 11.04.02.B.



Hillsborough County
Florida

AFFIDAVIT TO AUTHORIZE AGENT

**STATE OF FLORIDA
COUNTY OF HILLSBOROUGH**

(PRINT PROPERTY OWNER(s) NAME), being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:

ADDRESS OR GENERAL LOCATIONS: _____

2. That this property constitutes the property for which a request for a:

(NATURE OF REQUEST) is being applied to Hillsborough County.

3. That the undersigned (has/have) appointed _____ as (his/their) agent(s) to execute any permits or other documents necessary to affect such permit.

4. That this affidavit has been executed to induce Hillsborough County, Florida, to consider and act on the above described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

SIGNED (PROPERTY OWNER)

SIGNED (PROPERTY OWNER)

SIGNED (PROPERTY OWNER)

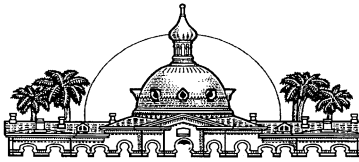
SIGNED (PROPERTY OWNER)

The above-signed were [] known to me, or presented the following identification.

SWORN TO AND SUBSCRIBED before me this _____, day of _____, 20_____.

NOTARY PUBLIC, STATE OF FLORIDA

Notary Stamp:



Hillsborough County
Florida

NO TREE AFFIDAVIT

Street Address

Subdivision

Section/Township/Range

Folio #

Legal Description or Location Description

Proposed Improvement(s)

Project Title, if applicable

1. That, I, the Owner or Authorized Agent, do swear under penalty of perjury, that no tree(s) five (5) inches or greater in trunk diameter at 4 ½ feet above the ground surface exists outside the limits of wetland environmentally sensitive areas as determined by the Hillsborough County Environmental Protection Commission on the property described above.

2. That, I understand that any misrepresentation by me on this Affidavit voids any permit or exemption that I might attain based upon this Affidavit and will lead to appropriate legal action against me:

Owner or Authorized Agent (Please Print)

Signature of Owner or Authorized Agent

Date

The above signed were known to me or presented the following identification:

SWORN TO AND SUSCRIBED before me on this day _____.

Notary Public, State of Florida

Notary Stamp: