Applications cannot be accepted without an appointment.

Call (813) 277-1630
to schedule an appointment to file an application.

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

The Land Development Code allows up to 30 business days for processing and review of administrative applications.
### Application Form

**HILLSBOROUGH COUNTY PLANNING & GROWTH MANAGEMENT**  
**APPLICATION FORM**

<table>
<thead>
<tr>
<th>APPLICATION PREFIX AND NUMBER:</th>
<th>- - - - - - - - - -</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEARING(S) AND TYPE:</td>
<td>DATE: TYPE:</td>
</tr>
<tr>
<td>(If Applicable)</td>
<td>DATE: TYPE:</td>
</tr>
<tr>
<td>RECEIPT NUMBER:</td>
<td>APPLICATION TYPE AS REFERENCED IN LDC:</td>
</tr>
<tr>
<td>INTAKE DATE:</td>
<td>INTAKE TECHNICIAN SIGNATURE:</td>
</tr>
</tbody>
</table>

### Applicant’s Representative

<table>
<thead>
<tr>
<th>Name:</th>
<th>__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>__________________________</td>
</tr>
<tr>
<td>City / State / Zip:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>(___) ____________________</td>
</tr>
<tr>
<td>E-mail address:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>(___) ____________________</td>
</tr>
</tbody>
</table>

### Applicant

<table>
<thead>
<tr>
<th>Name:</th>
<th>__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>__________________________</td>
</tr>
<tr>
<td>City / State / Zip:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>(___) ____________________</td>
</tr>
</tbody>
</table>

### Property Owner

<table>
<thead>
<tr>
<th>Name:</th>
<th>__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>__________________________</td>
</tr>
<tr>
<td>City / State / Zip:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>(___) ____________________</td>
</tr>
</tbody>
</table>

### Property Address or General Location

__________________________

__________________________

### Nature of Request

__________________________

### Related Applications

__________________________

### Proposed Utilities

PUBLIC WATER___ PRIVATE WELL___ PUBLIC WASTEWATER___ SEPTIC TANK___

(Additional Information Required On “Property Information Sheet”)

---

**I HEREBY SWEAR OR AFFIRM THAT ALL THE INFORMATION PROVIDED IN THE SUBMITTED APPLICATION PACKET IS TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE, AND AUTHORIZE THE REPRESENTATIVE LISTED ABOVE TO ACT ON MY BEHALF ON THIS APPLICATION.**

Signature of the Applicant

__________________________

Type or Print Name

---

**I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION AND RECOGNIZE THAT THE FINAL ACTION TAKEN ON THIS PETITION SHALL BE BINDING TO THE PROPERTY AS WELL AS TO THE CURRENT AND ANY FUTURE OWNERS.**

Signature of the Owner(s) – (All Parties on the Deed must Sign)

__________________________

Type or Print Name

---

Page 1 of 2
AFFIDAVIT TO AUTHORIZE AGENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

(NAME OF ALL PROPERTY OWNERS), 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: ______________________________ Folio No: __________________

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

__________________________ (NATURE OF REQUEST)

is being applied to the Board of County Commissioners, 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)

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH
The foregoing instrument was acknowledged before me this (DATE)___
by ____________________________________________________________
who: (Property Owner)

™ Personally known to me ™ Florida driver’s license

™ Other type of identification: ________________________________

and who: ™ did ™ did not take an oath.

__________________________ (Signature of Notary taking acknowledgment)

Type or Print Name of Notary Public

Commission Number Expiration Date

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH
The foregoing instrument was acknowledged before me this (DATE)___
by ____________________________________________________________
who: (Property Owner)

™ Personally known to me ™ Florida driver’s license

™ Other type of identification: ________________________________

and who: ™ did ™ did not take an oath.

__________________________ (Signature of Notary taking acknowledgment)

Type or Print Name of Notary Public

Commission Number Expiration Date
MINOR CHANGE TO GENERAL DEVELOPMENT PLANS

A. General Description

A revision of the approved General Development Plan that is determined to be a minor change.

B. Cross Reference to Land Development Code

Section 5.03.04
Section 5.03.04.B

C. Submittal Requirements

The following items must be provided to submit an application:

3. Written Statement - outlining the details of the request.
4. General Development Plan - provide copy of current approved plan.
5. Zoning Conditions - current conditions of approval for the planned development.
6. Proposed Revised General Development Plan - six (6) folded copies, including information required on the original general development plan as referenced in Section 6.3.1.C.6 of the manual.
Checklist of Submittal Requirements for a Minor Change

<table>
<thead>
<tr>
<th>Applicant Initials</th>
<th>Intake Initials</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ________ ________</td>
<td>Fee Payment</td>
<td></td>
</tr>
<tr>
<td>2. ________ ________</td>
<td>Application (Included in this packet)</td>
<td></td>
</tr>
</tbody>
</table>
| 2.a. ________ ________ | Affidavit to Authorize Agent (If applicable)  
NOTE: All property owners must sign either the Application form or the Affidavit to Authorize |
| 2.b. ________ ________ | Property Information Sheet (all information must be completed for each folio included in the request.) |
| 3. ________ ________ | Copy of Recorded Deed(s) (can be obtained in the Records Library on the 6\textsuperscript{th} floor of 501 E. Kennedy Blvd.) |
| 4. ________ ________ | Written Statement |
| 5. ________ ________ | General Development Plan |
| 6. ________ ________ | Zoning Conditions |
| 7. ________ ________ | Proposed Revised General Development Plan (minimum size must be at least 36” x 24”) |