



# General Site Plan Review/Certification Application

The attached application form must be completed and submitted with the set of site plans to the Community Development Section, ATTENTION: SITE PLAN CERTIFICATION, 20th Floor of the County Center, 601 E. Kennedy Blvd., Tampa, FL 33602

**INSTRUCTIONS: FOLDED copies of the general site plan must be provided.  
DO NOT COPY FINAL CONDITIONS OF APPROVAL ON THE GENERAL SITE PLAN.**

## Certification Submittal Check List:

- 1. Rezoning (RZ) and Major Modification (MM) applications: **Three (3) folded copies** of the General Site Plan.
- 2. Personal Appearance (PRS) application: **Three (3) folded copies** of the General Site Plan.

**NOTE:** If you wish to receive a paper copy of the Certified Site Plan, you must submit your request in writing to Hillsborough County Development Services Department, Community Development Section, 601 E. Kennedy Blvd., 20th Floor, Tampa, FL 33602, or email [siteplans@HCFLGov.net](mailto:siteplans@HCFLGov.net).

## REVIEW AND PROCESSING SCHEDULES

### 1. Rezoning applications for Planned Development (PD) or Major Modification (MM):

Within 21 calendar days of the submittal date of the general site plan, the Applicant/Applicant's Representative shall be notified by Development Services of the plan approval/disapproval.

- 1-A If the general site plan is approved, then formal processing shall require ten (10) additional calendar days. Total processing time for an approved general site plan shall require a maximum of 30 calendar days.
- 1-B If the general site plan is disapproved, the Applicant/Applicant's Representative shall be required to submit a revised set of general site plans utilizing the same submittal requirements and time frames as outlined above.

### 2. Rezoning applications for Planned Development (PD), Planned Development-Specific (PD-S), Planned Development-Specific with concurrent Site Development Review, or Major Modification (MM):

Within ten (10) calendar days after the date of the filing of the Zoning Hearing Master's (ZHM) recommendation the Applicant/Applicant's Representative shall submit a set of general site plans for certification and approval by the BOCC at the BOCC Land Use Meeting.

- 2-A The general site plan will be reviewed by staff to determine if it is eligible for certification and approval by the BOCC at the BOCC Land Use Meeting.
  - 2-A-1 If the general site plan is determined to be eligible for certification, it will go before the BOCC for approval at the BOCC Land Use Meeting.
  - 2-A-2 If the general site plan is determined to **not** be eligible for certification, then the application will be automatically continued to the next scheduled BOCC Land Use Meeting, and a resubmittal of a set of revised general site plans for certification will be required.
- 2-B If the general site plan is approved for certification by the BOCC, then formal processing shall require ten (10) additional calendar days from the date of the BOCC Land Use Meeting.
- 2-C If the general site plan is **not** approved for certification by the BOCC, then the application will be automatically continued to the next scheduled BOCC Land Use Meeting and a resubmittal of a set of revised general site plans for certification will be required if applicable.

### 3. Minor Modification (PRS) submitted any time:

Within 21 calendar days of the submittal date of the general site plan, the Applicant's Representative shall be notified by Development Services of the plan approval/disapproval.

- 3-A If the plan is approved for certification, then formal processing shall require ten (10) additional calendar days. Total processing time for an approved site plan shall require a maximum of 30 calendar days.
- 3-B If the plan is disapproved, the Applicant shall be required to submit a revised set of plans utilizing the same submittal requirements and time frames as outlined in 3-A above.



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## To be Completed by Applicant or Representative

Rezoning File No. RZ : \_\_\_\_\_

Related File Number (if applicable): MM \_\_\_\_\_ PR \_\_\_\_\_

BOCC Land Use Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Check the appropriate box(es):

The attached site plan meets all conditions of approval and requirements of certification as required by Community Development Staff and by the Zoning Hearing Master.

The attached site plan does not meeting the following conditions of approval and/or requirements of certification:

As required by Community Development Staff: \_\_\_\_\_

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

As required by the Zoning Hearing Master: \_\_\_\_\_

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

Applying for Oral Argument?  Yes  No

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Applicant: \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Representative: \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

I HEREBY CERTIFY that this application and all plans submitted herewith are true representations of all facts concerning the proposed General Site Plan Certification.

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date