



ENGINEERING & OPERATIONS

PO Box 1110, Tampa, FL 33601-1110
813-276-2530 | Fax: (813) 272-5811

TRANSPORTATION DESIGN MANUAL BULLETIN 23-07

DATE: May 01, 2023

TO: County Director of Engineering & Operations Department,
County Director of Capital Programs Department,
County Manager of Construction Services,
County Director of Transportation Maintenance Division,
County Project Managers, and Project Engineers of Record

FROM: County Engineer,
County Director of Technical Services Division

COPIES: County Director of Performance Data and Analytics Department

SUBJECT: DRIVEWAY CLOSURE PROCEDURE

This bulletin announces the implementation of the County’s Driveway Closure Procedure for all County Roads.

REQUIREMENTS

Any driveway closure proposed in Hillsborough County within the public right-of-way must be substantiated by an engineering study signed and sealed by a Professional Engineer registered in the State of Florida. The study must consider the following:

1. The County must identify sufficient justification for recommending closure of any property owner’s driveway. Justifications for closing a driveway may include:
 - a. Abandoned/Unused driveway.
 - b. Noncompliant driveway with respect to the Americans with Disabilities Act (ADA) and cannot be brought up to compliance without acquiring right-of-way.
 - c. Proximity to an intersection.
 - d. Poses a current or potential safety or operational problem.
 - e. Adherence to the County’s access management standards.

The determination of sufficient justification must reference previous land use conditions of approval and traffic circulation impacts related to the driveway closure.

2. The engineering justification for the driveway closure process must be submitted for review and approved and signed by the Technical Services Division Director.

**BOARD OF COUNTY
COMMISSIONERS**
Donna Cameron Cepeda
Harry Cohen
Ken Hagan
Pat Kemp
Gwendolyn "Gwen" Myers
Michael Owen
Joshua Wostal

**COUNTY
ADMINISTRATOR**
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COUNTY ATTORNEY
Christine M. Beck

**COUNTY INTERNAL
AUDITOR**
Peggy Caskey

**ASSISTANT COUNTY
ADMINISTRATOR**
Kimberly A. Byer

3. The County will provide reasonable notice to the impacted property owner and lessee(s) once the recommended driveway closure is identified with sufficient justification.
 - a. A *Notice of Intended County Action – Closure of Driveways* letter must be sent to the impacted property owner and lessee(s) on any action to close a driveway. The letter will establish the notification of the driveway closure and the justification, as well as an explanation of their right to be heard regarding any objections to the intended closure.
 - b. The letter must be reviewed and approved by the County Attorney’s office prior to sending to the property owner and lessee(s). The letter must be sent via certified U.S. mail return receipt requested or hand-delivery. See example *Notice of Intended County Action – Closure of Driveways* letter attached, also the letter can be found in word format at the following link: [Notice of Intended County Action – Closure of Driveways](#).
4. The property owner and lessee(s) can appeal to the County’s Driveway Access Review Committee to request an informal administrative hearing if the property owner or lessee(s) do not agree to the driveway closure. The Driveway Access Review Committee members should be unaffiliated with the property involved with the driveway closure to avoid a conflict of interest. The Committee will evaluate the appeal and render a decision. The Property owner or lessee(s) will have thirty (30) calendar days to contact the County Project Manager to request an appeal.
5. The Driveway Access Review Committee will be composed of the individuals in the following County positions:
 - County Engineer
 - Engineering & Operations Department Director
 - Development Services Department Director

A Committee member that has a conflict of interest may be replaced by the remaining Committee members. The County Engineer will chair the committee.

BACKGROUND

This bulletin provides guidance for driveway closures.

IMPLEMENTATION

Implementation is the date of the County Engineer’s signature.

CONTACT

Please use the email link below to address any questions or comments in reference to this Design Bulletin:

[PW-Standards_Inquiry](#)

Recommended / Date:

Approved / Effective Date:

Leland Dicus, Professional Engineer
Technical Services Division Director

Michael J. Williams, Professional Engineer
County Engineer



Hillsborough County Florida

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May 1, 2023

Property Name
Property Owner Address

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Re: **Notice of Intended County Action – Closure of Driveways**

Project Name: _____
County Capital Improvement Program (CIP) or Identification number: _____
Property Tax ID #: _____
Property Owner Address: _____

Dear **[Property Owner Name]**:

Hillsborough County (the County) is currently designing and preparing construction plans for the above identified project in Hillsborough County, Florida. Construction is anticipated to begin in **[define anticipated date to begin project construction]**. As part of this process, the County reviews existing driveways along the project. New driveway designs are often introduced to improve safety and traffic operations on the road and to make the driveways consistent with the County’s design standards to the maximum extent feasible.

It has been determined that your driveway is not in compliance with our current design standards due to **[define justification]**. Therefore, the County will be closing your driveway as shown in the attached drawing (see Attachment 1). The closure of your driveway will not require any additional right-of-way from your property and all work will be completed within the current County right-of-way. Driveway areas removed will be replaced with sod and with sidewalk/bicycle connection.

If you disagree with the County’s actions as set forth in this Notice, you may appeal to the Driveway Access Review Committee to request an informal administrative hearing. You must contact the County Project Manager and deliver your request in writing, and/or via email to **[provide both physical and email address]** no later than thirty (30) days after you receive the notice of intended County Action. If you request a hearing to challenge the County’s action, you will be afforded an opportunity for you and/or your representative(s) to present your argument or a written statement to the County’s Driveway Access Review Committee.

Should you choose not to request an informal administrative hearing within thirty (30) calendar days of receipt of this Notice, this action will be effective and final.

If you have questions or comments, please do not hesitate to contact me by phone at **[define phone]** or via email at **[define email]**

Sincerely,

[PE Name], PE
County Project Manager
Hillsborough County Florida
601 E. Kennedy Blvd. Tampa, FL 33602
Cc: XXXXX –. - via e-mail