

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 PERMIT APPLICATION

- Presubmittal Checklist for Natural Resources Review
- Application – Land Alteration Activities without Site Construction (O/G)
- Site Plan Example and Contact Information
- Application Sufficiency Checklist
- Background Information and Submittal Requirements, Filing the Application, and Planning and Growth Management Department Action
- Affidavit to Authorize Agent
- Clean Fill Affidavit
- No Tree Affidavit

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 alteration 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 Pre-submittal Checklist must be completed and endorsed by Planning & Growth Management Department staff prior to accepting the application. Prior to submittal, contact the Natural Resource Unit staff at (813) 276-8349 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 NATURAL RESOURCES PERMIT REVIEW

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

OWNER/PROJECT NAME (O) (G): _____

APPLICANT: _____

REVIEW	COPIES	ENTITY	REVIEW	COPIES	ENTITY
		Natural Resources**			EPC (Wetlands)**
		Stormwater			EPC (Waste)**
		Hydrology			Transportation
		Zoning			File

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

- 1.* _____ Pre-submittal checklist returned as the cover sheet.
- 2.* _____ Recorded Deed/Real Estate Print Out.
- 3.* _____ Legal Description
- 4.* _____ Completed Natural Resources Application with owner authorization/affidavit.
- 5.* _____ A minimum of two (2) recent section aerial photos at a scale of 1"=200' with property boundaries and area of proposed land alteration activities outlined.
- 6.* _____ A site plan identifying the following (see Plan Example on next page):
 - 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. _____ Clean Fill Affidavit for fill disposal activity.
10. _____ Description of dewatering method indicated on site plans and methods used to control turbidity.
11. _____ Well location identified on the aerial within 500 feet of proposed excavation activity.
12. _____ Analysis of an on-site field permeability test (horizontal) signed and sealed by civil engineer registered in Florida.
13. _____ Analysis of three (3) soil borings signed/sealed by civil engineer registered in Florida.
14. _____ Copies of letters from any governmental agency, if applicable.
15. _____ 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 Unit on the 19th Floor, County Center, 601 E. Kennedy Blvd.

<p><u>Staff Use Only</u></p> <p>Prepared By: _____</p> <p>Date: _____</p>

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 Planning & Growth Management Department staff? YES NO

If yes, by whom? _____

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

CEB Case #:

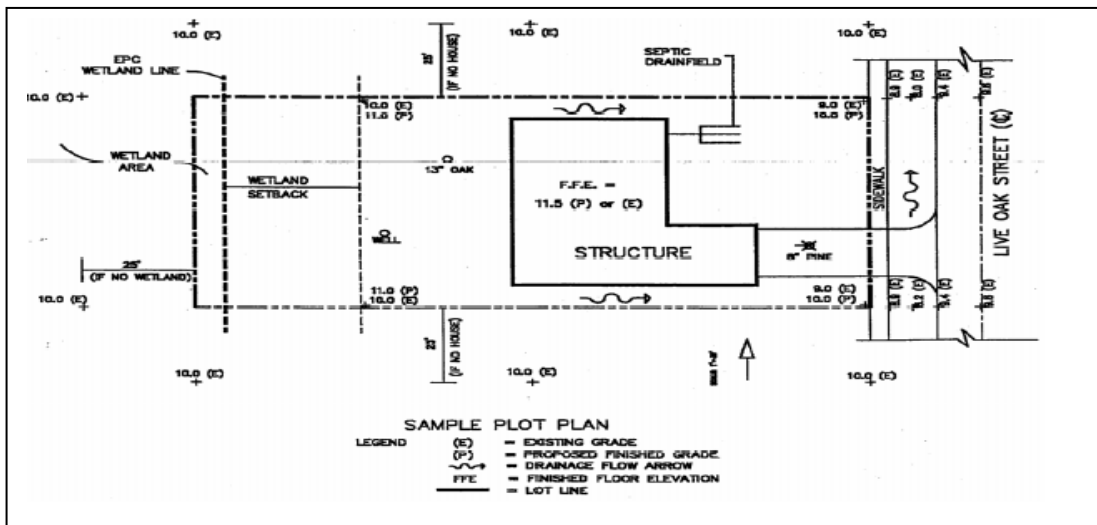
Address of Property			
Size of Property			
Subdivision Name	Block	Lot	
Section/Township/Range		Folio #(s)	
Directions to Property (from a major roadway intersection)			
Owner's Name (Print)		Telephone	Email
Address	City	State	Zip Code
Applicant's Name (Print, if other than Owner)		Telephone	Email
Address	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			
APPLICATION TITLE/FILE NUMBER: _____			
ACREAGE _____	SECTION / TOWNSHIP / RANGE _____		
CURRENT ZONING _____	REDI-MAP PAGE _____		
GENERAL LOCATION _____			

STAFF'S INITIALS _____	RECEIPT # _____		
APPLICABLE FEE _____	NATURAL RESOURCES (0) _____	NATURAL RESOURCES (G) _____	
GRAND OAKS FEE _____	EPC _____		

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) 272-5920	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)	EPC (813) 627-2600	6a
EPC (Waste Management)	Ron Cope (813) 627-2600	9
Transportation	Tony Marco (813) 276-8310	8

APPLICATION SUFFICIENCY CHECKLIST

Applicant's Initials	Technician's Initials	
_____	_____	1) PRESUBMITTAL CHECKLIST (Coversheet)
_____	_____	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 / CLEAN FILL AFFIDAVITS
_____	_____	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

BACKGROUND INFORMATION AND SUBMITTAL REQUIREMENTS

- A. ACTIVITIES REQUIRING A PERMIT. A Natural Resources Permit must be obtained from the Planning and Growth Management 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 tree 5 inches or greater in trunk diameter at 4-1/2' above grade, aka 5" or greater 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" DBH by mechanical means)
- B. FACTORS TO BE CONSIDERED IN EVALUATING A PERMIT APPLICATION. The Planning and Growth Management Department 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 applications as owner are other

than individual(s) listed on the deed or are signing as a representative(s) of a corporate entity or partnership, and authorization for signature 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 authorized affidavit.
 - c. Before submitting the application please have the items marked with an asterisk (*) completed by the Graphics Section of the Transportation and Land Development Review Section.
 - d. Check the Sufficiency Checklist for all required items.
5. Aerial Photograph. A recent section aerial photograph, at a scale of 1" = 200' with property boundaries and area of proposed land alteration activities outlined and the abutting roadways labeled. The aerial can be purchased at the Real Estate Department, Print Office, Floor 21 of County Center Building (272-5641).
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.

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" 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.
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 County roads.
9. Clean Fill Affidavit. This affidavit is required for disposal of cleanfill materials as defined in Division 12.01 of the Land Development Code.
10. Wells. Type and location of any well within 500 feet of any area to be excavated and dewatered, if proposed excavation is greater than 15 feet below natural grade.

11. 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.
12. 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.
13. Citations. Copy of any citation from any government agency, applicable to this activity.
14. Review Fee. Please make checks or money orders payable to the Hillsborough County Board of County Commissioners (HCBOCC). Contact the Planning & Growth Management Department Natural Resources Unit staff at 813-276-8349 for information regarding fee amount.

FILING THE APPLICATION

After all the submittal materials have been assembled, please file your application packet with the Planning & Growth Management Department, at the County Center, 601 E. Kennedy Boulevard, 19th Floor. Please call for an appointment with the Natural Resource staff at 276-8349. If you are unable to do so, you may bring the application to the Natural Resource Unit at the County Center on the 19th 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.

PLANNING & GROWTH MANAGEMENT DEPARTMENT ACTION

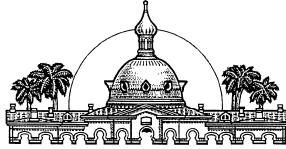
The Planning and Growth Management Department has the authority to approve, approve with conditions, or deny an application for a Natural Resources Permit, based upon whether the proposal is in compliance with the Natural Resources Regulations and meets one or more of the criteria for granting a Natural 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 Planning and Growth Management Department may conduct periodic inspections of the site to determine compliance with the issued permit.

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

If the permit application is not approved, the Planning and Growth Management Department 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

**PLANNING AND GROWTH MANAGEMENT DEPARTMENT
TRANSPORTATION AND LAND DEVELOPMENT REVIEW DIVISION**

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: _____

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)

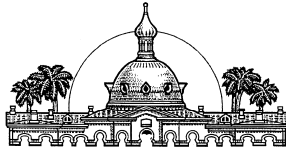
SIGNED (PROPERTY OWNER)

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
My commission expires:

COMMISSION NUMBER



Hillsborough County
Florida

**PLANNING AND GROWTH MANAGEMENT DEPARTMENT
TRANSPORTATION AND LAND DEVELOPMENT REVIEW DIVISION
LAND DEVELOPMENT CODE, NATURAL RESOURCES REGULATIONS**

CLEAN FILL AFFIDAVIT

I _____, applicant, do hereby acknowledge and affirm that any clean fill, as defined in the Hillsborough County Land Development Code, will not be obtained, collected, transported, received and/or utilized in contradiction to Chapter 83-415, Laws of Florida, and/or Hillsborough County Ordinance Nos. 92-34, 84-11 and/or 85-20, as amended. No fee, charge or other form of compensation shall be paid to me for the collection, receipt, or disposal of clean fill under this permit.

I acknowledge that my permit may be automatically revoked and that criminal charges may be brought against me if this application contains a false statement or misrepresentation. Under penalties or perjury, I declare that I have read the foregoing and that the facts above are true.

Applicant/Authorized Officer

**STATE OF FLORIDA
COUNTY OF HILLSBOROUGH**

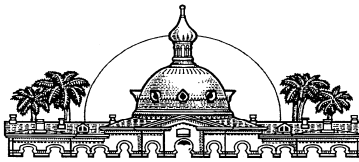
I **HEREBY CERTIFY** that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared _____ to me known to be the person described in and who executed the foregoing instrument and he acknowledged before me that he executed the same as his free act and deed for the purposes therein stated.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 20____.

Notary Signature: _____ (Seal)

Print Name: _____

Notary Stamp:



Hillsborough County
Florida

NO TREE AFFIDAVIT

Land Development Code, Natural Resource Regulations

Property of Proposed Improvements

Street Address

Subdivision

_____/_____/_____
Section/Township/Range

Folio #

Legal Description or Location Description

Proposed Improvement(s)

Project Title, if applicable

I, the undersigned, 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.

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

Notary Signature: _____

Print Name: _____

Notary Stamp: