

Site Plan Presubmittal Conference Submittal Package Cover Page

The Hillsborough County Planning and Growth Management Department is pleased to offer a Presubmittal Conference to anyone seeking help in determining the scope and feasibility of their development proposal. This service is offered free of charge and we highly encourage all applicants to take advantage of it.

While this is a voluntary step in the review process, it still requires a substantial investment of time on the part of various county review personnel. For this reason, we have developed specific minimal submission requirements to ensure that the information submitted by you to the county is sufficient for an adequate review. By providing the information as outlined in the submission requirements, county staff will be able to provide you with quality information in a timely fashion that you can use to move your project forward.

The goal of the Planning and Growth Management Department is to provide you with courteous and professional service in a timely manner. Thank you for investing your time in a presubmittal conference.

Important Contact Information:

Zoning Counselors

(813) 307-4739

Fax

(813) 307-4443

E-mail:

siteplanadmintasks@hillsboroughcounty.org



Planning & Growth Management, PO Box 1110 - 19th Floor, Tampa, Fl. 33601 (Phone) 813-272-5845 (Fax) 813-307-4443

Presubmittal Conference Application & Project Information Form

SECTION A: APPLICANT/LAND USE INFORMATION

1. Applicant/Owner/Agent: _____ 1a. Email: _____ @ _____
2. Mailing Address: _____ State: _____ Zip: _____
3. Company: _____ 3a. Phone: () _____ 3b. Fax: () _____
4. Project Name: _____
5. Address/location of Site: _____ 5a. Acreage: _____
6. Parcel(s) Folio Number (Required): _____
7. Section/Township/Range: _____
8. Proposed Use: _____
9. Is site currently developed? yes no If yes, describe improvements: _____
- _____
10. Select Type of Submittal: Subdivision Certified Parcel Preliminary Site Plan Minor Site
11. Potable Water: existing proposed Provider: _____
12. Wastewater: existing proposed Provider: _____
13. Reclaimed Water: existing proposed Provider: _____

Site Plan Project Submittal Data

Sq. Ft. of Bldg. Footprint: _____

Gross Floor Area of Bldg: _____

Total site impervious area: _____

Any trees (5"DBH or larger): yes no

Parking Spaces: existing new

Subdivision Project Submittal Data

Total # Phases: _____ Total # Lots: _____

Phase 1 Lots: _____ # Phase 2 Lots: _____

Phase 3: Lots: _____ # Phase 4 Lots: _____

SECTION B: REGULATORY INFORMATION (Please see a Zoning Counselor on the 20th Floor if you need assistance)

FLU(S): _____ ZONING: _____ URBAN SERVICE AREA: YES NO

OVERLAY: _____ FLOOD ZONE(S): _____ LOT OF RECORD: YES NO

PROPOSED USE ALLOWED IN DISTRICT: YES NO PROPOSED USE ALLOWED IN FLU: YES NO

IS A CONDITIONAL USE, VARIANCE, REZONING OR FLU AMENDMENT REQUIRED? YES NO

IF YES, INDICATE TYPE AND CASE # (if applicable) _____



Presubmittal Conference Instructions

1. Complete the Presubmittal Conference Application and Project Information Form. If you need assistance completing the form call or visit one of our Zoning Counselors located at 601 E. Kennedy Blvd., 20th Floor. No appointments are necessary to visit with a Zoning Counselor.
2. To schedule a time and date for submission of your application and submittal package. You may also request an appointment by e-mail at: siteplanadmintasks@hillsboroughcounty.org. If you prefer to submit without an appointment, you may do so via mail, e-mail or in person. Please be advised that incomplete submittals will be rejected.
3. Submit your application and completed submittal package to the Site Intake Section of the Planning & Growth Management Dept. located on the 19th Floor. At that time you will be given the date of your Presubmittal Conference. Please note that there will be multiple applicants meeting on this date and that applicants are served on a “first come first served basis”. Our conferences begin promptly at 9:00am and end at 11:00am. In the event that there are no applicants present at 9:00am, the meeting will adjourn at 9:15am. Likewise, if no applicants are present immediately following a previous conference with another applicant, the meeting will be adjourned.

This section is provided for your use:

Appointment Date and Time: _____

Name of Project Manager: _____

Notes: _____

SITE PLAN PRE-SUBMITTAL CONFERENCE PACKAGE REQUIREMENTS

All Site Plan Pre-Submittal Conference Packages shall, at a minimum, contain the following items. **INCOMPLETE packages WILL NOT be accepted for processing.** Pre-application Submittal Packages shall be submitted to the Site Intake Coordinator in the Department of Planning & Growth Management or e-mailed to siteplanadmintasks@hillsboroughcounty.org There are no fees associated with a pre-submittal conference.

REQUIREMENTS: The Site Intake Coordinator shall check for the following items in the submittal package:

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of these requirements is being addressed. The project name on all documents shall be consistent.
- 2) One (1) copy of the **Presubmittal Conference Application & Project Information Form** completely filled out prior to submittal.
- 3) One (1) set of preliminary development plans no larger than 24x36 and no smaller than 8½x11. (See attached for items to be included on drawing). These preliminary plans do not need the signature and seal of the engineer. If applicable, 24x36 plans shall be folded or they will NOT be accepted.
- 4) A narrative explaining the proposed development. Include information on of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers, access, storm water management, phasing, etc.
- 5) One (1) section map with the project site clearly highlighted and project name labeled.
- 6) One CD with all of the above information included. Each document must be in an individual PDF format (ex: A five page form is to be converted into ONE PDF document.)

The development plan must be labeled and include the following items:

1. Draw or sketch the property boundaries to scale or, to the extent possible, proportionally to its dimensions. Include the actual dimensions (length) of each side of the property. Using a dotted line, show the required building setback lines.
2. Draw to scale and label all structures that are located on the property, both existing and proposed. List the current and proposed use of the structures.
3. Show the total square footage (length x width) of each existing or proposed structure.
4. (a) Show the total square footage (length x width) of existing and proposed impervious areas (areas that cannot absorb water; e.g., concrete, asphalt buildings, other structures). (b) Show these dimensions on the site plan (distances of length and width). (c) Include distances of impervious areas to the property line.

5. Show the driveways and parking area dimensions, label as existing or proposed, and indicate the type of material that they are constructed or will be constructed of (concrete, asphalt, dirt, gravel, grass, etc.). Include the number of parking spaces existing and proposed.
6. Show all existing streets and existing or proposed driveway connections to the site.
7. Show the approximate locations of any existing or proposed fire hydrants, signs, sidewalks, power poles, etc.
7. Show distances of all structures to the property line.
8. Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan.
9. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate to the extent possible where the storm water from the property flows.
10. Show all outside waste facilities. These would include dumpsters, solid waste storage areas, proposed or existing septic tank areas or indication of sanitary sewer availability.
11. Label all existing or proposed landscaping areas. Grassed areas are considered landscaped areas. Show the location of all trees on the property and indicate if these trees are proposed to be preserved or removed.
12. North arrow.