

MAJOR MODIFICATION APPLICATION INFORMATION PACKET

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 HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS
ADOPTED LOBBYING ORDINANCE NO. 93-8, AS AMENDED. PRIOR TO
MEETING PRIVATELY WITH A BOARD MEMBER, COUNTY ATTORNEY,
CHIEF ASSISTANT COUNTY ATTORNEY, COUNTY ADMINISTRATOR, ANY
ASSISTANT COUNTY ADMINISTRATOR, OR ANY DEPARTMENT HEAD,
YOU MAY BE REQUIRED TO REGISTER AS A LOBBYIST.**

ATTENTION:

GENERAL NOTICE, NOTICE OF CONTINUANCE, AND ADDITIONAL FEE REQUIREMENTS - EFFECTIVE: OCTOBER 1, 2006

◆ NOTICE DEADLINE:

ALL MAILED NOTICE (including renounce) is required to be post marked a minimum of 30 days prior to the hearing date being noticed.

◆ PROOF OF NOTICE:

In all cases of notice, the documentation listed below shall be provided to Planning and Growth Management Staff by the applicant as proof of fulfillment of the notice requirements **no later than fourteen (14) calendar days prior to the hearing date**.

- a. A completed copy of the official notice letter or the notice of continuance letter.
- b. The original "certificate of mailing" listing the name, address, and folio number of all noticed parties.
- c. A signed and notarized affidavit acknowledging completion of the notice requirements.

Failure to submit proof of fulfillment of the notice requirements in a timely manner shall result in the application being declared out of order and continued to the next available hearing.

If at any time, the contents of any form of notice, required or otherwise, is determined to be incorrect, the application shall be required to continue to the next available hearing, after the prior scheduled meeting, and renounce shall be required in order to make the appropriate corrections

◆ CONTINUANCES:

ALL continuances requested by the applicant or caused by actions or inactions of the applicant require:

Mailing of notice for the new hearing date, and

Payment of additional fees for reposting the notice sign(s) and rescheduling the hearing.

◆ CONTINUANCE AS A MATTER OF RIGHT:

Must be requested and proof of notice and additional fees submitted **at least fourteen (14) calendar days before the scheduled public hearing**. May be continued to the next hearing or a later date as needed to address issues.

The Administrator shall cause the posting of a sign(s) with the new hearing date displayed no less than five (5) days prior to the currently scheduled hearing.

◆ CONTINUANCES REQUESTED LESS THAN FOURTEEN (14) DAYS PRIOR TO THE HEARING:

May be continued at the discretion of the hearing officer.

Must be continued to a date that allows the applicant to meet the 30 day mailed notice requirement after the approval of the continuance by the hearing officer.

Proof of notice and additional fees for the required sign posting are required no later than fourteen (14) days prior to the hearing to which the application is continuing.

The Administrator shall cause the posting of a sign(s) following the approval of the continuance within ten days of the decision to reschedule the hearing.

◆ CONTINUANCE FOR OUT OF ORDER APPLICATIONS:

Continuance is required. Must be continued to a date that allows the applicant to meet the 30 day mailed notice requirement. May be continued to the next hearing or a later date as needed to address issues.

Proof of notice and additional fees for the required sign posting are required no later than fourteen (14) days prior to the hearing to which the application is continuing.

The Administrator shall cause the posting of a sign(s) following the approval of the continuance within ten days following the hearing from which the application is being continued.

◆ FAILURE TO SUBMIT REQUIRED FEES FOR CONTINUANCE

Failure to submit fees by the required deadline shall result in the application being declared out of order and continued to the next available hearing. Additional fees will be added for another continuance and additional mailed notice will be required.

MAJOR MODIFICATION

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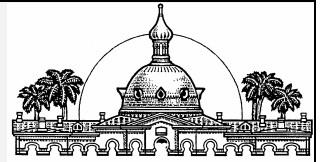
Property Information Sheet

Checklist of Submittal Requirements

Checklist of Site Plan Requirements

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

Shaded Area For Official Use Only



Hillsborough County
Florida

APPLICATION PREFIX AND NUMBER: _____ - _____ - _____

HEARING(S) AND TYPE: DATE: _____ TYPE: _____
(If Applicable)

DATE: _____ TYPE: _____

RECEIPT NUMBER: _____

APPLICATION TYPE AS REFERENCED IN LDC: _____

INTAKE DATE: _____ INTAKE TECHNICIAN SIGNATURE: _____

APPLICANT'S REPRESENTATIVE

Name: _____

Address: _____

City / State / Zip _____ Daytime Phone: (____) _____

E-mail address: _____ Fax Number: (____) _____

APPLICANT

Name: _____

Address: _____

City / State / Zip _____ Daytime Phone: (____) _____

PROPERTY OWNER

Name: _____

Address: _____

City / State / Zip _____ Daytime Phone: (____) _____

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

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)

<p>STATE OF FLORIDA COUNTY OF HILLSBOROUGH The foregoing instrument was acknowledged before me this (DATE) _____ by _____ who: _____ (Property Owner) <input type="checkbox"/> Personally known to me <input type="checkbox"/> Florida driver's license <input type="checkbox"/> Other type of identification: _____ and who: <input type="checkbox"/> did <input type="checkbox"/> did not take an oath.</p> <p>_____ (Signature of Notary taking acknowledgment)</p> <p>_____ Type or Print Name of Notary Public</p> <p>_____ Commission Number Expiration Date</p>	<p>STATE OF FLORIDA COUNTY OF HILLSBOROUGH The foregoing instrument was acknowledged before me this (DATE) _____ by _____ who: _____ (Property Owner) <input type="checkbox"/> Personally known to me <input type="checkbox"/> Florida driver's license <input type="checkbox"/> Other type of identification: _____ and who: <input type="checkbox"/> did <input type="checkbox"/> did not take an oath.</p> <p>_____ (Signature of Notary taking acknowledgment)</p> <p>_____ Type or Print Name of Notary Public</p> <p>_____ Commission Number Expiration Date</p>
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PROPERTY/PROJECT INFORMATION SHEET

Shaded Area For Official Use Only



APPLICATION PREFIX AND NUMBER: _____ - _____ - _____

ADDITIONAL HEARING INFORMATION: CUT-OFF DATE: _____
(If Applicable)

NOTICE DEADLINE: _____

Proposed Project Name (If Applicable): _____

Are Code Enforcement issues pending? _____ If "Yes", list citation numbers _____

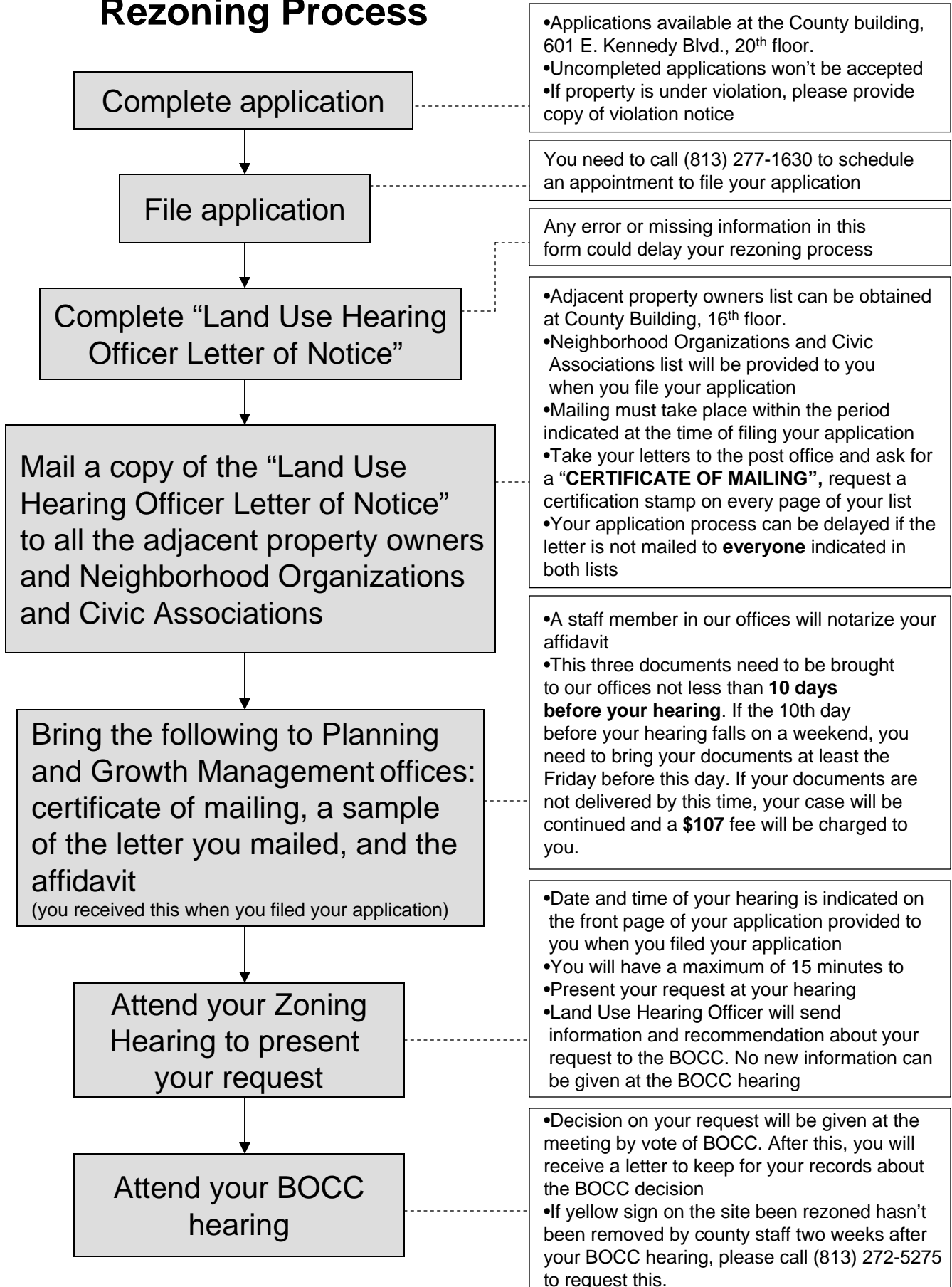
List each folio within the proposed project along with the corresponding information for each (Use additional sheets if necessary).

Folio Numbers	Owner(s) Name(s) as listed on the deed	Acreage	Current Zoning*	Comp. Plan Category	S/T/R**
	Total Acreage:				

* If Current Zoning is PD, list PD application number as well.

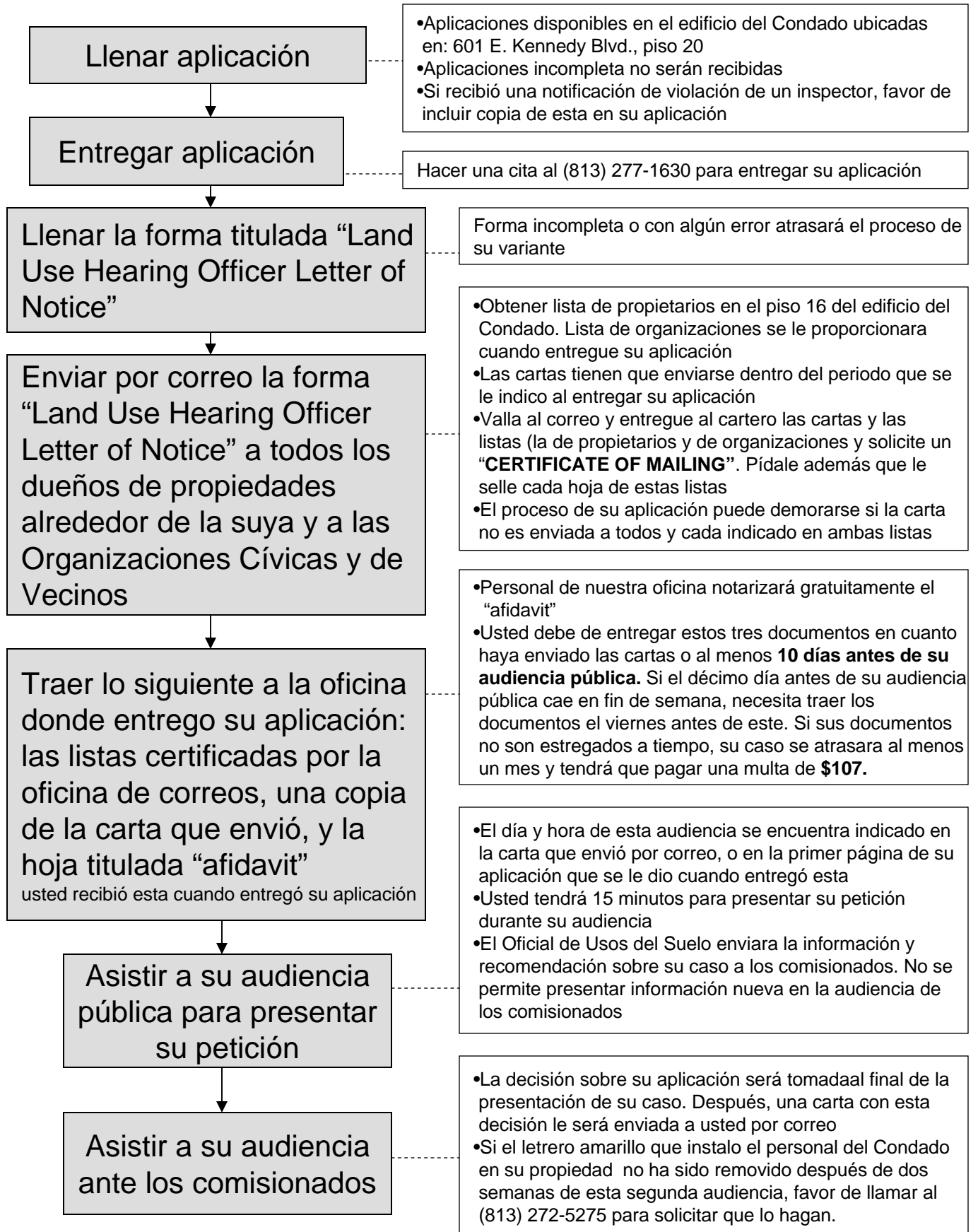
** Section / Township / Range

Rezoning Process



Note: This process last approximately four months. Hearings are at the County Building Board Room.
If you need more information about the process, please call Maricela Medrano at (813) 272-5852

Proceso para Rezonificar su Propiedad



Nota: El proceso demora aproximadamente dos meses y medio. Las audiencias son en el edificio del Condado, 2o piso.
Si necesita mas información sobre este proceso, favor de llamar a Maricela Medrano al (813) 272-5852

PROCEDURES FOR AMENDMENTS TO ZONING ATLAS

This section includes general procedures for application submittal and review, and specific submittal requirements for applications which require review in accordance with Part 10.03.00 of the Land Development Code (LDC).

GENERAL PROCEDURES FOR APPLICATION SUBMITTAL AND REVIEW

This section includes general procedures for application submittals and reviews.

A. Pre-application

A pre-application conference with the county staff is encouraged prior to application submittal. (For application counseling not review of information to be submitted.)

B. Application and Fees

A request to amend the zoning atlas shall be initiated in accordance with this manual by payment of appropriate fees as referenced in Section 2.0 and by filing an application as referenced in Section 3.0 with attached specifically required supplemental information.

C. Setting the Matter for Hearing

Unless otherwise permitted by the Administrator, the application shall be set for hearing in accordance with the schedule established by the Administrator. Said hearing schedule, newly created hearing date, requests for continuances, and reopening of hearings shall be done in accordance with Section 10.03.02.C of the LDC.

D. Public Notice

Public notice shall be provided in accordance with Section 10.03.02.D of the LDC and Section 12.0 of the manual.

E. Staff Reports

A staff report shall be filed in accordance with Section 10.03.02.H of the LDC summarizing the recommendation of the department and other governmental agencies.

F. Public Hearing Before the Land Use Hearing Officer (LUHO)

The public hearing before the LUHO shall be held in accordance with Section 10.03.03 of the LDC and to the maximum extent practicable, the hearings shall be informal.

G. Land Use Hearing Officer Recommendation

The LUHO shall file his recommendation in accordance with 10.03.03.F of the LDC.

H. Review by the Board of County Commissioners

The record of the public hearing and the recommendation of the LUHO will be considered by the Board of County Commissioners (BOCC) for final decision at a public meeting noticed in accordance with Section 10.03.04 of the LDC.

1. Additional Evidence, and/or Oral Argument: The BOCC shall consider only the record of the proceedings before the LUHO, unless additional evidence and/or oral argument are accepted in accordance with Section 10.03.04.D of the LDC.
2. Continuances Before the BOCC: Requests for continuance of the public meeting shall be decided in accordance with Section 10.03.04.F of the LDC.
3. Consideration and Final Decision of the BOCC: The BOCC shall consider the record of the hearing before the LUHO, any additional evidence and/or oral argument introduced pursuant to the terms herein and shall approve or deny the application by resolution in accordance with Section 10.03.04.G.
4. Modification and Withdrawal of Applications: Requests for modifications and withdrawals of applications shall be considered and acted upon in accordance with Section 10.03.05 of the LDC.

Submittal and Public Notice Requirements for a Major Modification to a PD

Unless otherwise required by the Administrator, all application submittals shall include the following:

1. Fee Payment - as referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - as referenced in Section 3.0 of the Development Review Procedures Manual.
3. Public Notice - in accordance with Section 10.03.02.D and E of the LDC and Section 12.0 of the Development Review Procedures Manual.

By proof of mailing receipt to all owners of property, as reflected on the current year's tax roll, and, where common property lies within the required notice distance, to all condominium and owners' associations, lying within 500 feet in every direction when the subject parcel is within the Agricultural and Residential-1 Categories of the Comprehensive Plan, and 300 feet in every direction when the parcel is within any of the remaining Plan categories. If a subject parcel contains more than one land use designation, the greatest applicable notice distance shall apply. (LDC Section 10.03.02.E.1)

- a. Adjacent Property Owners List - must be typewritten or clearly printed in black ink and prepared in a manner similar to the following:

Folio Number

- | | |
|---------------|--|
| 1. 10000.0000 | John and Mary Smith
100 S. Smith Road
Tampa, FL 33601 |
| 2. 10000.0001 | John and Mary J. Smith
100 S. Smith Road
Tampa, FL 33601 |
| 3. 10000.0002 | John and Mary Smith
100 S. Smith Road
Tampa, FL 33601 |
| 4. 10000.0003 | Tom Arnold
1938 Timber Way
Tampa, FL 33615 |

- b. List of Affected Neighborhood Organizations and Civic Associations - A list including all organizations which are within required notification distance to be provided at filing.
4. Narrative - explaining the following:
 - intent of the PD application, and
 - how the proposal conforms to applicable policies and regulations.
5. Report - identifying all property ownership and beneficial interest within the boundaries of the proposed PD district and giving evidence of unified control of its entire area. The report shall state agreement of all present owners or holders of beneficial interest.
 - a. Additionally, the applicant shall provide such bonds, dedications, easements, guarantees, agreements, deeds of trust, contracts, covenants, etc., acceptable to the Office of the County Attorney, as **may** be reasonably necessary to protect the public interest in the execution of such development according to approved plans, and for provision and continuing operation and maintenance of such areas, facilities, and functions as are not to be provided, operated, or maintained at general public expense, and to provide such dedications, contributions, or guarantees as are required for provision of needed public facilities and services.
6. Legal Description - describe subject site.
7. General Development Plan - unless otherwise required by the Administrator, the following information shall be included as on the plan:

General Information

- a. The name of the proposed PD and the names of the developer(s), architect(s), engineer(s), and planner(s) associated with the project.
- b. Scale, date and north arrow.
- c. A vicinity map showing the relationship of the proposed PD to the surrounding road network and major water bodies.
- d. Location, height, floor area, and use of existing structures, if any.
- e. All land uses and the general location of structures within one hundred fifty (150) feet of the boundaries of the project site.
- f. Current zoning and land use designation on the site and within one hundred fifty (150) feet of the boundaries of the project site.
- g. All property lines and folio **numbers** within one hundred fifty (150) feet of the boundaries of the project site.
- h. Existing lots and blocks, if to remain, identified by name, plat book and page, if recorded.
- i. Location of existing on-site cultural facilities, recorded historical or archaeological sites, community recreation uses, or public facilities.

Land Use Information

- a. The height, yards, floor area (or number of dwelling units for residential uses), and use or use type for structures in each portion of the proposed project. A complete list of proposed uses **shall** be provided and detailed if such information is available at the time of application.
- b. The location and acreage of each portion of the proposed project, including phases, if proposed.
- c. The acreage devoted to each use and the total acreage of the project.

(7. General Development Plan – Continued)

- d. The total **number** and the types of residential units, and the type density and overall density of the project, if applicable.
- e. The type of non-residential design type **shall** be identified (e.g., mall, reverse frontage, conventional), if applicable.
- f. The total non-residential square footage and the proposed square footage of each non-residential land use type.
- g. The floor area ratio of each non-residential land use type.
- h. The general location and nature of fences, walls, and buffering to be provided with specific attention to the project periphery. The landscape buffer alternative(s) **may** be identified and depicted on the plan.
- i. Location of common open space/recreation areas.
- j. Building envelopes within two hundred (200) feet of the PD boundary must be shown.
- k. Proposed non-residential project orientation, internal and at the periphery of the project.
- l. Location, size, and type of all proposed cultural facilities, community recreational uses, schools, churches/ synagogues, public facilities, and recorded historical or archaeological sites to remain.

Transportation Information

- a. Points of ingress and egress for principal pedestrian, private vehicles, commercial vehicles, mass transit and waterway traffic, and the general roadway patterns within the PD district indicating the hierarchy, if applicable, of project roadways.
- b. Existing and proposed cross access between phases or project areas and between project site and adjacent properties to the project.
- c. General location of parking and service areas.
- d. The amount of existing rights-of-way on all adjacent streets, and/or the distance to the centerline of the existing roads adjacent to the property.
- e. The amount of rights-of-way to be dedicated by the project, if applicable, to be dedicated and/or reserved by the project, in order to meet minimum ROW criteria as identified in the latest edition of the Hillsborough County Transportation Technical Manual (TTM) and/or as identified on the MPO Needs Map and Hillsborough County Corridor Plan..
- f. All public rights-of-way, identified by name and classification according to the Functional Classification Map, adjoining, traversing, or within one hundred fifty (150) feet of the proposed district.
- g. The location of all driveways or curb cuts which access onto any street adjacent to the project site, and all other streets or driveways which intersect adjacent streets within one hundred fifty (150) feet of the site.
- h. The following information shall be provided on the Site Plan for all roadways adjoining, traversing, or within one hundred fifty (150) feet of the project boundaries:
 - 1) Points of ingress and egress and/or driveways and curb-cuts
 - 2) Right-of-way width, both public and private
 - 3) Pavement width
 - 4) Type of surface and surface condition
 - 5) Number of lanes at mid-block and intersections

(7. General Development Plan – Continued)

- 6) Location of sidewalks, bikeways, and transit stops in the right-of-way
- 7) Location and type of all existing & proposed median openings
- 8) Location and types of traffic control devices

Utilities Information

- a. Identification of type of water/wastewater service utilized by project. Location of IWWTP, if applicable.

Environmental Information

- a. A general interpretation, based on aerial photographs and soil surveys, of the location of all water courses, lakes, conservation areas, preservation areas, wooded areas, upland habitat areas, or other such natural physical features within one hundred fifty (150) feet of the project site.

Required Number Of Plans For Submittal

- a. Twelve (12) copies of a general development plan for the PD district shall be drawn to an appropriate scale to show sufficient detail on a minimum sheet size of 18 inches x 24 inches.
- b. One reduced copy of the general development plan no larger than 8½ inches x 11 inches must be provided for initial submittal and subsequent revisions.

8. Aerials – one (1) copy of a recent, scaled aerial.

9. Detailed Transportation Analysis - shall be provided if the number of daily trips projected to travel adjacent streets is greater than one (1) percent of the Level of Service “C” capacity of said streets or 50 peak hour trips, which ever is greater. The analysis shall be Signed & Sealed by a Professional Engineer.

- a. The detailed traffic analysis shall be prepared using generally accepted traffic analysis standards and should include an overview of the project containing the following information:
 - i. A brief description of the project (location, size, acres).
 - ii. An overview map of project location.
 - iii. A description of the project’s existing and proposed land use.
 - iv. Roadways where access is proposed.
 - v. Purpose of the report.
- b. Defining the study area – The standards for level of service shall be applied to all regulated roads within one quarter-mile, of any point on the proposed development boundary. For regulated roads, the table below shall determine the development’s area of influence:

<i>Proposed project daily trip generation.</i>	<i>Maximum radius of development’s area of influence</i>
<i>0 – 200</i>	<i>Address only the segments of regulated roads that are directly accessed by the proposed project.</i>
<i>201 – 500</i>	<i>0.5 miles</i>
<i>501 - 1,000</i>	<i>1.0 miles</i>
<i>1,001 – 5,000</i>	<i>2.0 miles</i>
<i>5,001 – 10,000</i>	<i>3.0 miles</i>
<i>10,001 – 20,000</i>	<i>4.0 miles</i>
<i>Over 20,000</i>	<i>5.0 miles</i>

(9. Detailed Transportation Analysis – Continued)

- i. The radius shall be measured from each project entrance with each regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway
 - ii. Include all signalized and unsignalized intersections on the links to be studied within the area of influence
 - iii. Include all unsignalized intersections of regulated roadways, roadways identified on the MPO Needs Plan, and roadways identified on the Hillsborough County Corridor Plan
 - iv. Include the project entrance with a regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway
 - v. If the study radius ends between intersections identified in ii. & iii. above, the study area shall be extend to the next regulated roadway intersection .
- c. The detailed traffic analysis shall be prepared using generally accepted traffic analysis standards and guidelines including but not be limited to the following:
- i. Traffic Analysis
 - Conduct intersection analysis for each intersection utilizing acceptable traffic analysis software which is consistent with the techniques of the latest edition of the Highway Capacity Manual (HCM) published by the Transportation Research Board.
 - Conduct a roadway facility analysis utilizing the Florida Department of Transportation (FDOT) ART-Plan and/or HIGH-Plan software.
 - ii. Existing Traffic
 - Include a brief description of the existing morning peak hour, afternoon peak hour, and daily traffic analysis periods.
 - Existing A.M. Traffic – Include existing and peak season adjusted volumes, provide peak season factor.
 - Existing P.M. Traffic – Include existing and peak season adjusted volumes, provide peak season factor
 - iii. Project and Passerby Traffic
 - Include the source of the trip generation information.
 - Include a description of the total trips generated by the project.
 - Include types and sizes of land uses (and ITE code) evaluated.
 - Include a description for the morning peak hour, afternoon peak hour, and daily traffic analysis periods.
 - Indicate passerby and internal capture rates.
 - iv. Project and Passerby Traffic Distribution
 - Report the percent distribution of traffic onto impacted roadways and project driveways and provide documentation for determining distribution.
 - Report project and passerby as separate numbers for both AM and PM analysis.

(9. Detailed Transportation Analysis – Continued)

- v. Existing Plus Project Traffic
 - Existing Plus Project Traffic A.M. - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
 - Existing Plus Project Traffic P.M - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
- vi. Future Plus Project Traffic
 - For future year analysis the AADT shall be grown by a growth rate or vested trips as provided by Hillsborough County. If growth rates are utilized, the analysis shall extend to one (1) year beyond the project's buildout.
 - Future Plus Project Traffic A.M. – Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
 - Future Plus Project Traffic P.M. – Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
- d. The transportation analysis shall include a summary which contains the following:
 - i. A description of the project's impact as it relates to the purpose of the report.
 - ii. A description of all recommended roadway and intersection improvements, including the widening of existing roadways which provide project access, consistent with the requirements of the latest edition of the Hillsborough County Transportation Technical Manual.
 - iii. A description of right-of-way to be dedicated to meet minimum right-of-way criteria as identified in the latest edition of the Hillsborough County Transportation Technical Manual and or MPO Needs Plan and Hillsborough County Corridor Plan.
 - iv. A description of proposed access points, auxiliary lanes, and median openings.
 - v. A description of recommended new traffic control devices.
 - vi. A description of pedestrian, bicycle, and transit facilities to be constructed.
- e. If required, in order to make a capacity determination, additional analysis shall be conducted for all roadways and intersections as required by current County Standards and/or requested by County Staff.
- f. All data must be field collected, unless otherwise stated. No Defaults values will be allowed, unless otherwise stated. The applicant shall not use data from the current Hillsborough County LOS Report. The Report is only for initial review purposes. The applicant may request data from staff where the Report indicates that a detailed analysis has been conducted or as indicated below.
- g. Arterial and intersection analysis shall be prepared consistent with the guidelines established in the latest editions of the Highway Capacity Manual and the FDOT Level of Service Handbook.

(9. Detailed Transportation Analysis – Continued)

- h. The detailed transportation analysis shall include the following background and support documentation:
 - i. ITE Trip Generation Printout and/or Alternative Trip Generation Analysis.
 - ii. Traffic and Intersection Counts (Traffic Data shall not be older than six (6) months from the date of Transportation Analysis submittal to Hillsborough County Planning & Growth Management.
 - iii. Hard and electronic copies of all traffic analysis, AADT, and TMC's.

Additional support information may be required as determined by Hillsborough County. Requests for exceptions to any of the above identified requirements shall be made in writing to the Hillsborough County Planning and Growth Management Director of Transportation Planning or his designee.

- 10. Special Surveys, Approvals, or Reports Required Where Development is Dependent on Such Surveys, Approvals or Reports - Special surveys, approvals, or reports required by law in the circumstances of a particular PD proposal are required to be submitted with the application where development of a major element of the proposal or the entire proposal is dependent upon such surveys, approvals, or reports.
- 11. Indications as to the Nature and Succession of Staging - Where a PD is to be constructed in phases, indications shall be made as to the nature of the PD, uses, location, and floor areas or residential densities to be developed and timing of the beginning and end of development of the first stage; and similar information on succeeding stages; provided that, in lieu of an indication of specific timing on succeeding stages, the initiation of succeeding stages may be made dependent on completion of all or substantial portions of the first stage, within the time limits provided.
- 12. Proposals on Provision and Continuing Operation and Maintenance of Facilities for Common Use - Development proposals shall be made describing provisions, deed covenants, restriction, and regulations to be made for the establishment and continuing operation and maintenance of such areas, facilities, and improvements as will be for common use by some or all of the occupants of the district and persons visiting the district and not proposed for dedication to Hillsborough County or another government entity. These areas, facilities, and improvements will not be provided, operated or maintained at general public expense. The proposals shall give adequate assurance to the county that such areas, facilities, and improvements shall be continued, operated, and maintained without future expense to the taxpayers of Hillsborough County.
- 13. Commitment for Completion and Adherence to Approved Plans - Proposals shall be made describing agreements, covenants, contracts, or deed restrictions which shall be enacted to ensure the completion of the development without any expense to the general public which was not agreed to at the time of the approval. Additionally, said agreements, covenants, contracts, or deed restrictions shall bind all successive owners and developers of all or any portion of the district to any commitments made and any restrictions placed on the approved General Development Plan or any document, graphic, map, or other such information provided, which is part of the official record. No portion of a PD district may be developed in conflict with the approved General Development Plan.
- 14. Copy of Minutes - **from all previous BOCC meetings** related to subject zoning.
- 15. Copy of the Final Conditions of Approval - include current zoning conditions.

Checklist of Submittal Requirements for a Major Modification

	Applicant Initials	Intake Initials	Requirements
1.	_____	_____	Fee Payment
2.	_____	_____	Application (Included in this packet)
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.)
2.c.	_____	_____	Copy of Recorded Deed(s) (can be obtained in the Records Library on the 6 th floor of 501 E. Kennedy Blvd.)
3.			Public Notice (Notice Letters and Affidavits will be obtained at time of filing)
3.a.	_____	_____	- Adjacent Property Owners List (information can be obtained from the Property Appraisers office on the 16 th floor – must be put into list format)
3.b.	_____	_____	- List of Affected Neighborhood Organizations and Civic Associations (will be obtained at time of filing)
4.	_____	_____	Narrative
5.	_____	_____	Report
6.	_____	_____	Legal Description for the subject site
7.	_____	_____	General Development Plan (twelve (12) full sized and one 8 ½ x 11)
7.a.	_____	_____	Planned Development Site Plan - Checklist of Submittal Requirements
8.	_____	_____	Aerial Photograph (can be obtained on the 21 st floor)
9.	_____	_____	Detailed Transportation Analysis (five (5) copies)
10.	_____	_____	Special Surveys, Approvals, or Reports
11.	_____	_____	Indications as to the Nature and Succession of Staging
12.	_____	_____	Proposals on Provision and Continuing Operation and Maintenance of Facilities for Common Use
13.	_____	_____	Commitment for Completion and Adherence to Approved Plan
14.	_____	_____	Copy of Minutes from <u>all</u> previous BOCC meetings (can be obtained from BOCC Records on the 12 th floor)
15.	_____	_____	Copy of the Final Conditions of Approval

NOTE: Site Plans for PD and Major Modification applications must include all DRPM required items and all application documentation must be complete when submitted for the **“PD Completeness Review Submittal Deadline”**. **Applications will not be scheduled for hearing until the site plan is determined to be sufficient.** Resubmittal of site plans to correct deficiencies will not be accepted for the same “PD File Date Cut-off”, and must be filed by the next Submittal Deadline in order to be scheduled for the next hearing.

DRPM Required Information Check List for

PD or Major Modification

Rezoning Applications

See separate check lists for PD-Specific Rezoning Applications,
Including Concurrent Site Development Review.

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The Development Review Procedures Manual requires a submittal of:

1. Twelve (12) copies of a site plan for the Planned Development Zoning District (PD) drawn to an appropriate scale to show sufficient detail on a minimum sheet size of 18 inches x 24 inches; **plus**
2. One (1) reduced copy of the site plan no larger than 8½ inches x 11 inches

Please examine site plans to insure that all required information is provided, prior to submittal

Note

Section 6.2.1 of the Development Review Procedures Manual (DRPM) requires particular information to be included on all site plans submitted with rezoning applications for PD districts or Major Modifications. This information is used by reviewing agencies for their comments and should remain constant, with very few exceptions, throughout the application review process. Additional reviews, such as legal description accuracy, compatibility of uses, agency reviews, etc., will still be conducted separately and may require additional revisions to the site plan.

Required Information

Where certain information does not apply to the project, a notation shall appear on the plan stating the reason why it does not apply (i.e., **No existing water bodies within project**). At a minimum, the plan shall include all of the information listed below. If Hillsborough County determines the submitted plan lacks required information, the applicant shall not proceed to hearing. Additionally, the required information is only the minimum necessary to schedule an application for hearing and Hillsborough County reserves the right to request additional information during review of the application.

REQUIRED INFORMATION:

- Staff requests site plans be limited to 1 legible page. If a 2-page site plan is required, then the page numbering format needs to be Page X of X (i.e., Page 1 of 2, Page 2 of 2)*
- Aerials are not allowed on site plans. Please use line drawings only.*

GENERAL INFORMATION

- 1. Legal description for the project boundaries (*accuracy of description will be reviewed separately*)
 - 1. a. Graphically delineate the border of the proposed PD with a distinct line labeled "PD Boundary"
 - 1. b. If rezoning application is for a Major Modification to a PD: Graphically delineate (*with a distinct line*) and label the border of the area for modification within the PD.
 - 1. c. *Staff requests a graphic delineation and label for the boundary, or a separate insert on the plan, of the 150-foot study area adjacent to the boundaries of the proposed PD or Major Modification.*
- 2. The name of the proposed PD and the name(s) of the developer(s), architect(s), engineer(s), and planner(s) associated with the project
- 3. The type of proposed PD (*PD, PD-S or PD-S with Concurrent Preliminary Plat/Plan Review*)
 - 3. a. *Include the original PD rezoning number for Major Modifications (i.e., RZ 89-0001)*
- 4. Scale (Engineering scale required)
 - 4. a. Scale Bar
 - 4. b. Scale Statement
- 5. Date (*Include the month, day, year*) (*The date needs to be updated for each revision submitted*)
- 6 North Arrow

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7. A vicinity map showing the location of the project within Hillsborough County
8. Community Planning Area(s) in which the project is located
8. a. Graphically delineate (*and label*) boundaries of Community Planning Areas if the project is located in more than one Community Planning Area, or not completely contained within a Community Planning Area
8. b. Note if none
9. Overlay District(s) in which the project is located
9. a. Graphically delineate (*and label*) boundaries of Overlay Districts if the project is located in more than one Overlay District, or not completely contained within a Overlay District
9. b. Note if none
10. Special zone(s) in which the project is located, including, but not limited to the Coastal High Hazard Area, Wellhead Resource Protection Area, Surface Water Resource Protection Area and Potable Water Wellfield Protection Area
10. a. Graphically delineate (*and label*) boundaries of Special zones if the project is located in more than one Special zone, or not completely contained within a Special zone
10. b. Note if none
11. Designated Scenic Roadway Corridor(s) within the project or adjacent to the project
11. a. Note if none
12. Designated historic landmarks and other historical or archaeological sites and structures:
12. a. Within the project boundaries
12. a. 1. Note whether existing resources, if any, are to remain.
12. a. 2. Note if none
12. b. Within 150 feet of (*adjacent to*) the project boundaries
12. b. 1. Note if none
13. All Plats
13. a. Within the project boundaries.
13. a. 1. If a plat or portion thereof is proposed to be vacated, a note shall appear on the plan stating such intent
13. a. 2. Note if none
13. b. Within 150 feet of (*adjacent to*) the project boundaries
13. b. 1. Note if none
14. All parcel lines:
14. a. Within the project boundaries
14. b. Within 150 feet of (*adjacent to*) the project boundaries

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15. All property folio numbers:

- 15. a. Within the project boundaries
- 15. b. Within 150 feet of (*adjacent to*) the project boundaries (*Staff requests the folio numbers be shown on the parcels on the site plan for easy reference*)

16. All *existing* rights-of-way within the project boundaries (*Location depicted and labeled*) (*As defined in Section 12 of the LDC: **Right-of-Way** is land dedicated, deeded, used or to be used, for a street, alley, walkway, boulevard, drainage facility, access for ingress, egress or other purpose by the public, certain designated individuals or governing bodies.*)

- 16. a. Note if none

17. All easements (*Location depicted and labeled*)

- 17. a. Within the project boundaries
 - 17. a. 1. Note if none
- 17. b. Within 150 feet of (*adjacent to*) the project boundaries
 - 17. b. 1. Note if none or none known

LAND USE INFORMATION:

18. Current zoning district(s) of all properties:

- 18. a. Within the project boundaries
- 18. b. Major Modification applications:
 - 18. b.1. Original PD rezoning number (i.e., RZ 89-0001)
 - 18. b.2. Most recent modification number (i.e., PRS 95-1010)
- 18. c. Within 150 feet of (*adjacent to*) the project boundaries

19. Identify and delineate (*if multiple*) boundaries of current Comprehensive Plan designation(s) (*Future Land Use Category*) of all properties:

- 19. a. Within the project boundaries
- 19. b. Within 150 feet of (*adjacent to*) the project boundaries

20. Identify and delineate any boundary lines for a proposed FLEX of the Comprehensive Plan boundary

- 20. a. Delineate and identify all Comprehensive Plan boundary lines and categories associated with the proposed FLEX
- 20. b. Data related to the proposed FLEX shall also be reflected in the Project Data Table calculations
- 20. c. Note if none proposed

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21. Existing structures on the project site that are to remain under the proposed development:
- 21. a. Location (*Label*)
 - 21. b. Footprint (*Outline*)
 - 21. c. Proposed Use(s) (*for each structure*)
 - 21. d. Floor space for each existing structure proposed to remain for non-residential uses
 - 21. e. Number of dwelling units in each structure proposed to remain for residential uses
 - 21. f. *Note if property is vacant*
 - 21. g. *Note if all existing structures are to be removed*
22. Depict and label general footprints of existing structures within 150 feet of (*adjacent to*) the project boundaries located in **Standard** Zoning Districts
23. Depict and label development design elements approved on the most recent certified site plans for the **Planned Development** Zoning Districts within 150 feet of (*adjacent to*) the project boundaries, including:
- 23. a. PD Rezoning Number
 - 23. b. Number of latest PD modification
 - 23. c. *Note whether the existing development complies with the approved Certified General Site Plan*
24. Current use of properties within 150 feet (*adjacent to the project site*) (*Do not use numerical land use codes, use text descriptions for easy reference - this is in addition to the Future Land Use categories*)
25. Provide information for each discrete portion, pocket and/or phase of the proposed project for:
- 25. a. Location (*Label*)
 - 25. b. Boundaries (*Lines*)
 - 25. c. Acreage
 - 25. d. Proposed use
 - 25. e. Residential density (*dwelling units per acre*)
 - 25. e. 1. Note if not applicable
 - 25. f. Non-residential intensity (*FAR*)
 - 25. f. 1. Note if not applicable
 - 25. g. Note whether project will have one phase or multiple phases
26. Show proposed common open space/recreation areas within the project site:
- 26. a. Location (*Label*)
 - 26. b. Boundaries (*Lines*)
 - 26. c. List the acreage
 - 26. d. Note if none

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27. Show areas for proposed public park lands or public school sites within the project site:
- 27. a. Location (*Label*)
 - 27. b. Boundaries (*Lines*)
 - 27. c. List the acreage
 - 27. d. Note if none
28. Show water bodies within the project site:
- 28. a. Location (*Label*)
 - 28. b. Boundaries (*Lines*)
 - 28. c. List the acreage
 - 28. d. Identify each water body as natural or man-made (*do not include retention*)
 - 28. e. Note if none
29. Depict the building envelopes for non-residential and multi-family structures (*including townhomes*) proposed within 200 feet (*inside*) the PD boundary
- 29. a. Note if not applicable
30. Depict the “typical lot layouts” for single-family and two-family lots proposed within 200 feet (*inside*) the PD boundary that include:
- 30. a. Minimum Required Front Yard(s)
 - 30. b. Minimum Required Side Yards(s)
 - 30. c. Minimum Required Rear Yards(s)
 - 30. d. If such lots have varying yard requirements, then a typical layout for each lot type must be shown (i.e., corner lots, irregularly shaped lots) (*Per Section 6.01.03 of the LDC*)
 - 30. e. Note if not applicable
31. If optional building elevations or renderings for specific architectural designs for non-residential or multi-family structures (*including townhomes*) are proposed, they shall be shown on the site plan (*as an insert*)
- 31. a. Note if none
32. The general location and nature of fences, walls, and buffering to be provided with specific attention to the project periphery
- 32. a. Landscape buffer alternative(s), if proposed, need(s) to be identified and depicted on the plan
 - 32. a. 1. Note if no alternatives proposed (*this does not eliminate the information requirements of buffering and screening above*)

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PROJECT DATA TABLE

- 33. Provide a "Project Data Table" formatted and annotated in a manner that facilitates cross reference with the plan graphics and provides the following information:
- 34. Gross acreage in the proposed PD
- 35. All Comprehensive Plan designation(s) of the project site
 - 35. a. List each plan designation on the project site
 - 35. b. Acreage for each Comprehensive Plan designation separately identified if more than one in the project site
 - 35. c. Each Comprehensive Plan designation separately identified for each development use pocket/area/tract, if more than one designation is in a pocket of the PD
- 36. Acreage of environmentally sensitive areas by type (*see also Environmental Information, #62*)
 - 36. a. Acreage for each type separately identified for each Comprehensive Plan designation on the project site
 - 36. a. 1. Note if none
- 37. Acreage for man-made water bodies (*do not include retention*)
 - 37. a. Acreage for each man-made (*do not include retention*) water body separately identified for each Comprehensive Plan designation on the project site
 - 37. b. Note if none
- 38. Acreage of natural water bodies
 - 38. a. Acreage for each natural water body separately identified for each Comprehensive Plan designation on the project site
 - 38. b. Note if none
- 39. Proposed residential uses:
 - 39. a. Type(s) [*Single-family detached, two-family (duplex), Townhomes (single-family attached), or multi-family*]
 - 39. b. Number of proposed dwelling units (*Total for each type*)
 - 39. c. Gross Density of Project
 - 39. d. Gross Density of each use pocket/area/tract
 - 39. e. Include any proposed FLEX of Comp Plan designations in all calculations
 - 39. f. Note if not applicable

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40. Proposed non-residential uses:

40. a. Proposed Floor Space (*maximum square footage*) for each use type (retail, office, etc.)
40. b. Gross Floor Area Ratio (maximum FAR) for each use type (retail, office, etc.)
40. c. If more than one non-residential use is proposed, provide the:
40. c. 1. Acreage for each use pocket/area/tract
40. c. 2. Acreage of natural water bodies for each use pocket/area/tract
40. c. 3. Acreage of man-made (do *not include retention*) water bodies for each use pocket/area/tract
40. c. 4. Acreage of environmentally sensitive areas for each use pocket/area/tract
40. c. 5. Gross intensity of Project
40. c. 6. Gross intensity of each use pocket/area/tract
40. c. 7. Comprehensive Plan designation for each use pocket/area/tract
40. c. 8. Include any proposed FLEX of Comp Plan designations in all calculations
40. d. Note if not applicable

DEVELOPMENT STANDARDS FOR ALL PROPOSED USES

41. Minimum lot size(s)
42. Minimum lot width(s)
43. Minimum Required Front Yard(s) (*for all uses*)
44. Minimum Required Side Yard(s) (*minimum side setback for single-family and two-family uses; perimeter side yards for townhomes and multi-family; or perimeter side yards for non-residential*)
44. a. *Minimum distance between multi-family or townhome structures*
45. Minimum Required Rear Yard(s) (*minimum rear setback for single-family and two-family uses; perimeter rear yards for townhomes, multi-family and non-residential*)
46. Maximum building height (*in feet and number of stories*)
47. Maximum FAR (*non-residential uses*)
48. Maximum building coverage (*expressed as a percentage*)
49. Maximum impervious surface (*for non-residential uses*) (*expressed as a percentage*)

TRANSPORTATION INFORMATION

50. Show the project's points of ingress and egress for principal pedestrian, vehicular, mass transit and waterway traffic (*Please include proposed directional flow arrows at points of ingress/egress*)
50. a. Location of existing points of ingress/egress
50. b. Identify existing points of ingress/egress to be closed or modified
50. c. Location of proposed points of ingress/egress

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51. Show the general roadway/traffic circulation patterns within the PD district indicating the hierarchy, if applicable, of project roadways
52. Note on the plan whether project roads will be public or private
52. a. If the roads are to be private, note on the plan whether they will be gated
53. Cross access points between project phases, pockets or areas:
53. a. Existing
53. b. Proposed
53. c. Show all physical barriers that constrain the cross access
53. d. Note if none
54. Cross access between the project site and adjacent properties to the project:
54. a. Existing
54. b. Proposed
54. c. Show all physical barriers that constrain the cross access
54. d. Note if none
55. General location of proposed parking and service areas within 200 feet (*inside*) of the project boundaries
55. a. Note if not applicable
56. The amount of rights-of-way (ROW) to be dedicated and/or reserved by the project, if applicable, in order to meet minimum ROW criteria as identified in the latest edition of the Hillsborough County Transportation Manual (TTM) and/or identified on the MPO Needs Map and Hillsborough County Corridor Plan.
56. a. Note if none
57. Depict and identify all public rights-of-way on the site plan according to the Functional Classification Map, adjoining, traversing, or within 150 feet of (*adjacent to*) the proposed district by:
57. a. Name
57. b. Classification
58. Depict and identify all private roadways/driveways adjoining, traversing, or within 150 feet of (*adjacent to*) the proposed district on the site plan by name and label as private
59. The following information shall be provided on the Site Plan for all roadways, both public and private, adjoining, traversing, or within 150 feet of (*adjacent to*) the project boundaries:
59. a. Location of all other streets or driveways which intersect adjacent streets
59. a. 1. Note if none
59. b. Points of ingress/egress (*on roadways, in addition to those proposed for the project*)
59. c. Driveway and curb cut locations
59. c. 1. Existing
59. c. 2. Proposed
59. c. 3. Note if none

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- 59. d. Right-of-way width, both public and private roadways
- 59. e. Pavement width
- 59. f. Type of surface
- 59. g. Surface conditions
- 59. h. Number of lanes at mid-block (*indicate whether lanes are divided or undivided*)
- 59. i. Number of lanes at intersections
- 59. j. Location and type of all existing and proposed median openings
 - 59. j. 1. Note if none existing
 - 59. j. 2. Note if none proposed
- 59. k. Location and type of traffic control devices
 - 59. k. 1. Note if none
- 59. l. Location of sidewalks, bikeways and transit stops in the right-of-way
 - 59. l. 1. Note if none

60. Public Transit Facilities per LDC Section 6.02.17 and Section 6.03.09

60. a. If Public Transit Facilities are **required** by LDC thresholds:

- 60. a. 1 Show *and label* location of proposed Public Transit Facilities
- 60. a. 2. Provide a note with a brief explanation if not proposing the required Public Transit Facilities

NOTE: Full justification for not providing required Public Transit Facilities must be submitted with the application, in addition to the brief note required on the site plan.

60. b. If Public Transit Facilities are **not required** by LDC thresholds:

- 60. b.1. Show location of optional proposed Public Transit Facilities
- 60. b.2. Note if none

UTILITIES INFORMATION

- 61. Identification of type of water/wastewater service utilized by project. Location of IWWTP, if applicable.

ENVIRONMENTAL INFORMATION

62. A general interpretation, based on aerial photographs and soil surveys, of the location of all water courses, lakes, conservation areas, preservation areas, wooded areas, upland habitat areas, or other such natural physical features shall be shown:

- 62. a. Within the project boundaries
- 62. b. Within one hundred fifty (150) feet of (*adjacent to*) the project boundaries
- 62. c. Note if none

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MAJOR MODIFICATIONS OF EXISTING PLANNED DEVELOPMENTS

63. Site plans shall be based upon the currently approved general site plan (*most recent certified site plan, including the entire PD boundary*) revised as necessary to provide all of the information described above for the area being modified. (*See page one of this check list for site plan submittal instructions*)
63. a. A 2-page site plan of the existing Planned Development shall be required if the PD is too large to show both the entire boundary of the existing PD and for providing the required DRPM information for the area being modified.
63. a.1. The first page shall be of the existing Certified General Site Plan with a notation indicating the area being modified (*label and depict*). Show page number as 1 of 2.
63. a.2. The second page shall contain a detailed site plan of the area being modified with all required information. Show page number as 2 of 2.
64. Applicant shall provide a copy of the currently approved PD conditions showing all proposed revisions. Existing text that is proposed to be deleted shall be struck through (~~text to be deleted~~) while new text proposed to be added shall be underlined (text to be added).

IMPORTANT

Site plans for rezoning applications for
Planned Development - Specific (PD-S) Zoning Districts
(including applications with concurrent Site Development Reviews)
require additional information

per Sections 5.03.00 and 5.03.05 of the Land Development Code (LDC).

Please see the

SEPARATE CHECK LISTS WITH ADDENDUM 1 or WITH ADDENDUM 2
for Information Requirements

in addition to the regular PD requirements.

Information in Addendums 1 or 2 shall supercede the requirements for a PD if there is a conflict.

END