

**PERSONAL APPEARANCE
FEE WAIVER
(NON-NOTICED)**

APPLICATION INFORMATION PACKET

Applications cannot be accepted without an appointment.

**Call (813) 277-1630
to schedule an appointment to file an application.**

**All applications filed after 3:00 p.m. will be processed and
considered as filed on the next business day.**



**Hillsborough County
Florida**

**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.**

**PERSONAL APPEARANCE
(NON-NOTICED)**

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

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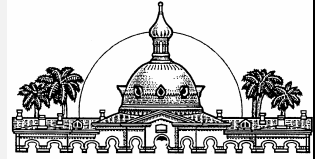
APPLICATION PREFIX AND NUMBER: _____ - _____ - _____

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

DATE: _____ TYPE: _____

RECEIPT NUMBER: _____

APPLICATION TYPE AS REFERENCED IN LDC: _____



Hillsborough County
Florida

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

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)

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

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

PERSONAL APPEARANCE (PRS) BEFORE THE BOARD OF COUNTY COMMISSIONERS

Personal Appearance (PRS) is a procedure structured to provide a framework for review and decision by the Board of County Commissioners (BOCC) for certain types of applications or other items which **may** not require a hearing officer recommendation or public notice.

A. General

There are two types of Personal Appearances: Non-Noticed, and Noticed.

1. The Non-Noticed Personal Appearance process provides a procedural framework for consideration and decision by the BOCC on various types of applications/issues that do not require public notice. Examples of these items are Developments of Regional Impact (DRI) annual reports.
2. The Noticed Personal Appearance process provides a procedural framework for consideration and decision by the BOCC on various types of applications/issues that require public notice, but do not require hearing officer review. Examples of these items are minor modifications to planned developments and DRI notice of proposed change.

B. Preapplication

A preapplication conference with county staff is encouraged prior to application submittal.

C. Application and Fees

All applications for PRS **shall** be initiated in accordance with this manual by payment of fees as referenced in Section 2.0 and by filing an application as referenced in Section 3.0 with attached required supplemental information.

D. Setting the Matter for Hearing

A public hearing date for the PRS application to be considered by the BOCC **shall** be established based on a schedule established by the Administrator.

E. Public Notice

For Noticed Personal Appearances only, public notice **shall** be provided in accordance with Section 12.0 of the manual.

F. Staff Reports

A report **shall** be prepared by staff evaluating the application. Said report shall be prepared in sufficient time to be made available to the public in accordance with the PRS schedule adopted by the Administrator.

G. Order of Appearance Before the Board

The order of appearance and total time allotments shall be:

1. Applicant oral argument. (15 minutes)
2. Administrator; summary of the application; County staff and department findings. (5 minutes)
3. Planning Commission staff, statement of compliance or noncompliance, if applicable. (5 minutes)
4. Party of record (non-applicant) oral argument. (15 minutes)
5. Staff; amended recommendations, if any. (5 minutes)
6. Applicant; rebuttal. (5 minutes)

H. Nature of Hearings

To the maximum extent practicable, the hearings shall be informal. Questioning shall be confined as closely as possible to the scope of direct testimony. The BOCC may call and question witnesses as deemed necessary and appropriate.

I. Evidence

Irrelevant, immaterial, or unduly repetitious evidence shall or may be excluded. Any part of the evidence may be received in written form, and all the testimony shall be under oath.

PERSONAL APPEARANCE SUBMITTAL PROCEDURES

This section includes submittal requirements for all types of PRS applications.

General Submittal Requirements

1. Fee Payment - as referenced in Section 2.0 of the Development Review Procedures Manual, except that no fee shall be required for fee waiver requests.
2. Application - as referenced in Section 3.0 of the Development Review Procedures Manual.
3. Written Statement - describing the request in detail

Checklist of Submittal Requirements For a Non-Noticed PRS

	Applicant Initials	Intake Initials	Requirements
1.	_____	_____	Application (Included in this packet)
2.	_____	_____	Written Statement