



PLANNED DEVELOPMENT REZONING APPLICATION

IMPORTANT INSTRUCTIONS TO ALL APPLICANTS:

You must schedule an appointment to submit this application. To request an appointment please call 813-277-1630 or send an email to zoninginfo@hillsboroughcounty.org.

All requirements listed on the submittal checklist must be met. **Incomplete applications will not be accepted.**

Property Information

Address: _____ City/State/Zip: _____ TWN-RN-SEC: _____

Folio(s): _____ Zoning: _____ Future Land Use: _____ Property Size: _____

Property Owner Information

Name: _____ Daytime Phone: _____

Address: _____ City/State/Zip: _____

Email: _____ FAX Number: _____

Applicant Information

Name: _____ Daytime Phone: _____

Address: _____ City/State/Zip: _____

Email: _____ FAX Number: _____

Applicant's Representative (if different than above)

Name: _____ Daytime Phone: _____

Address: _____ City / State/Zip: _____

Email: _____ FAX Number: _____

I HEREBY SWEAR OR AFFIRM THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION PACKET IS TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE, AND AUTHORIZE THE REPRESENTATIVE LISTED ABOVE TO ACT ON MY BEHALF FOR THIS APPLICATION.

Signature of Applicant

Type or Print Name

I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION AND RECOGNIZE THAT THE FINAL ACTION ON THIS PETITION SHALL BE BINDING TO THE PROPERTY AS WELL AS TO CURRENT AND ANY FUTURE OWNERS.

Signature of Property Owner

Type or Print Name

Office Use Only

Intake Staff Signature: _____ Intake Date: _____

Case Number: _____ Public Hearing Date: _____

Receipt Number: _____ Type of Application: _____

Planning and Growth Management Department, 601 E Kennedy Blvd. 20th Floor

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.

Signature (Property Owner)

Signature (Property Owner)

STATE OF FLORIDA	
COUNTY OF HILLSBOROUGH	
The foregoing instrument was acknowledged before	
me this _____ by _____	
Date	Property Owner
Who:	
_____ Personally known to me	_____ Florida Drivers License
_____ Other Type of Identification	
And Who:	
_____ did _____ did not take an oath.	
_____ Signature of Notary taking acknowledgement	
_____ Type/Print Name of Notary	
_____ Commission Number	_____ Expiration Date

STATE OF FLORIDA	
COUNTY OF HILLSBOROUGH	
The foregoing instrument was acknowledged before	
me this _____ by _____	
Date	Property Owner
Who:	
_____ Personally known to me	_____ Florida Drivers License
_____ Other Type of Identification	
And Who:	
_____ did _____ did not take an oath.	
_____ Signature of Notary taking acknowledgement	
_____ Type/Print Name of Notary	
_____ Commission Number	_____ Expiration Date

VARIATIONS –CRITERIA FOR REVIEW

For each variation being requested, you must provide a detailed response to each of the following criteria. If additional space is needed, please attach extra pages to this application.

1. Explain how the variation is necessary to achieve creative, innovative, and/or mixed use development that could not be accommodated by strict adherence to current regulations.

2. Describe how the variation is mitigated through enhanced design features. Design features must be clearly indicated on the site plan and the applicant must demonstrate how the feature is proportionate to the degree of variation being requested.

3. Explain how the variation is in harmony with the purpose and intent of the Hillsborough County Land Development Code.

4. Explain how the variation will not substantially interfere with or injure the rights of adjacent property owners.

PD GENERAL SITE PLAN – MINIMUM REQUIREMENTS

All Planned Development rezoning requests must include a general site plan that contains all information listed below. If the plan does not contain all required information, as determined by Hillsborough County, the application will not proceed to public hearing. For more detail on site plan requirements refer to the Development Review Procedures Manual (DRPM) Section 6.2.1(<http://www.hillsboroughcounty.org/pgm/zoning/developmentreview.cfm>) If approved, the site plan will be binding upon all property owners and his/her successors of title. Please see Attachment B for an example of the layout of a general site plan. **In cases where an informational requirement does not apply, a notation shall be placed in the Project Data Table indicating why said requirement is not applicable (i.e. – No existing water bodies exist within the project).** *Twelve Copies (folded) of the general site plan shall be provided on minimum sheet size of 24 x 36 inches.*

Legal Description

- The legal description of the project boundary must be included on the site plan.

Vicinity Map

- A vicinity map showing the general location of site within Hillsborough County.

Title Block

- The name of the proposed Planned Development and the address of the subject property.
- The name and address of the professionals associated with the request: developer(s); architects; engineer; and/or planners associated with the project.
- Statement of scale (Engineering scale must be utilized), scale bar, north arrow, dates of any revisions, and plan set number.

Project Data Table

- The gross acreage of the property and acreage of each development pod/parcel, if applicable.
- The Comprehensive Plan Designation(s)/ Future Land Use Designation of the property. If a flex of a land use category is proposed, include designation to be flexed and the land area involved.
- Land Use information is available from the Planning Commission at: <http://www.theplanningcommission.org/hillsborough/luis>
- The gross acreage of any natural or man-made water bodies and/or any environmentally sensitive areas within the project.
- Information regarding environmentally sensitive areas may be available from the Environmental Protection Commission at: <http://www.epchc.org/>
- The total number of dwelling units proposed, the type of unit, and the gross density
- If project includes development pods/parcels, information must be provided per pod/parcel and project wide.
- The total square footage of non-residential development, the type of development (ie retail, office), and the gross FAR for each use

- If project includes development pods/parcels, information must be provided per pod/parcel and project wide

Community Planning Area / Overlay District

- Information regarding community planning areas can be found at the following website <http://www.hccommunityplanning.com/>

Special Designations – Including but not limited to Coastal High Hazard Area, Wellhead Resources Protection Area, Surface Water Resource Protection Area, Potable Water Wellfield Protection Area, Scenic Corridor

- Additional information may be obtained at: <http://www.hillsboroughcounty.org/pgm/resources/gismaps/>

Development standards for all proposed uses, including minimum lot size, minimum lot width, required yards (front, side, and rear), maximum building height, maximum FAR (nonresidential uses), maximum building coverage and maximum impervious surface.

- If any proposed specific architectural designs for are proposed, building elevations or renderings shall be shown on the general site plan.

Statement of any variations being requested to Part 6.05.00, Part 6.06.00, or Part 6.07.00 of the Land Development Code.

Identification of the type of water/wastewater service to be utilized by the project and indication of whether the property is in the Urban or Rural Service Area.

General Site Plan Graphics - The following information must be graphically depicted on the General Site Plan

Required Information within PD project Boundaries

Current zoning(s) and Comprehensive Plan designation(s). If a flex of a comprehensive plan category is proposed you must delineate the flex area.

All plats, parcel lines, rights-of-way, easements and property folio numbers. If any vacations are proposed you must note them on the plan.

Location, footprint, and proposed use of any existing structures that are to remain in the proposed development.

The general location and nature of proposed fences, walls, and buffering. Landscape buffer alternative(s), if proposed, shall be identified and depicted on the plan.

Location, boundaries and acreage of proposed common open space/recreation areas and any areas proposed for public park lands or public school sites.

Location, boundaries and acreage of water bodies and identification of each body as natural or man-made.

Building envelopes for non-residential and multi-family structures proposed within two hundred (200) feet of the PD boundary.

"Typical lot layouts" showing required front, rear and side yards for single- and two-family lots proposed within two hundred (200) feet of the PD boundary. If such lots have varying yard requirements, then a typical layout for each lot type must be shown.

Designated historic landmarks and other historical or archaeological sites and structures, and notation of whether said resources are to remain.

- More information on historic landmarks/sites in Hillsborough County can be obtain at: <http://www.hillsboroughcounty.org/pgm/communityplanning/historicpreservation/>

Location of required, if applicable, Public Transit Facilities per Land Development Code Section 6.02.17 and Section 6.03.09 or written justification for not providing said facilities.

Required information for property outside the PD Boundaries

Current zoning(s) and Comprehensive Plan designation(s) of all property within 150 feet of the project boundaries. Where adjacent properties are Planned Development include the latest PD rezoning number.

All plats, parcel lines, easements and property folio numbers within 150 feet of the project boundaries.

Current uses of properties, including location and general footprints of existing structures, within 150 feet of project boundaries (i.e. single-family, retail, office, undeveloped). Where such properties are zoned PD and undeveloped the PD rezoning number, and latest modification number if applicable, shall be identified along with a general statement regarding what type of development is approved within the PD (i.e. residential and office, commercial, multi-family)

Designated historic landmarks and other historical or archaeological sites and structures within 150 feet of project boundaries.

- More information on historic landmarks/sites in Hillsborough County may be obtain at: <http://www.hillsboroughcounty.org/pgm/communityplanning/historicpreservation/>

Transportation/Circulation Information to be shown on the General Site Plan

Existing and proposed points of ingress and egress for principal pedestrian, vehicular, mass transit and waterway traffic, and the general roadway/traffic circulation patterns within the PD district indicating the hierarchy, if applicable, of project roadways. Existing points of ingress/egress that are to be closed or modified shall be identified. Additionally, a note shall appear on the plan stating if project roads will be public or private and, if the latter, whether they will be gated.

Existing and proposed cross access points between project phases, pockets or areas and between the project site and adjacent properties. If cross access is constrained by physical barriers, the barriers shall be shown on the plan.

General location of proposed parking and service areas within two hundred (200) feet of the project boundaries, when applicable.

The amount of rights-of-way 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.

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. Additionally, the right-of way width, number of lanes and location of all median openings on said roadways in the vicinity of the project. Private roads shall be named and labeled as private.

The location of all existing 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.

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

Environmental Information

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 the project boundaries. Additionally, all such areas outside the project within one hundred fifty (150) feet of the project boundaries shall be shown.

- Information regarding environmentally sensitive areas available from the Environmental Protection Commission at: <http://www.epchc.org/>

Applicant Signature: _____
I certify that the general site plan includes all material checked above.

PLANNED DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST

The checklist below includes items and information that must accompany all Planned Development rezoning requests. The applicant must fill out the checklist by placing a checkmark in each box indicating the information has been provided and sign below certifying that the application is complete. Failure to submit accurate data may require the application to be continued to a later public hearing date.

Incomplete applications will not be accepted.

- Application Fee - Check made payable to Hillsborough County Board of County Commissioners.
- Completed and signed PD rezoning application (page 1) and Affidavit to Authorize Agent, if applicable.
- Completed Project Narrative
- Completed Variation for Site Design and Variation Criteria Response Form, if applicable.
- Completed and signed PD General Site Plan Minimum Requirements with 12 folded copies of the plan – minimum sheet size 24 x 36 (See Exhibit B for layout example)
- Detailed Transportation Analysis or letter documenting the project does not warrant study based upon the established criteria (See Attachment A)
- Signed Pre-submittal conference form (See Attachment C)
- Adjacent Property Owners List. The list must be obtained from the Property Appraisers Office located on the 16th floor of the County Center Bldg (601 E. Kennedy Boulevard). **Do not retype the list.**
 - If your property has an Agricultural Future Land Use Designation or a Future Land Use Designation of RES-1 you must obtain a list of all property owners within **500 feet** of the subject property. For all other Future Land Use Categories you must obtain a list of all property owners within **300 feet** of the subject property. *NOTE: you will receive a list of Affected Neighborhood Organizations or Civic Associations from staff at the time you file the application.*
- Recorded Deed for the Subject Property. This can be obtained from the Clerk of the Circuit Court Recording Library located at 419 Pierce Street.

Applicant Signature: _____

I certify that I have completed the application and have included all material checked above.

ATTACHMENT A

TRANSPORTATION ANALYSIS REQUIREMENTS

Is the project anticipated to generate greater than one (1) percent of the Level of Service “C” capacity of adjacent streets or 50 peak hour trips, which ever is greater? Yes _____ No _____

If no, you must submit a letter with our application documenting the project does not warrant study based upon the criteria above.

If yes, you must submit a detailed transportation analysis that is Signed and Sealed by a Professional Engineer. The transportation analysis shall be prepared using generally accepted traffic analysis standards and should include the following information:

- a. An overview of the project containing, at a minimum,
 - 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:

Proposed Project Daily Trip Generation.	Maximum Radius of Development's Area of Influence
0--200	Address only the segments of regulated roads that are directly accessed by the proposed project.
201--500	0.5 miles
501--1,000	1.0 miles
1,001--5,000	2.0 miles
5,001--10,000	3.0 miles
10,001--20,000	4.0 miles
Over 20,000	5.0 miles

- 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 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.

- 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.
 - ii. 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.
- 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.
- i. 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.

ATTACHMENT C

REZONING PRE-SUBMITTAL MEETING

IMPORTANT INSTRUCTIONS TO APPLICANTS REQUESTING A PRE-SUBMITTAL MEETING:

*This application must be faxed to the attention of Sandra Scherbarth
FAX 813-272-5348, PH 813-276-8389, or (scherbarths@hillsboroughcounty.org).
Staff will contact you to confirm date and time of the Pre-Application Meeting.*

Applicant Information

Applicant / Owner: _____

Contact Person: _____ Daytime Phone: _____

Email (required): _____ FAX Number: _____

Property / Project Information

Project Name: _____ Proposed Use: _____

Project address or Intersection: _____

Folio number (s) of all parcels: _____

Section/Township/Range: _____ Acreage: _____

Initial zoning counseling date: _____ Name of Planner who counseled you _____

Requested pre-submittal meeting date: _____

Site Plan / Sketch Requirements

All pre-submittal meeting applicants must include a site plan or sketch, 8 ½ x 11, of the submit property and proposed improvements. The plan must include the following:

- Proposed access points
- General location of environmental features, if known (wetlands, trees, significant wildlife habitat)
- The general location of proposed building envelopes

Meeting Information

To be completed at the Pre-application meeting

Meeting Date: _____ Staff in Attendance: _____

Staff Comments: _____
