

**SPECIAL USE  
(GENERAL)  
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.**



**Hillsborough County  
Florida**

**THE HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS  
ADDOPTED 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.**

**SPECIAL USE  
(GENERAL)**

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

Shaded Area For Official Use Only

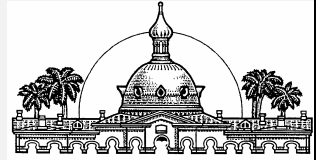
APPLICATION PREFIX AND NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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(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><b>STATE OF FLORIDA COUNTY OF HILLSBOROUGH</b> 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><b>STATE OF FLORIDA COUNTY OF HILLSBOROUGH</b> 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 \_\_\_\_\_

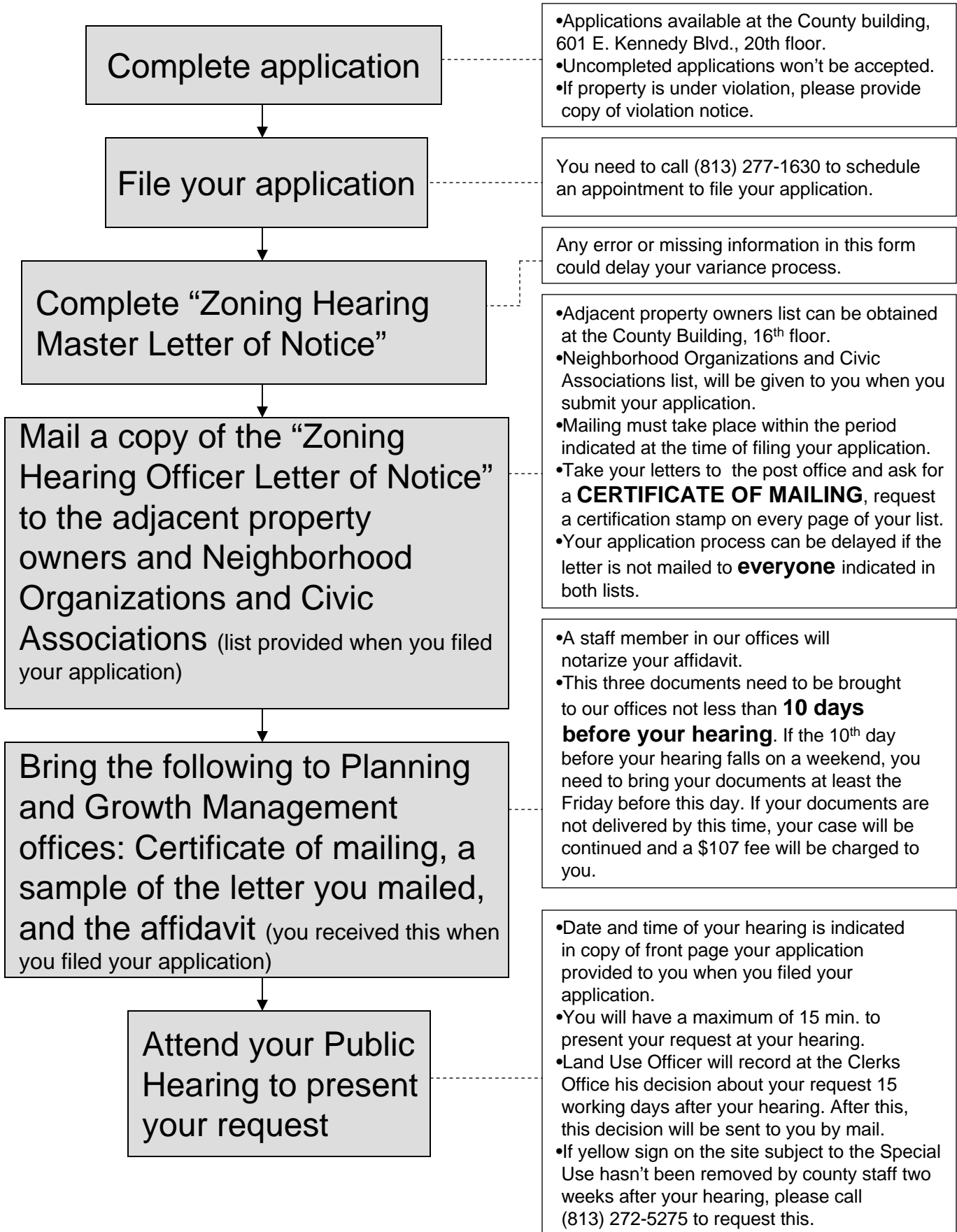
List each folio within the proposed project along with the corresponding information for each (Use additional sheets if necessary).

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.

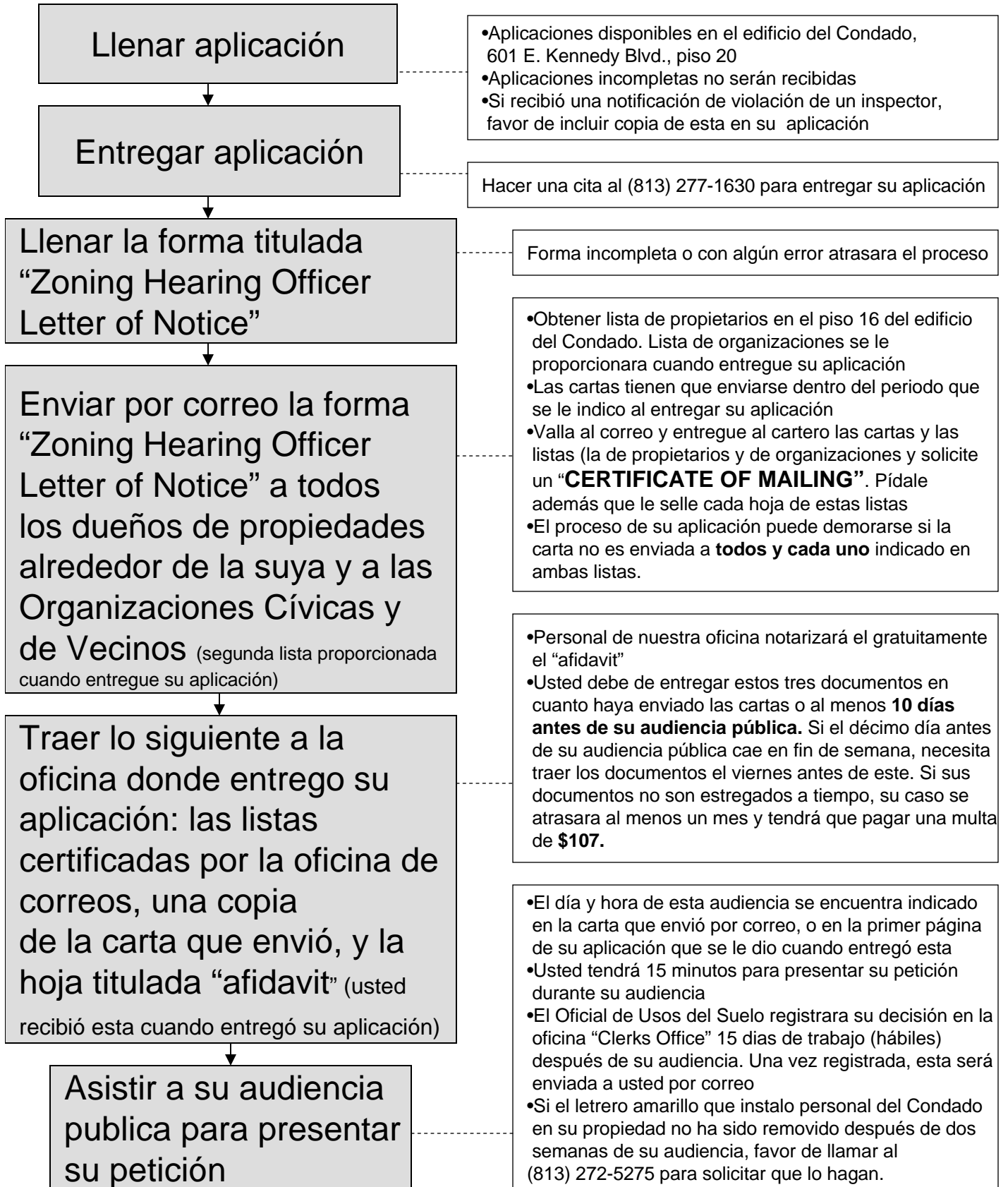
\*\* Section / Township / Range

# Special Use Process



Note: This process last approximately three and a half 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 Obtener un Uso Especial (Special Use)



Nota: El proceso demora aproximadamente tres 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 ISSUANCE OF DEVELOPMENT ORDERS (LAND USE HEARING OFFICER PROCESS)**

This section includes general application submittal and review information, and specific submittal requirements for applications that require review in accordance with Section 10.02.00 of the Land Development Code (LDC) for issuance of a development order through the Land Use Hearing Officer (LUHO) process.

### **SUBMITTAL AND REVIEW PROCEDURES**

This section includes general information for application submittals and reviews.

#### **A. Preapplication Conference**

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

#### **B. Application and Fees**

A request for a development order **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. Completeness Review**

All applications shall be reviewed for completeness in accordance with submittal requirements herein. If applications are determined to be incomplete, review of the application **may** be delayed or terminated in accordance with Section 10.02.02.B. of the **LDC**.

#### **D. Setting the Matter for Public Hearing Before the Land Use Hearing Officer**

The Administrator shall set the matter for hearing before a LUHO in accordance with Section 10.02.02.C of the LDC.

#### **E. Public Notice Requirements**

Public notice shall be provided in accordance with Section 10.02.02.D of the LDC and Section 12.0 of the manual.

#### **F. Motions for Disqualification**

Motions for disqualification of a LUHO hearing shall be filed in accordance with Section 10.02.02.G of the LDC.

#### **G. Application Review**

The application shall be reviewed in accordance with prescribed general and specific review criteria herein and the LDC and in compliance with the Comprehensive Plan.

## **H. Staff Reports**

When an application has been set for hearing before the LUHO, the Administrator shall coordinate and assemble the reviews of other departments and governmental agencies having an interest in the application and shall prepare a report summarizing the factors involved and the department findings, recommendations, and conditions. The report shall be filed as required in Section 10.02.02.F of the LDC.

## **I. Hearing Before the Land Use Hearing Officer**

The nature of the hearings before the LUHO, including the order of presentation of the hearing, evidence which may be presented at the hearing and the matters that constitute the record of the hearing is set forth in Section 10.02.03 of the LDC.

The participants before the LUHO shall be the applicant, county staff, county agencies, proponents, and opponents, inclusive of the public and witnesses with relevant testimony. The proponent shall be defined as a participant in favor of the application, exclusive of the applicant; whereas, the opponent shall be defined as a participant against the application. Both definitions are inclusive of the public and any other parties of record.

## **J. Findings and Decision of the Land Use Hearing Officer**

The items that can be considered by the LUHO for making a decision are referenced in Section 10.02.03.E of the LDC. The decision of the LUHO shall be as described in Section 10.02.03.F of the LDC.

## **K. Reconsideration of a Matter**

On motion and upon such terms as are just, the LUHO may grant a rehearing of an application as prescribed in Section 10.02.03.H of the LDC.

## **L. Appeals**

Appeals to the decision of the LUHO shall be filed in accordance with Section 10.0 of the manual.

### **INFORMATION REQUIRED FOR APPLICATION SUBMITTAL SPECIAL USE PERMIT**

This section includes submittal requirement information for Special Use Permit applications. However, in addition to the information required herein, the Administrator may request submittal of supplemental information as may be necessary to adequately review an application.

#### **Sec. 5.2.1**

#### **General Description**

Special uses are certain uses that would not be generally appropriate to a zoning district without compliance to more stringent development standards or conditions. The list of special uses within this section include those special uses described in Section 2.03.00 of the LDC.

## Special Use Submittal Requirements

Unless otherwise required in supplemental submittal requirements for certain types of special uses, the following submittal requirements shall apply to all Special Use Permit applications.

1. Fee Payment - referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - referenced in Section 3.0 of the Development Review Procedures Manual.
3. Public Notice - provide public notice in accordance with requirements of Section 10.02.02.D of the LDC and procedures of Section 12.00 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.

- 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 must be provided.
4. Code Compliance / Project Description Statement - unless otherwise required by the Administrator, a statement including the following shall be provided:
    - description of how the proposal will comply with specific standards in the LDC. If the project does not comply with specific standards of the LDC, then a detailed statement shall be submitted addressing proposed "Variations from Regulations" in accordance with criteria referenced in Section 11.04.02.D, of the LDC shall be provided.
    - detailed description of proposal.
    - describe any issues related to existing zoning violations (attach copy of citation)

5. Conceptual Site Plan - 12 full size (24 inch x 36 inch) folded copies and one 8½ inch x 11 inch reduced copy shall be provided with the application, and with resubmittals for revision, if necessary. The site plan shall be drawn to a sufficient and commonly used scale to show all of the information required to review the site plan.
- a. Specific Information - to the extent possible, the site plan shall include information (graphic and/or data) to demonstrate compliance with applicable sections of the LDC: Special Use Section 10.02.00 and/or Specified Use Section 6.11.00 standards of the LDC.
- b. General Information - Unless otherwise determined by the Administrator, site plans should include the following information:  
Title Block with the following:
- title of the project,
  - names of the project planner(s) and developer(s),
  - date,
  - north arrow,
  - address of site, and
  - scale.
- Location of the (existing and proposed) site features as follows:
- project boundaries,
  - roads, drives, access easements of subject and adjacent sites (indicate name and functional classification of road),
  - existing and approximate location of proposed points of ingress and egress,
  - existing and approximate location of proposed structures,
  - fences,
  - approximate location of water courses,
  - approximate location of environmentally sensitive areas (wetlands, habitat areas, conservation or preservation areas),
  - easements,
  - existing or proposed slabs, etc.,
  - approximate location of off-street parking and off-street loading areas,
  - proposed screening and buffer areas,
  - existing trees,
  - indicate land uses adjacent to project boundaries and across roads from project boundaries,
  - approximate size and location of stormwater pond areas, and
  - if mixed use is proposed, delineate area dedicated to proposed and existing uses on subject property folio.
- Site Data as follows:
- proposed utilities,
  - structure height,
  - Comprehensive Plan category,
  - zoning,
  - existing uses,
  - percentage of ground coverage by structures,
  - percentage of open space,
  - approximate percentage of site which is environmentally sensitive (wetlands, habitat, conservation or preservation),
  - **numbers** of off-street parking and off-street loading spaces (indicate handicap parking), and
  - total project density (dwelling units per acre) and/or intensity (floor area ratio).
6. General Location Map - included on site plan or attached separately, showing general location of the site relative to the county as a whole.

7. Current Aerial Photographs - one (1) copy which includes subject site, site shall be outlined.
8. Legal Description - typed on separate page.
9. Deed - copy of recorded deed.

#### **Section 5.2.1.2 Community Residential Home Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Community Residential Home applications.

1. For Type B and C homes, a survey showing all other Type B and C community residential homes within 1,200 feet of the proposed home, and all areas of non-agricultural single-family zoning with 500 feet of the proposed home.

#### **Section 5.2.1.3 Correctional Facility Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Correctional Facility applications.

1. Documentation of the measures to be utilized to prevent the escape of inmates.

#### **Section 5.2.1.4 Farm Worker Housing Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Farm Worker Housing applications.

1. An affidavit from the property owner or housing provider stating the proposed project will provide housing only for farm workers or their dependents.
2. For farm worker housing in Comprehensive Plan areas other than AM, A, AR, AE, RES-1 and RES-2-P, documentation the proposed housing will be located within one mile of a commercially productive farm.

#### **Section 5.2.1.6 Landfills, Class I, II and III, Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Landfill applications.

1. For all landfills, a survey showing all properties occupied by a school, house of worship or hospital within 1,000 feet of the proposed landfill.
2. For landfills adjacent to property or properties occupied by a dwelling, a survey showing the distance from the proposed fill area to the nearest part of the dwelling(s) and the nearest private potable water well(s).
3. For Class I and II landfills, documentation the proposed landfill is at least 10,000 feet away from any licensed and operating airport runway used by turbine powered aircraft, and at least 5,000 feet from and licensed and operating airport runway used by piston powered aircraft only, or documentation the proposed landfill will be designed and operated in a manner that does not pose bird hazards to aircraft.

### **Section 5.2.1.7 Non-Industrial Uses in Industrially Designated Areas Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Non-Industrial Uses in Industrially Designated Areas applications.

1. For uses proposed in PD districts, documentation of the amount of conforming development within the PD for which building permits or certificates of occupancy have been lawfully issued.
2. For uses proposed outside of PD districts, documentation of the amount of conforming development within the same block and the blocks contiguous or across the street.

### **Section 5.2.1.8 Wastewater Treatment Plants and Facilities Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Wastewater Treatment Plants and Facilities applications.

1. Certification from the Engineer of Record that the design of the proposed plant/facility includes odor and noise nuisance control and mitigation measures approved by Hillsborough County.
2. For Type 1 plants, a survey or site plan showing the proposed facility will be at least 150 feet from any off-site property zoned or used for agricultural or residential purposes, and at least 150 feet away from any on-site platted residential lot or dwelling unit.
3. For Type 2 plants, a survey or site plan showing the proposed facility will be at least 250 feet from any off-site property zoned or used for agricultural or residential purposes, and at least 250 feet away from any on-site platted residential lot or dwelling unit.
4. For master pump/lift stations serving 3,000 EDUs or greater, a survey or site plan showing the proposed facility will be at least 50 feet from any residential structures or building envelopes.

## Checklist of Submittal Requirements for a Special Use

	<b>Applicant Initials</b>	<b>Intake Initials</b>	<b>Requirements</b>
1.	_____	_____	<b>Fee Payment</b>
2.	_____	_____	<b>Application</b> (Included in this packet)
2.a.	_____	_____	<b>Affidavit to Authorize Agent</b> (If applicable) <b>NOTE:</b> All property owners must sign either the Application form or the Affidavit to Authorize
2.b.	_____	_____	<b>Property Information Sheet</b> (all information must be completed for each folio included in the request.)
2.c.	_____	_____	<b>Copy of Recorded Deed(s)</b> (can be obtained in the Records Library on the 6 <sup>th</sup> floor of 501 E. Kennedy Blvd.)
3.			<b>Public Notice</b> (Notice Letters and Affidavits will be obtained at time of filing)
3.a.	_____	_____	- <b>Adjacent Property Owners List</b> (information can be obtained from the Property Appraisers office on the 16 <sup>th</sup> floor – must be put into list format)
3.b.	_____	_____	- <b>List of Affected Neighborhood Organizations and Civic Associations</b> (will be obtained at time of filing)
4.	_____	_____	<b>Code Compliance / Project Description Statement</b>
5.	_____	_____	<b>Conceptual Site Plan</b>
6.	_____	_____	<b>General Location Map</b>
7.	_____	_____	<b>Aerial Photographs</b> (can be obtained on the 21 <sup>st</sup> floor)
8.	_____	_____	<b>Legal Description</b>
9.	_____	_____	<b>Supplemental Information</b>