

Subdivision Presubmittal Conference Submittal Package Cover Page

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

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

The goal of Development Services is to provide you with courteous and professional service in a timely manner. Thank you for investing your time in a presubmittal conference.

Important Contact Information:

**Zoning Counselors
Presubmittal Line
Fax
E-mail:**

**(813) 272-5600 option 3 then 1
(813) 272-5600 option 2 then 2
(813) 307-4443**

siteplanadmintasks@hillsboroughcounty.org



Hillsborough County
Florida

Presubmittal Conference Instructions

1. Complete the Presubmittal Conference Application and Project Information Form. If you need assistance completing the bottom portion of the form call or visit one of our Zoning Counselors located at 601 E. Kennedy Blvd., 19th Floor. No appointments are necessary to visit with a Zoning Counselor.
2. To schedule a presubmittal date please submit your completed package by e-mail to: siteplanadmintasks@hillsboroughcounty.org. If you prefer you may also do so via regular mail or in person. Please be advised that incomplete submittals will be rejected.
3. Submit your application and completed submittal package to the Site Intake Section of Development Services located on the 19th Floor. At that time you will be given the date of your Presubmittal Conference. Please note that there may be multiple applicants meeting on this date and that applicants are served on a “first come first served basis”. Our conferences begin promptly at 9:00am and end at 11:00am. In the event that there are no applicants present at 9:00am, the meeting will be adjourned at 9:15am. Likewise, if no applicants are present immediately following a previous conference with another applicant, the meeting will be adjourned.

This section is provided for your use:

Appointment Date and Time: _____

Name of Project Manager: _____

Notes: _____

SUBDIVISION PRE-SUBMITTAL CONFERENCE PACKAGE REQUIREMENTS

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

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

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of these requirements is being addressed. The project name on all documents shall be consistent.
- 2) One (1) copy of the **Presubmittal Conference Application & Project Information Form** completely filled out prior to submittal.
- 3) One (1) set of preliminary development plans on 8½x11 sheet. (See attached for items to be included on drawing). These preliminary plans do not need the signature and seal of the engineer.
- 4) A narrative explaining the proposed development. Include information on of size of property, # of lots, zoning district, future land use category, water and sewer services, wetland impacts, density transfers, access, storm water management, phasing, etc.
- 5) One (1) section map with the project site clearly highlighted and project name labeled.
- 6) One CD with all of the above information included. Each document must be in an individual PDF format (ex: A five page form is to be converted into ONE PDF document.)

The development plan must be drawn to scale, labeled and include the following items:

1. Folio number(s).
2. Total acreage of the parent parcel (pre-subdivision parcel) being divided.
3. The area (acreage) of each lot being created.
4. Total number of lots.
5. Dimensions of the parent parcel.
6. Dimensions of each new lot including dimensions along roadways.
7. North arrow.
8. Name(s) of all roadways adjacent to the parent parcel.
9. Existing right(s)-of-way widths and widths of any proposed right(s)-of-way.

10. Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate to the extent possible where the storm water from the property flows.
11. A note indicating whether streets are to be dedicated to the public or remain private.
12. A note detailing the availability of public water and sewer and the proposed method for providing services to each lot.
13. A note detailing the locations of fire hydrants located within 500 feet of the parent parcel property boundary.
14. Any significant natural feature(s) of the land including but not limited to trees, waterways, slopes, ditches, wetlands, water bodies, etc.
15. Any known easements including but not limited to access easements, utility easements, conservation easements, etc.
16. Any other information deemed by you to be important to the site including disclosure of any knowledge of endangered species, significant historical or archeological features, past waste disposal, etc.



Development Services, PO Box 1110 - 19th Floor, Tampa, Fl. 33601 (Phone) 813-272-5600 (Fax) 813-307-4443

Presubmittal Conference Application & Project Information Form

SECTION A: APPLICANT/LAND USE INFORMATION

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

Site Plan Project Submittal Data

Sq. Ft. of Bldg. Footprint: _____

Gross Floor Area of Bldg: _____

Total site impervious area: _____

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

Parking Spaces: existing new

Subdivision Project Submittal Data

Total # Phases: _____ Total # Lots: _____

Phase 1 Lots: _____ # Phase 2 Lots: _____

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

SECTION B: REGULATORY INFORMATION (Please see a Zoning Counselor on the 19th Floor if you need assistance)

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

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

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

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

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