

MINOR CHANGE 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 Land Development Code allows up to 30 business days for
processing and review of administrative applications.**

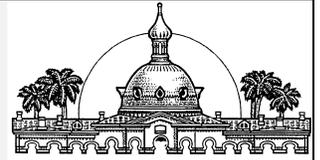


**Hillsborough County
Florida**

**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.**

**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) ™ Personally known to me ™ Florida driver's license ™ Other type of identification: _____ and who: ™ did ™ 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) ™ Personally known to me ™ Florida driver's license ™ Other type of identification: _____ and who: ™ did ™ 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>

MINOR CHANGE TO GENERAL DEVELOPMENT PLANS

A. General Description

A revision of the approved General Development Plan that is determined to be a minor change.

B. Cross Reference to Land Development Code

Section 5.03.04
Section 5.03.04.B

C. Submittal Requirements

The following items must be provided to submit an application:

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. Written Statement - outlining the details of the request.
4. General Development Plan - provide copy of current approved plan.
5. Zoning Conditions - current conditions of approval for the planned development.
6. Proposed Revised General Development Plan - six (6) folded copies, including information required on the original general development plan as referenced in Section 6.3.1.C.6 of the manual.

Checklist of Submittal Requirements for a Minor Change

	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.)
3.	_____	_____	Copy of Recorded Deed(s) (can be obtained in the Records Library on the 6 th floor of 501 E. Kennedy Blvd.)
4.	_____	_____	Written Statement
5.	_____	_____	General Development Plan
6.	_____	_____	Zoning Conditions
7.	_____	_____	Proposed Revised General Development Plan (minimum size must be at least 36" x 24")