



PERSONAL APPEARANCE (NOTICED) APPLICATION (MINOR MODIFICATION TO PD)

IMPORTANT INSTRUCTIONS TO ALL APPLICANTS:

You must schedule an appointment to submit this application. To request an appointment please call 813 272-5600.
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: _____

Development Services, 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)

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

All Minor Modification (PRS) requests must include a copy of the currently approved/certified general site plan for the PD revised as necessary for the area of the project for which the modification is sought. The information below shall be added to the site plan if not already provided on the General Site Plan or modified as necessary/if applicable to reflect the changes for which the modification is sought. If approved, the site plan will be binding upon all property owners and his/her successors of title. **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).** *Six 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.

Title Block

- The name of the proposed Minor Modification 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.
Land Use information is available from the Planning Commission : (813) 272-5940, 601 E Kennedy Blvd, 18th floor, Tampa, FL, 33602.
- The total number of dwelling units approved/proposed, the type of unit, and the gross density
- The total square footage of non-residential development, the type of development (ie retail, office), and the gross FAR for each use
- If any proposed specific architectural designs for are proposed, building elevations or renderings shall be shown on the general site plan.

General Site Plan Graphics - The following information must be graphically depicted on the General Site Plan for the area of modification, if applicable

Required Information within the project boundaries

- 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 within the project boundary.
- 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 project 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 modification 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.
- 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 boundaries of the area of modification

- 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.

Transportation/Circulation Information to be shown on the General Site Plan for the area of modification

- 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 for the area of modification includes all material checked above.

MINOR MODIFICATION APPLICATION SUBMITTAL CHECKLIST

The checklist below includes items and information that must accompany all Minor Modification (PRS) 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 Minor Modification application (page 1) and Affidavit to Authorize Agent, if applicable.
- Completed Project Narrative
- Completed and signed PD General Site Plan Minimum Requirements with 6 folded copies of the plan –minimum sheet size 24 x 36
- Copy of Minutes from all previous BOCC meetings (can be obtained from BOCC Records on the 12th Floor)
- Adjacent Property Owners List. The list must be obtained from the Property Appraisers Office located on the 15th floor of the County Center Bldg (601 E. Kennedy Boulevard). **Do not retype the list.**
 - o 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, (813) 276-8100 ext 4367.
- If property owner is a corporation, submit the Sunbiz information indicating that you are authorized to sign the application and/or affidavit. This can be obtained at <http://sunbiz.org/>

Applicant Signature: _____
I certify that I have completed the application and have included all material checked above.

AIRPORT HAZARD EVALUATION

(Effective October 13, 2015)

Properties located within the map areas depicted below may be subject to a separate Airport Height Zoning Permit approval process of the Hillsborough County Aviation Authority (HCAA), pursuant to the HCAA's Airport Zoning Regulations. Additionally, pursuant to an Interlocal Agreement between the HCAA and Hillsborough County, any Land Development Proposal within proximity to Tampa International Airport and Tampa Executive Airport and Educational facilities and landfills located with certain mapped areas will be transmitted to HCAA for review.

For additional information and questions:

Tampa International Airport Information Link: <http://www.tampaairport.com/airport-height-zoning>

Contact: Tony Mantegna / Tampa International Airport

Phone: (813) 870-7863

tmantegna@tampaairport.com

