

**REZONING  
(STANDARD)  
APPLICATION INFORMATION PACKET**

**Applications cannot be accepted without an appointment.**

**Call (813) 272 5600  
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 ADOPTED 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.**

HILLSBOROUGH COUNTY DEVELOPMENT SERVICES DEPARTMENT  
APPLICATION FORM

Shaded Area For Official Use Only

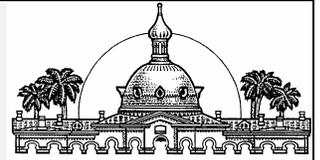
APPLICATION PREFIX AND NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

## PROCEDURES FOR AMENDMENTS TO ZONING ATLAS

This section includes general procedures for application submittal and review, and specific submittal requirements for applications which require review in accordance with Part 10.03.00 of the Land Development Code (LDC).

### GENERAL PROCEDURES FOR APPLICATION SUBMITTAL AND REVIEW

This section includes general procedures for application submittals and reviews.

#### A. Pre-application

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

#### B. Application and Fees

A request to amend the zoning atlas 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. Setting the Matter for Hearing

Unless otherwise permitted by the Administrator, the application shall be set for hearing in accordance with the schedule established by the Administrator. Said hearing schedule, newly created hearing date, requests for continuances, and reopening of hearings shall be done in accordance with Section 10.03.02.C of the LDC.

#### D. Public Notice

Public notice shall be provided in accordance with Section 10.03.02.D of the LDC and Section 12.0 of the manual.

#### E. Staff Reports

A staff report shall be filed in accordance with Section 10.03.02.H of the LDC summarizing the recommendation of the department and other governmental agencies.

#### F. Public Hearing Before the Land Use Hearing Officer (LUHO)

The public hearing before the LUHO shall be held in accordance with Section 10.03.03 of the LDC and to the maximum extent practicable, the hearings shall be informal.

#### G. Land Use Hearing Officer Recommendation

The LUHO shall file his recommendation in accordance with 10.03.03.F of the LDC.

#### H. Review by the Board of County Commissioners

The record of the public hearing and the recommendation of the LUHO will be considered by the Board of County Commissioners (BOCC) for final decision at a public meeting noticed in accordance with Section 10.03.04 of the LDC.

1. Additional Evidence, and/or Oral Argument: The BOCC shall consider only the record of the proceedings before the LUHO, unless additional evidence and/or oral argument are accepted in accordance with Section 10.03.04.D of the LDC.
2. Continuances Before the BOCC: Requests for continuance of the public meeting shall be decided in accordance with Section 10.03.04.F of the LDC.
3. Consideration and Final Decision of the BOCC: The BOCC shall consider the record of the hearing before the LUHO, any additional evidence and/or oral argument introduced pursuant to the terms herein and shall approve or deny the application by resolution in accordance with Section 10.03.04.G.
4. Modification and Withdrawal of Applications: Requests for modifications and withdrawals of applications shall be considered and acted upon in accordance with Section 10.03.05 of the LDC.

**Submittal and Public Notice Requirements for Standard District Rezonings**

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. Public Notice - in accordance with Section 10.03.02.D and E of the LDC and Section 12.0 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<br>100 S. Smith Road<br>Tampa, FL 33601    |
| 2. 10000.0001 | John and Mary J. Smith<br>100 S. Smith Road<br>Tampa, FL 33601 |
| 3. 10000.0002 | John and Mary Smith<br>100 S. Smith Road<br>Tampa, FL 33601    |
| 4. 10000.0003 | Tom Arnold<br>1938 Timber Way<br>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. Written Statement - including the following:
- a. Identification of reason(s) for request,
  - b. Proposed zoning district,
  - c. Identification of proposed utilities connection,
  - d. Compliance with Service Area policies,
  - e. Compliance with the Comprehensive Plan,
  - f. Compliance with minimum standards of proposed zoning district, and other related development regulations (for example, subdivision and site development regulations),
  - g. Explanation of how the proposal will be compatible with the existing development and zoning pattern,
  - h. Identification of approximate amount of wetlands, and
  - i. Amount of mapped Upland Habitat.
5. Existing or Potential Zoning Violation - include any related information.
6. Folio Number(s) - of property to be rezoned.
7. Plot Plan - showing dimensions of the property and roads and buildings on the property. If the plot plan is larger than 8½ inches x 11 inches, 12 copies must be submitted.
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## Checklist of Submittal Requirements for Standard District Rezoning

	<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>Recorded Deed for the Subject Property.</b> This can be obtained from the Clerk of the Circuit Court Recording Library located at 419 Pierce Street, (813) 276-8100 ext 4367.
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 15 <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>Written Statement</b>
5.	_____	_____	<b>Existing or Potential Zoning Violation</b>
6.	_____	_____	<b>Folio Number(s)</b> (See Item 2.b above)
7.	_____	_____	<b>Plot Plan</b>

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/>

## 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

