



# SPECIAL USE (LAND EXCAVATION)

### 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. 19<sup>th</sup> 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):

- 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: \_\_\_\_\_
- 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.
- That the undersigned (has/have) appointed \_\_\_\_\_ as (his/their) agent(s) to execute any permits or other documents necessary to affect such permit.
- That this affidavit has been executed to induce Hillsborough County, Florida, to consider and act on the above-described property;
- That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_  
Signature (Property Owner)

\_\_\_\_\_  
Signature (Property Owner)

<p><b>STATE OF FLORIDA</b> <b>COUNTY OF HILLSBOROUGH</b> 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><b>STATE OF FLORIDA</b> <b>COUNTY OF HILLSBOROUGH</b> 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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Application Number: \_\_\_\_\_

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 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. Legal Description - typed on separate page.

8. Deed - copy of recorded deed.

**Sec. 5.2.1.5 Land Excavation Special Use Permit Supplemental Information**

All applications for a Land Excavation Special Use Permit must be accompanied by a completed copy of the following Land Excavation Special Use Questionnaire Form, along with the required attachments and plans referenced within the questionnaire. Additionally, a report addressing all requirements of Section 2.03.09 of the [LDC](#) shall be submitted.



## Land Excavation Special Use Questionnaire Form

ITEM #	DESCRIPTION	PGMD USE ONLY
1.	Person/Entity which will physically alter the land: NAME _____ ADDRESS _____ CITY _____, STATE _____ ZIP _____ PHONE (_____) _____	
2	Attach a complete legal description for the following: a) The Site      b) The Excavation Area	
3	a) Is the excavation for the purpose of creating a lake? <input type="checkbox"/> Yes <input type="checkbox"/> No b) If "Yes", indicate which of the following applies to the proposed reuse: <input type="checkbox"/> The lake is for agricultural purposes <input type="checkbox"/> The lake is to resolve an existing stormwater problem in the immediate area <input type="checkbox"/> The lake is for future rezoning of the property and potential development of lakeside frontage. <input type="checkbox"/> The lake is for _____	
4	Total surface area of site in acres	
5	Total surface area of excavation acres	
6	Proposed depth of excavation	
7	a) Total cubic yards to be excavated : b) Cubic yards excavated to date: c) Cubic yards remaining to be excavated: d) Cubic yards to be excavated this permit :	
8	Estimated duration of excavation	
9	Requested permit duration	
10	The type and capacity of trucks to be used for hauling:	
11	a) Describe the on-site haul route to be used for transporting materials from the excavation to the point of access. _____ _____ b) Describe the off-site haul route. _____ _____ _____	
12	Will posted load limits on County roads and bridges be exceeded?	

Land Excavation Special Use Questionnaire Form

<p>13</p>	<p>a) Will dewatering be required?</p> <p>b) If "Yes", describe the following:</p> <p>1) Method of dewatering: _____ _____</p> <p>2) Direction of flow and maximum expected pumping rate: _____ _____</p> <p>3) Size of retention ponds if water is retained onsite: _____ _____</p> <p>4) Maximum discharge from the settling basin within a 24-hour period: _____</p>	
<p>14</p>	<p>The site of the proposed excavation is located in the following area, as defined in Section 2.03.09 of the Land Development Code: (Check one of the following)</p> <p style="text-align: center;"> <input type="checkbox"/> Encouraged Area  <input type="checkbox"/> Restricted Area  <input type="checkbox"/> Prohibited Area  <input type="checkbox"/> All Other Areas         </p>	
<p>15</p>	<p>Is the proposed excavation located in a Wellhead Resource Protection area as defined in Section 3.05.02 of the Land Development Code?</p>	
<p>16</p>	<p>Is the proposed excavation in an area with a DRASTIC index greater than 179 as shown in the Conservation and Aquifer Recharge Element, Future of Hillsborough Comprehensive Plan?</p>	
<p>17</p>	<p>Is the proposed excavation within a quarter mile of a Class I or Class II Landfill?</p>	
<p>18</p>	<p>Is the proposed excavation in an area prone to sinkhole development , as shown in the Conservation and Aquifer Recharge Element, Future of Hillsborough Comprehensive Plan?</p> <p>If answer to any of 15, 16, 17 or 18 is "Yes" contact the Planning and Growth Management Department for additional submittal and review requirements.</p>	
<p>19</p>	<ol style="list-style-type: none"> <li>1. Excavation plan on 24" x 36" sheets (folded) at a scale of 1" = 20', 1" = 50', 1" = 100', or 1" = 200', and including a graphic scale, North arrow and a title block showing the name of the proposed land excavation, County and State, date of preparation, name, address and phone number of the applicant, and a revision block.</li> <li>2. A vicinity map at scale, showing the proposed land excavation in relation to the surrounding area and the proposed off-site haul route.</li> <li>3. Property lines including bearings and distances.</li> <li>4. Existing natural and man-made features including but not limited to contour lines (one foot intervals) based on North American Vertical Datum 1988 (NAVD), unless otherwise approved by the County Surveyor., vegetative communities and concentrations, streets, utility lines, and type of wells, septic tanks, drainage fields, chemical/fuel storage tanks (surface and subsurface), and other physical features within one hundred fifty (150) feet of the proposed land excavation.</li> <li>5. Existing water courses and their flow direction, wetlands and other water bodies.</li> <li>6. Size, shape, and location of the proposed land excavation.</li> <li>7. Any existing buildings and structures within one hundred fifty (150) feet of the proposed land excavation site.</li> <li>8. Right-of-way lines and easement lines.</li> <li>9. Setbacks of the land excavation from right-of-way lines, easement lines, and property lines.</li> <li>10. Points of ingress/egress to the proposed land excavation.</li> </ol>	

	11. Location and size of all proposed on-site structures, including, but not limited to: office, scale, pug mills and associated equipment. Pug mills <b>shall</b> meet the standards of location and operation specified in Section 6.11.61 of the Land Development Code.	
20	Attach an affidavit signed by the owner stating that a reclamation plan <b>shall</b> be completed pursuant to the requirement of Section 8 of the Land Development Code.	
21	Is the property located within an area which potentially constitutes significant wildlife habitat, as described in Section 4.01.09 of the Land Development Code?	
22	Attach a plant/wildlife survey of any endangered or threatened species or species of special concern which occurs on the site. Survey methodology shall be as specified in Section 4.01.10 of the Land Development Code.	
23	Attach a project compatibility plan pursuant to Section 4.01.11 of the Land Development Code for any land excavation proposed adjacent to a public or private, nonprofit natural preserve.	
24	Attach a list of the name and location of any schools, hospitals or houses of worship within 1,000 feet of the site, or existing or developing properties within 100 feet of the site.	
25	Attach a statement identifying the methods to be employed for onsite or offsite preservation to meet the requirements of Section 4.01.12 and 4.01.03 of the Land Development Code.	
26	<p>Attach a reclamation and reuse plan, drawn to scale of 1"=20', 1"=50', 1"=100', or 1"=200', and which contains a north arrow and graphic scale and is on 24" x 36" folded sheets which shows:</p> <ol style="list-style-type: none"> <li>1. The manner in which restructuring, reshaping and/or revegetation will be accomplished.</li> <li>2. All areas to be reclaimed by depicting and/or describing what man-made and natural features will exist when the reclamation plan is completed.</li> <li>3. The area to become a lake for all lake creations.</li> <li>4. How the reuse complies with the Future of Hillsborough Comprehensive Plan.</li> <li>5. How the reuse relates to all existing and planned land uses. Where a conflict exists between the reuse and the land use, state how and when these conflicts will be reconciled.</li> <li>6. How and when this productive use will be achieved after land excavation has been completed. These uses shall utilize commonly accepted design criteria. Innovative and practical concepts and design flexibility are encouraged.</li> </ol> <p>Alternative reuse plans <b>may</b> be submitted to reflect changing land use patterns and character.</p>	
27	Attach the <b>written</b> consent of all mortgagees and/or other interest holders, (i.e., easements, liens, mineral rights, etc.).	
28	Attach a current (no more than 60 <b>days</b> old) Ownership and Encumbrance (O&E) Report, including all affected instruments as noted in the O&E.	
29	Attach a copy of the recorded deed to the property.	

**Checklist of Submittal Requirements - Land Excavation Special Use**

	Applicant Initials	Intake Initials	Requirements
1.			Fee Payment
2.			Application (Included in this packet)
2a.			Affidavit to Authorize Agent (If applicable) NOTE: All property owners must sign either the Application form or the Affidavit to Authorize
2b.			Property Information Sheet (all information must be completed for each folio included in the request.)
2c.			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.
3.			Public Notice (Notice Letters and Affidavits will be obtained at time of filing)
3a.			Adjacent Property Owner List The list must be obtained from the Property Appraisers Office, 601 E. Kennedy Boulevard, 15th Floor, (813) 272-6100, <a href="http://www.hcpafl.org">www.hcpafl.org</a> . Do not retype the list.
3b.			List of Affected Neighborhood Organizations and Civic Associations (will be obtained at time of filing)
4.			Code Compliance / Project Description Statement
5.			Conceptual Site Plan
6.			General Location Map
7.			Legal Description
8.			Land Excavation Special Use Questionnaire Form (Included in this packet)

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

