



# SPECIAL USE (GENERAL)

### 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

**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<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. 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. Current Aerial Photographs - one (1) copy which includes subject site, site **shall** be outlined.
  8. Legal Description - typed on separate page.
  9. Deed - copy of recorded deed.

#### **Section 5.2.1.2 Community Residential Home Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Community Residential Home applications.

1. For Type B and C homes, a survey showing all other Type B and C community residential homes within 1,200 feet of the proposed home, and all areas of non-agricultural single-family zoning with 500 feet of the proposed home.

#### **Section 5.2.1.3 Correctional Facility Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Correctional Facility applications.

1. Documentation of the measures to be utilized to prevent the escape of inmates.

#### **Section 5.2.1.4 Farm Worker Housing Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Farm Worker Housing applications.

1. An affidavit from the property owner or housing provider stating the proposed project will provide housing only for farm workers or their dependents.
2. For farm worker housing in Comprehensive Plan areas other than AM, A, AR, AE, RES-1 and RES-2-P, documentation the proposed housing will be located within one mile of a commercially productive farm.

#### **Section 5.2.1.6 Landfills, Class I, II and III, Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Landfill applications.

1. For all landfills, a survey showing all properties occupied by a school, house of worship or hospital within 1,000 feet of the proposed landfill.

2. For landfills adjacent to property or properties occupied by a dwelling, a survey showing the distance from the proposed fill area to the nearest part of the dwelling(s) and the nearest private potable water well(s).
3. For Class I and II landfills, documentation the proposed landfill is at least 10,000 feet away from any licensed and operating airport runway used by turbine powered aircraft, and at least 5,000 feet from and licensed and operating airport runway used by piston powered aircraft only, or documentation the proposed landfill will be designed and operated in a manner that does not pose bird hazards to aircraft.

**Section 5.2.1.7 Non-Industrial Uses in Industrially Designated Areas Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Non-Industrial Uses in Industrially Designated Areas applications.

1. For uses proposed in PD districts, documentation of the amount of conforming development within the PD for which building permits or certificates of occupancy have been lawfully issued.
2. For uses proposed outside of PD districts, documentation of the amount of conforming development within the same block and the blocks contiguous or across the street.

**Section 5.2.1.8 Wastewater Treatment Plants and Facilities Supplemental Information**

In addition to the submittal requirements listed in Section 5.2.1, the following information shall be provided with Wastewater Treatment Plants and Facilities applications.

1. Certification from the Engineer of Record that the design of the proposed plant/facility includes odor and noise nuisance control and mitigation measures approved by Hillsborough County.
2. For Type 1 plants, a survey or site plan showing the proposed facility will be at least 150 feet from any off-site property zoned or used for agricultural or residential purposes, and at least 150 feet away from any on-site platted residential lot or dwelling unit.
3. For Type 2 plants, a survey or site plan showing the proposed facility will be at least 250 feet from any off-site property zoned or used for agricultural or residential purposes, and at least 250 feet away from any on-site platted residential lot or dwelling unit.
4. For master pump/lift stations serving 3,000 EDUs or greater, a survey or site plan showing the proposed facility will be at least 50 feet from any residential structures or building envelopes.

**Checklist of Submittal Requirements for a Special Use (GENERAL)**

	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 CivicAssociations (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.			Supplemental Information

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

