

Variance Application: VAR 25-0889**LUHO Hearing Date:** July 28, 2025**Case Reviewer:** Sam Ball**Hillsborough
County Florida****Development Services Department****Applicant:** Rob Johnson**Zoning:**

PD

Address/Location: 8021 Citrus Park Town Center Mall. Tampa, FL 33625 – Folio #3484.8164**Request Summary**

The applicant is requesting two variances to accommodate the alteration of a nonconforming sign located at the main entrance to Citrus Park Town Center.

Requested Variances

LDC Section	LDC Requirement	Variance	Result
§ 7.03.00.C.2.b.i-ii	Maximum Sign Area:		
	i. The maximum allowable Aggregate Sign Area for each ground sign shall not exceed one square foot for each lineal foot of public street frontage on the street where the sign is located or 100 square feet, whichever is less and no single sign face shall exceed 50 square feet in aggregate sign area. ii. If a premise is permitted to have more than one ground sign, then all allowable ground signs may be combined into a single ground sign which shall not exceed 200 square feet in Aggregate Sign Area, and no single face shall exceed 100 square feet in aggregate sign area.	467 square feet of additional aggregate sign area for a ground sign. 233 square feet of additional sign area per face for a ground sign.	A pole sign with 596 square feet of aggregate sign area where 100 square feet is the maximum aggregate sign area allowed on a property with more than one ground sign; the sign would also have 248 square feet of sign area per sign face where 50 square feet is the maximum allowed on a property with more than one ground sign.
§ 7.03.00.C.1.b	Minimum Sign Setback: all pole signs shall be setback a minimum of ten feet from the right of way line and not within the required site distance	10-foot reduction of minimum front setback.	A pole sign with a zero setback from the Citrus Park Drive Right-of-way.

Findings	The subject sign of the proposed variance was approved to have an additional 20 feet of height under sign variance VAR 97-0358 to allow for a pole sign with a maximum height of 50 feet. The subject sign of the proposed variance was approved to have 284 square of sign area per face under Master Sign Plan #53. Upon repeal of LDC 7.04.03.(A)(3)(e), the sign became nonconforming due to exceeding the 100-square-foot aggregate sign area and 50-square-foot maximum sign area per face. The 100-square-foot aggregate sign area and 50-square-foot maximum sign area per face maximums are due to the property having multiple ground signs. County records show that the subject sign of the proposed variance was approved to have a 45-foot setback where a 10-foot setback from public right-of-way was required. The plans submitted by the applicant show that sign is currently setback 10 feet from the public right-of-way.
----------	---

Zoning Administrator Sign Off:Colleen Marshall
Tue Jul 15 2025 10:07:01**DISCLAIMER:**

The variance(s) listed above is based on the information provided in the application by the applicant. Additional variances may be needed after the site has applied for development permits. The granting of these variances does not obviate the applicant or property owner from attaining all additional required approvals including but not limited to: subdivision or site development approvals and building permit approvals.

8.0 SURVEY/SITE PLAN

22-0889
RCVD
6-11-25

CITRUS PARK TOWN CENTER | Pylon Signage Specs

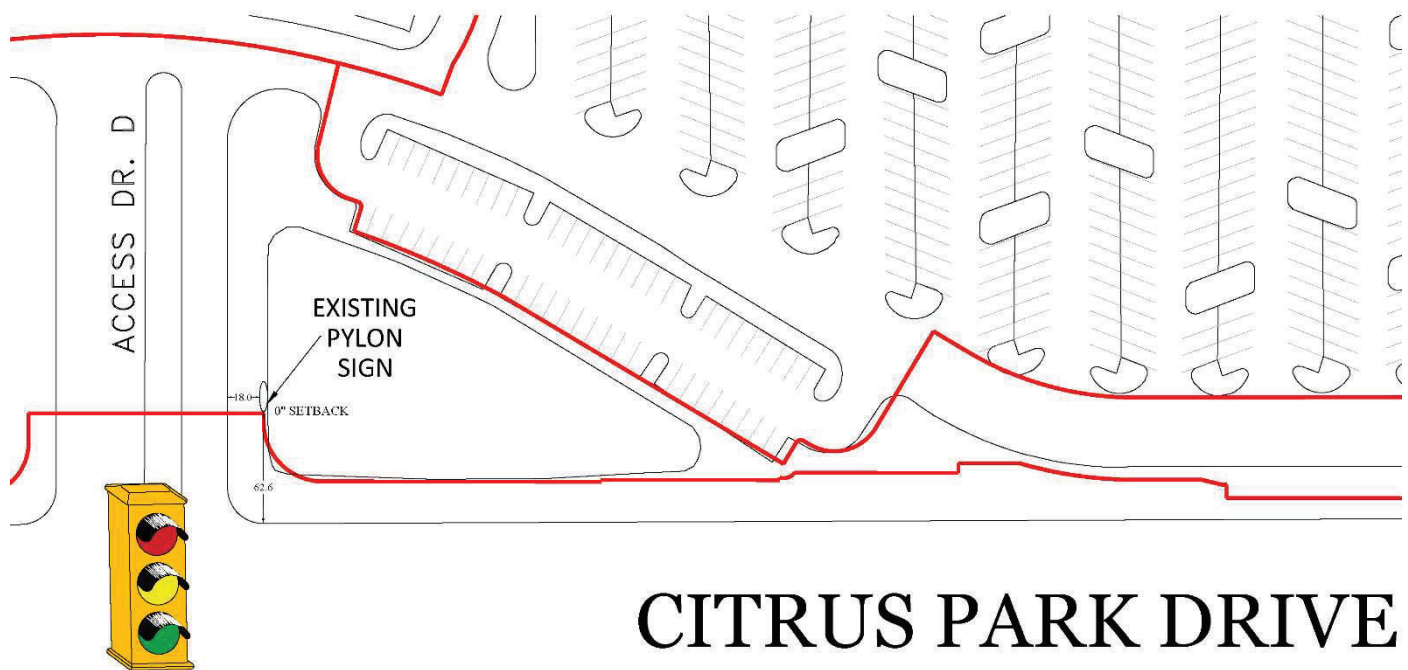


Repurpose existing sign structure. Top sign cabinet to be painted SW 6885 Knockout Orange (top) and SW 6811 Honorable Blue (bottom). "CITRUS PARK TOWN CENTER" to be 3" thick channel letters with white acrylic faces. Two bullets to be 3" thick channel letters with white acrylic faces and 3M Golden Yellow vinyl overlay. Returns to be SW 6905 Goldfinch. "NCG CINEMA 20" to be 3" thick channel letters with white acrylic faces. Returns to be SW 6811 Honorable Blue. Poles to be painted MP33172 Silver Surfer Metallic. Base to be painted MP2848 Umbra Grey Metallic. Divider bars to be painted MP2848 Umbra Grey Metallic and SW 6905 Goldfinch. Tenant panels to have white acrylic faces and constructed in a way that allows for easy additions and change out. Tenant logos to be full-color, die-cut vinyl. HPG to provide scaled artwork.



Sign Height: 50'
Total width of support base poles: 16'-2"
Pylon Topper Sign Area: 210 SF
Tenant Panels Sign Area: 88 SF

22-0889
RCVD
6-11-25



CITRUS PARK DRIVE

< THIS PAGE WAS INTENTIONALLY LEFT BLANK >

< THIS PAGE WAS INTENTIONALLY LEFT BLANK >



Additional / Revised Information Sheet

25-0889
RCVD
7-1-25

Office Use Only

Application Number: 25-0889

Received Date:

Received By:

The following form is required when submitted changes for any application that was previously submitted. A cover letter must be submitted providing a summary of the changes and/or additional information provided. If there is a change in project size the cover letter must list any new folio number(s) added. Additionally, **the second page of this form must be included indicating the additional/revised documents being submitted with this form.**

Application Number: 25-0889 Applicant's Name: Rob Johnson
Reviewing Planner's Name: Sam Ball Date: 06/26/2025

Application Type:

- ☐ Planned Development (PD) ☐ Minor Modification/Personal Appearance (PRS) ☐ Standard Rezoning (RZ)
☒ Variance (VAR) ☐ Development of Regional Impact (DRI) ☐ Major Modification (MM)
☐ Special Use (SU) ☐ Conditional Use (CU) ☐ Other _____

Current Hearing Date (if applicable): 07/28/2025

Important Project Size Change Information

Changes to project size may result in a new hearing date as all reviews will be subject to the established cut-off dates.

Will this revision add land to the project? ☐ Yes ☒ No

If "Yes" is checked on the above please ensure you include all items marked with * on the last page.

Will this revision remove land from the project? ☐ Yes ☒ No

If "Yes" is checked on the above please ensure you include all items marked with * on the last page.

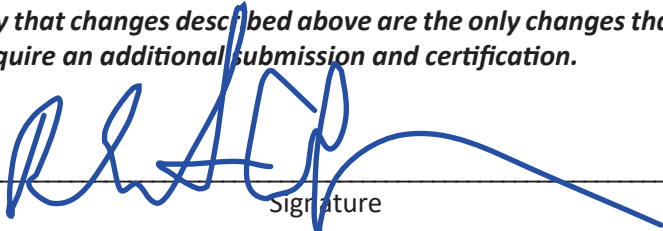
Email this form along with all submittal items indicated on the next page in pdf form to:

ZoningIntake-DSD@hcf.gov

Files must be in pdf format and minimum resolution of 300 dpi. Each item should be submitted as a separate file titled according to its contents. All items should be submitted in one email with application number (including prefix) included on the subject line. Maximum attachment(s) size is 15 MB.

For additional help and submittal questions, please call (813) 277-1633 or email ZoningIntake-DSD@hcf.gov.

I certify that changes described above are the only changes that have been made to the submission. Any further changes will require an additional submission and certification.


Signature

6/27/2025

Date



**Hillsborough
County Florida**
Development Services

Identification of Sensitive/Protected Information and Acknowledgement of Public Records

Pursuant to [Chapter 119 Florida Statutes](#), all information submitted to Development Services is considered public record and open to inspection by the public. Certain information may be considered sensitive or protected information which may be excluded from this provision. Sensitive/protected information may include, but is not limited to, documents such as medical records, income tax returns, death certificates, bank statements, and documents containing social security numbers.

While all efforts will be taken to ensure the security of protected information, certain specified information, such as addresses of exempt parcels, may need to be disclosed as part of the public hearing process for select applications. If your application requires a public hearing and contains sensitive/protected information, please contact [Hillsborough County Development Services](#) to determine what information will need to be disclosed as part of the public hearing process.

Additionally, parcels exempt under [Florida Statutes §119.071\(4\)](#) will need to contact [Hillsborough County Development Services](#) to obtain a release of exempt parcel information.

Are you seeking an exemption from public disclosure of selected information submitted with your application pursuant to Chapter 119 FS? ☐ Yes ☒ No

I hereby confirm that the material submitted with application 25-0889

☐ Includes sensitive and/or protected information.

Type of information included and location _____

☒ Does not include sensitive and/or protected information.

Please note: Sensitive/protected information will not be accepted/requested unless it is required for the processing of the application.

If an exemption is being sought, the request will be reviewed to determine if the applicant can be processed with the data being held from public view. Also, by signing this form I acknowledge that any and all information in the submittal will become public information if not required by law to be protected.

Signature: _____

(Must be signed by applicant or authorized representative)

Intake Staff Signature: _____ Date: _____



Project Description (Variance Request) 7-1-25

1. In the space below describe the variance including any history and/or related facts that may be helpful in understanding the request. This explanation shall also specifically identify what is being requested (e.g. Variance of 10 feet from the required rear yard setback of 25 feet resulting in a rear yard of 15 feet). If additional space is needed, please attach extra pages to this application.

This pylon sign has been existing for over 25 years as previously approved and installed; however we were informed in 2025 that this pylon is non conforming as the Municipality approved under Master Sign Plan #53 which was repealed for violating the Sunshine Act. The Owners are working to maintain the existing sign by updating the colors and lettering on the top cabinet with new Channel lit letters while keeping the overall structure. Currently the existing cabinet reads "Citrus Park", and the gray paint and white lettering is fading. This sign will be repainted with the new brand and replacing the existing vinyl with new 3" deep channel letters that state "Citrus Park Town Center" and "NCG Cinema 20". Full specs and rendering are attached for reference. We believe these changes will bring additional shoppers and business to the mall and its tenants due to its better visibility and clearer messaging. In order to keep the sign structure as is, we would like to request a 10' setback reduction to allow for a zero setback from the Citrus Park Drive Right-of-way. We also will be maintaining the existing pylon topper square footage of 284 sq. ft. per side which equals 567 sq. ft. total sign face area, accordingly we are requesting a variance for 467 sq. ft. of additional aggregate sign area for a ground sign (over the 100 sq. ft. maximum aggregate), and 233 sq. ft. of additional sign area per face for a ground sign (over the 50 sq. ft maximum). The subject sign's height of 50 feet will remain the same, which

2. A Variance is requested from the following Section(s) of the Hillsborough County Land Development Code:

LDC, Sections 7.03.00(C)(2)(b)(i)-(ii) and 7.03.00(C)(1)(B)

Additional Information

1. Have you been cited by Hillsborough County Code Enforcement? ☒ No ☐ Yes
If yes, you must submit a copy of the Citation with this Application.
2. Do you have any other applications filed with Hillsborough County that are related to the subject property?
☒ No ☐ Yes If yes, please indicate the nature of the application and the case numbers assigned to the application (s): _____
3. Is this a request for a wetland setback variance? ☒ No ☐ Yes
If yes, you must complete the Wetland Setback Memorandum and all required information must be included with this Application Packet.
4. Please indicate the existing or proposed utilities for the subject property:
☒ Public Water ☒ Public Wastewater ☐ Private Well ☐ Septic Tank
5. Is the variance to allow a third lot on well or non-residential development with an intensity of three ERC's?
☒ No ☐ Yes If yes, you must submit a final determination of the "Water, Wastewater, and/or Re-claimed Water – Service Application Conditional Approval – Reservation of Capacity" prior to your public hearing



Variance Criteria Response

1. Explain how the alleged hardships or practical difficulties are unique and singular to the subject property and are not those suffered in common with other property similarly located?

We have done our best to work within the confines of the variance to provide our tenants with enough visibility to promote their location, however this sign needs maintenance and updating with current tenants. Retail is struggling across the country due to the rise of online sales, and we feel it is in the best interest of our tenants to provide the highest level of visibility to bring in more customers. This sign will also help our ability to keep the current tenants and be able to bring in +

2. Describe how the literal requirements of the Land Development Code (LDC) would deprive you of rights commonly enjoyed by other properties in the same district and area under the terms of the LDC.

Tenants within the unique enclosed shopping malls use are at a disadvantage from traditional strip shopping centers in that the tenants lack the visibility with signage to potential customers. The current sign cabinet has limited visibility from the roadway and does not clearly display the tenants available both inside and around the "rear" of the mall. We believe these changes will provide better and clearer promotion for the mall itself and its tenants +

3. Explain how the variance, if allowed, will not substantially interfere with or injure the rights of others whose property would be affected by allowance of the variance.

We are keeping the existing sign structure and size as-is with only maintaining and updating the respective tenants. The sign is in keeping with a multi tenant regional shopping mall of this size as well as in keeping with signage of nearby shopping center neighbors across the street. The improvements will "freshen" the mall tenants and surrounding area while taking away from the current unmaintained down market look that lacks curb appeal +

4. Explain how the variance is in harmony with and serves the general intent and purpose of the LDC and the Comprehensive Plan (refer to Section 1.02.02 and 1.02.03 of the LDC for description of intent/purpose).

We are keeping the existing sign structure and size as is with only maintaining and updating the respective tenants. The sign is in keeping with a multi tenant regional shopping mall of this size as well as in keeping with signage of nearby shopping center neighbors across the street. The improvements will "freshen" the mall tenants and surrounding area while taking away from the current unmaintained down market look +

5. Explain how the situation sought to be relieved by the variance does not result from an illegal act or result from the actions of the applicant, resulting in a self-imposed hardship.

The existing sign non-conformance is the result of previous master sign plan approval and not created by the Owner. The existing sign is in keeping with the area with the Owner wishing to pursue improving the look and maintain rather than allow a down market look for the betterment of this retail corridor and overall community.

6. Explain how allowing the variance will result in substantial justice being done, considering both the public benefits intended to be secured by the LDC and the individual hardships that will be suffered by a failure to grant a variance.

Good signage is essential to the success and future of Citrus Park Town Center. The pylon as existing was previously approved as it is essential for a regional enclosed shopping mall. Our intent is to reuse the existing structure and improve. As the non conformance of an existing structure is not self imposed but the result of procedural inconsistencies by the municipality we are seeking the variance to properly permit the existing pylon with updates +

This instrument prepared by or under the supervision of
(and after recording should be returned to):

Name: Nicole Levin Mesard, Esq.
Address: Debevoise & Plimpton LLP
919 Third Avenue
New York, NY 10022

3431773CT
Property Appraiser's Parcel ID#: Folio No.: 003484.8164; Folio
No.: 003484.8152; Folio No.: 003484.8154; Folio No.:
003484.8156; Folio No.: 003484.8158; Folio No.: 003484.8160

5 pgs \$44.00
D/s \$.70

(Space reserved for Clerk of Court)

SPECIAL WARRANTY DEED

THIS INDENTURE, made this 30 day of May, 2013 between CITRUS PARK VENTURE LIMITED PARTNERSHIP, a Delaware limited partnership (formerly known as Citrus Park Venture Limited Partnership, a Florida limited partnership, by that Certificate of Conversion recorded on May 3, 2013 in the Office of the Secretary of State of the State of Florida) (the "**Grantor**"), whose mailing address is c/o Westfield America, Inc., 2049 Century Park East, 41st Floor, Los Angeles, California 90067, and CITRUS PARK MALL OWNER LLC, a Delaware limited liability company (the "**Grantee**"), whose mailing address is c/o Westfield America, Inc., 2049 Century Park East, 41st Floor, Los Angeles, California 90067;

WITNESSETH, that the Grantor, for and in consideration of the sum of TEN DOLLARS (\$10.00), to the Grantor in hand paid by the Grantee and other good and valuable consideration, the receipt whereof is hereby acknowledged, has granted, bargained and transferred to the Grantee and the Grantee's successors and assigns forever, the following described land situate, lying and being in Hillsborough County, Florida, to-wit:

SEE EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN

SUBJECT TO zoning and other governmental regulations; any easements, covenants, restrictions and limitations; and real property taxes for the year 2013 and subsequent years.

TO HAVE AND TO HOLD the same in fee simple forever.

And Grantor hereby covenants with Grantee that Grantor is lawfully seized of the Property in fee simple; that Grantor has good right and lawful authority to sell and convey the

NOTICE TO RECORDER: This instrument conveys unencumbered real property to a limited liability company whose sole member is the grantor, not in exchange for any ownership interests in such business entity or any other monetary consideration. Pursuant to the case of *Crescent Miami Center, LLC v. Florida Department of Revenue*, 903 So. 2d 913 (Fla. 2005), this instrument is subject to only nominal Florida documentary stamp tax in the amount of seventy cents.

Property; AND THAT GRANTOR DOES HEREBY SPECIALLY WARRANT the title to said land, and will defend the same against the lawful claims of all persons claiming by, through or under the Grantor, but against none other.

[Signature Appears on Following Page]

IN WITNESS WHEREOF, the Grantor has caused this instrument to be signed by its duly authorized general partner the day and year first above written.

Signed, sealed and delivered
in the presence of:

CITRUS PARK VENTURE LIMITED PARTNERSHIP, a
Delaware limited partnership


Name: Damien Schell


Name: LINDA BELL

By: WEA Citrus GP, LLC, a Delaware limited liability
company, its general partner

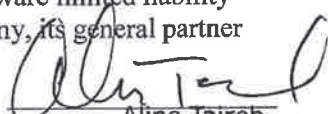
By: Westfield Growth LP, a Delaware limited
partnership, its sole member

By: Westfield Growth II LP, a Delaware limited
partnership, its general partner

By: Westfield Centers, LLC, a Delaware
limited liability company, its general
partner

By: Westfield America Limited
Partnership, a Delaware limited
partnership, its managing member

By: Westfield U.S. Holdings, LLC,
a Delaware limited liability
company, its general partner

By: 
Name: Aline Taireh
Title: Senior Vice President and
Assistant Secretary

[CORPORATE SEAL]

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

On May 21, 2013, before me, Lisa M. Shelley, a Notary Public in and for said County and State, personally appeared, Aline Taureh who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: Lisa M. Sells
Notary Public (Notary Seal)



EXHIBIT A

DESCRIPTION OF THE PROPERTY

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF HILLSBOROUGH, STATE OF FLORIDA, AND IS DESCRIBED AS FOLLOWS:

PARCEL 1:

TRACT A, CITRUS PARK TOWN CENTER, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 83, PAGE 63, OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA.

PARCEL 2:

EASEMENT ESTATE AS TO THOSE CERTAIN PARCELS CONTAINED IN AND PURSUANT TO THAT CERTAIN CONSTRUCTION, OPERATING AND RECIPROCAL EASEMENT AGREEMENT RECORDED JULY 27, 1998, IN OFFICIAL RECORDS BOOK 9156, PAGE 1626, OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY FLORIDA, AS AFFECTED BY OFFICIAL RECORDS BOOK 9706, PAGE 684, BEING ON, OVER, UNDER AND ACROSS THOSE PORTIONS OF LOTS 1 THROUGH 5, INCLUSIVE, OF CITRUS PARK TOWN CENTER, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 83, PAGE 63, OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA, AS SET FORTH THEREIN.

< THIS PAGE WAS INTENTIONALLY LEFT BLANK >

< THIS PAGE WAS INTENTIONALLY LEFT BLANK >



**Hillsborough
County Florida**
Development Services

Additional / Revised Information Sheet

Office Use Only

Application Number: 25-0889

Received Date:

Received By:

The following form is required when submitted changes for any application that was previously submitted. A cover letter must be submitted providing a summary of the changes and/or additional information provided. If there is a change in project size the cover letter must list any new folio number(s) added. Additionally, **the second page of this form must be included indicating the additional/revised documents being submitted with this form.**

Application Number: 25-0889 Applicant's Name: Rob Johnson

Reviewing Planner's Name: Sam Ball Date: 06/11/2025

Application Type:

- ☐ Planned Development (PD) ☐ Minor Modification/Personal Appearance (PRS) ☐ Standard Rezoning (RZ)
☒ Variance (VAR) ☐ Development of Regional Impact (DRI) ☐ Major Modification (MM)
☐ Special Use (SU) ☐ Conditional Use (CU) ☐ Other _____

Current Hearing Date (if applicable): 07/28/2025

Important Project Size Change Information

Changes to project size may result in a new hearing date as all reviews will be subject to the established cut-off dates.

Will this revision add land to the project? ☐ Yes ☒ No

If "Yes" is checked on the above please ensure you include all items marked with * on the last page.

Will this revision remove land from the project? ☐ Yes ☒ No

If "Yes" is checked on the above please ensure you include all items marked with * on the last page.

Email this form along with all submittal items indicated on the next page in pdf form to:

ZoningIntake-DSD@hcflgov.net

Files must be in pdf format and minimum resolution of 300 dpi. Each item should be submitted as a separate file titled according to its contents. All items should be submitted in one email with application number (including prefix) included on the subject line. Maximum attachment(s) size is 15 MB.

For additional help and submittal questions, please call (813) 277-1633 or email ZoningIntake-DSD@hcflgov.net.

I certify that changes described above are the only changes that have been made to the submission. Any further changes will require an additional submission and certification.

Signature

Date



**Hillsborough
County Florida**
Development Services

Identification of Sensitive/Protected Information and Acknowledgement of Public Records

Pursuant to [Chapter 119 Florida Statutes](#), all information submitted to Development Services is considered public record and open to inspection by the public. Certain information may be considered sensitive or protected information which may be excluded from this provision. Sensitive/protected information may include, but is not limited to, documents such as medical records, income tax returns, death certificates, bank statements, and documents containing social security numbers.

While all efforts will be taken to ensure the security of protected information, certain specified information, such as addresses of exempt parcels, may need to be disclosed as part of the public hearing process for select applications. If your application requires a public hearing and contains sensitive/protected information, please contact [Hillsborough County Development Services](#) to determine what information will need to be disclosed as part of the public hearing process.

Additionally, parcels exempt under [Florida Statutes §119.071\(4\)](#) will need to contact [Hillsborough County Development Services](#) to obtain a release of exempt parcel information.

Are you seeking an exemption from public disclosure of selected information submitted with your application pursuant to Chapter 119 FS? ☐ Yes ☒ No

I hereby confirm that the material submitted with application 25-0889

☐ Includes sensitive and/or protected information.

Type of information included and location _____

☒ Does not include sensitive and/or protected information.

Please note: Sensitive/protected information will not be accepted/requested unless it is required for the processing of the application.

If an exemption is being sought, the request will be reviewed to determine if the applicant can be processed with the data being held from public view. Also, by signing this form I acknowledge that any and all information in the submittal will become public information if not required by law to be protected.

Signature: _____

(Must be signed by applicant or authorized representative)

Intake Staff Signature: _____ Date: _____



**Hillsborough
County Florida**
Development Services

Additional / Revised Information Sheet

Please indicate below which revised/additional items are being submitted with this form.

Included	Submittal Item
1 ☐	Cover Letter** If adding or removing land from the project site, the final list of folios must be included
2 ☒	Revised Application Form**
3 ☐	Copy of Current Deed* Must be provided for any new folio(s) being added
4 ☐	Affidavit to Authorize Agent* (If Applicable) Must be provided for any new folio(s) being added
5 ☐	Sunbiz Form* (If Applicable) Must be provided for any new folio(s) being added
6 ☐	Property Information Sheet**
7 ☐	Legal Description of the Subject Site**
8 ☐	Close Proximity Property Owners List**
9 ☒	Site Plan** All changes on the site plan must be listed in detail in the Cover Letter.
10 ☐	Survey
11 ☐	Wet Zone Survey
12 ☐	General Development Plan
13 ☐	Project Description/Written Statement
14 ☐	Design Exception and Administrative Variance requests/approvals
15 ☐	Variance Criteria Response
16 ☐	Copy of Code Enforcement or Building Violation
17 ☐	Transportation Analysis
18 ☐	Sign-off form
19 ☐	Other Documents (please describe):

*Revised documents required when adding land to the project site. Other revised documents may be requested by the planner reviewing the application.

**Required documents required when removing land from the project site. Other revised documents may be requested by the planner reviewing the application.

Variance Application Package



Hillsborough
County Florida
Development Services

Instructions to Applicants for Requests Requiring Public Hearing:

I. Prior to completing this application:

If you have any questions regarding your proposed project prior to submittal of this application, please email ZoningIntake-DSD@HCFLGov.net.

Please ensure you gather items that will need to be submitted prior to submitting your application as incomplete applications will not be accepted. Some of the items necessary may be obtained as follows:

- **Property information** such as folio numbers, future land use, current zoning, section/township/range and other information may be obtained by using the [Hillsborough County Map Viewer](#) and searching for the necessary address in the search bar at the top.
- **Sunbiz Forms** may be obtained by visiting Sunbiz.org.
- **A Copy of the Current Recorded Deed(s)** may be obtained by visiting the Hillsborough County Property Appraiser's website at HCPAFL.org and conducting a Property Search. Search by folio number or property address and select the correct result. Scroll down to 'Sales History' and select the most recent 'Instrument Number'. Select one of the results to view and save the current recorded deed.
- **Close Proximity Property Owners List** may be requested by emailing gisdept@hcopafl.org. Include all folio numbers and the notice buffer distance area in the request. *Please Note:* If your property has an Agricultural Future Land Use Designation (A, AR, AM, AE) 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. If the property contains more than one future land use category, the greatest applicable notice distance shall apply per [LDC Section 10.03.02.E.1](#). If the notice distance extends to includes parcels in an adjacent county jurisdiction, those property owners will need to be included in the list. Contact the property appraiser's office for the applicable county jurisdiction to obtain that list.

II. Application submittal:

Part A and Part B of the submittal requirements include specific requirements and their requisite forms necessary for a complete and sufficient application submission.

- **Part A** will verify the property owner has authorized the application and includes forms and documents needed to verify the area for the proposed change.
- **Part B** includes the specific additional submittal requirements for the type of application being submitted.

Documents must be submitted as separate PDF documents with a minimum image resolution of 300 dpi labeled according to their contents and submitted in a single email to ZoningIntake-DSD@HCFLGov.net. Incomplete submittals will receive an email indicating the documents that are missing and will require a full resubmittal.

IMPORTANT: Review the entire application (both Parts A and B) for completeness prior to submission. Ensure you have your complete application submitted by 3:00 PM on the [cut-off day for your desired hearing](#) or your application will miss the cut-off and be continued to the next hearing date. Incomplete applications will not be accepted.

III. Post-application submittal:

Complete submittals will receive a payment request email. The deadline to make the payment is **one business day** after you receive this request. Failure to complete the payment by the deadline will result in application delays and/or additional Fastrack fees. Please view our [current fee schedule](#) for a list of zoning fees. Payments must be made through the [HillsGovHub portal](#). Instructions on how to [create an account](#) and [how to make a payment](#) are also available.

Remember, the Hillsborough County Land Development Code requires public notice for this category of application. After payment is received, you will receive a Letter of Notice that must be sent to all addresses on the Adjacent Property Owners List and/or HOA list. A Certificate of Mailing must also be provided. Instructions on completing your Letter of Notice and obtaining a Certificate of Mailing, will be sent with the Letter of Notice via email. Mailing deadlines and the deadline to submit the certificate of mailing will also be included on this email.



**Hillsborough
County Florida**
Development Services

Submittal Requirements for Applications Requiring Public Hearings

Official Use Only

Application No: _____ Intake Date: _____
Hearing(s) and type: Date: _____ Type: _____ Receipt Number: _____
Date: _____ Type: _____ Intake Staff Signature: _____

Applicant/Representative: Rob Johnson Phone: 706.833.2069

Representative's Email: rjohnson@hullpg.com

The following information is used by reviewing agencies for their comments and should remain constant, with very few exceptions, throughout the review process. Additional reviews, such as legal description accuracy, compatibility of uses, agency reviews, etc., will still be conducted separately and may require additional revisions.

The following ownership information must be provided and will be verified upon submission initial submittal. If you are viewing this form electronically, you may click on each underlined item for additional information.

Part A: Property Information & Owner Authorization Requirements

Included	N/A	Requirements
1	☒	☐ <u>Property/Applicant/Owner Information Form</u>
2	☒	☐ <u>Affidavit(s) to Authorize Agent</u> (if applicable) NOTE: All property owners must sign either the Application form or the Affidavit to Authorize Agent. If property is owned by a corporation, submit the Sunbiz information indicating that you are authorized to sign the application and/or affidavit.
3	☒	☐ <u>Sunbiz Form</u> (if applicable). This can be obtained at Sunbiz.org .
4	☒	☐ <u>Property/Project Information Sheet</u> All information must be completed for each folio included in the request.
5	☒	☐ <u>Identification of Sensitive/Protected Information and Acknowledgement of Public Records</u>
6	☒	☐ <u>Copy of Current Recorded Deed(s)</u>
7	☒	☐ <u>Close Proximity Property Owners List</u>
8	☐	☐ Legal Description for the subject site
9	☐	☐ Copy of Code Enforcement/Building Code Violation(s) (if applicable)
10	☐	☐ Fastrack Approval (if applicable)

Additional application-specific requirements are listed in Part B.



**Hillsborough
County Florida**
Development Services

Property/Applicant/Owner Information Form

Official Use Only

Application No: _____ Intake Date: _____
Hearing(s) and type: Date: _____ Type: _____ Receipt Number: _____
Date: _____ Type: _____ Intake Staff Signature: _____

Property Information

Address: 8021 Citrus Park Town Ctr Mall City/State/Zip: Tampa, FL 33625
TWN-RN-SEC: 11-28-17 Folio(s): 3484.8164 Zoning: CPV-P-3/PD Future Land Use: UMU-20/CPV Property Size: 95.87 ACRES

Property Owner Information

Name: Citrus Park Mall Owner LLC Daytime Phone: 706.863.2222
Address: 1190 Interstate Parkway City/State/Zip: Augusta, GA 30909
Email: rjohnson@hullpg.com Fax Number: 706.868.7457

Applicant Information

Name: Rob Johnson Daytime Phone: 706.863.2222
Address: 1190 Interstate Parkway City/State/Zip: Augusta, GA 30909
Email: rjohnson@hullpg.com Fax Number: 706.868.7457

Applicant's Representative (if different than above)

Name: Erica Hatcher Daytime Phone: 678.462.9260
Address: 1190 Interstate Parkway City/State/Zip: Augusta, GA 30909
Email: ehatcher@geminiconstructionco.com Fax Number: _____

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