

Variance Application: VAR 25-0439
LUHO Hearing Date: March 31, 2025
Case Reviewer: Michelle Montalbano



**Hillsborough
County Florida**

Development Services Department

Applicant: Zach Davis **Zoning:** PD 20-0365
Location: 7348 Montague Street, Tampa, FL 33635; Folio # 5461.0242

Request Summary:

The applicant is requesting setback variances to accommodate a proposed residential entry sign at the entrance of a new townhome development.

Requested Variances:

LDC Section:	LDC Requirement:	Variance:	Result:
7.03.00.C.1.b	The minimum ground sign setback from neighboring property for all ground signs shall be a minimum of 10 feet from any side yard property line.	7-feet 1-inch	2-feet 11-inches side yard setback to the northern property line.
7.03.00.C.1.c	Monument signs shall be set back a minimum of 15 feet from the right-of-way line, but shall be permitted an increase in height of one foot for each one foot of additional setback provided from the right-of-way line up to a maximum height of 30 feet when adjacent to expressways and arterials or 15 feet when adjacent to collectors and local roads. A 12-foot-tall monument sign requires a 23-foot front setback.	16-feet 7-inches	6-feet 5-inches front yard setback where a 23-foot setback is required for a 12-foot-tall monument sign.

Findings: PD 20-0365 permits 115 townhome residences, thereby qualifying the subject monument sign placed as a residential entry sign.

Zoning Administrator Sign Off:

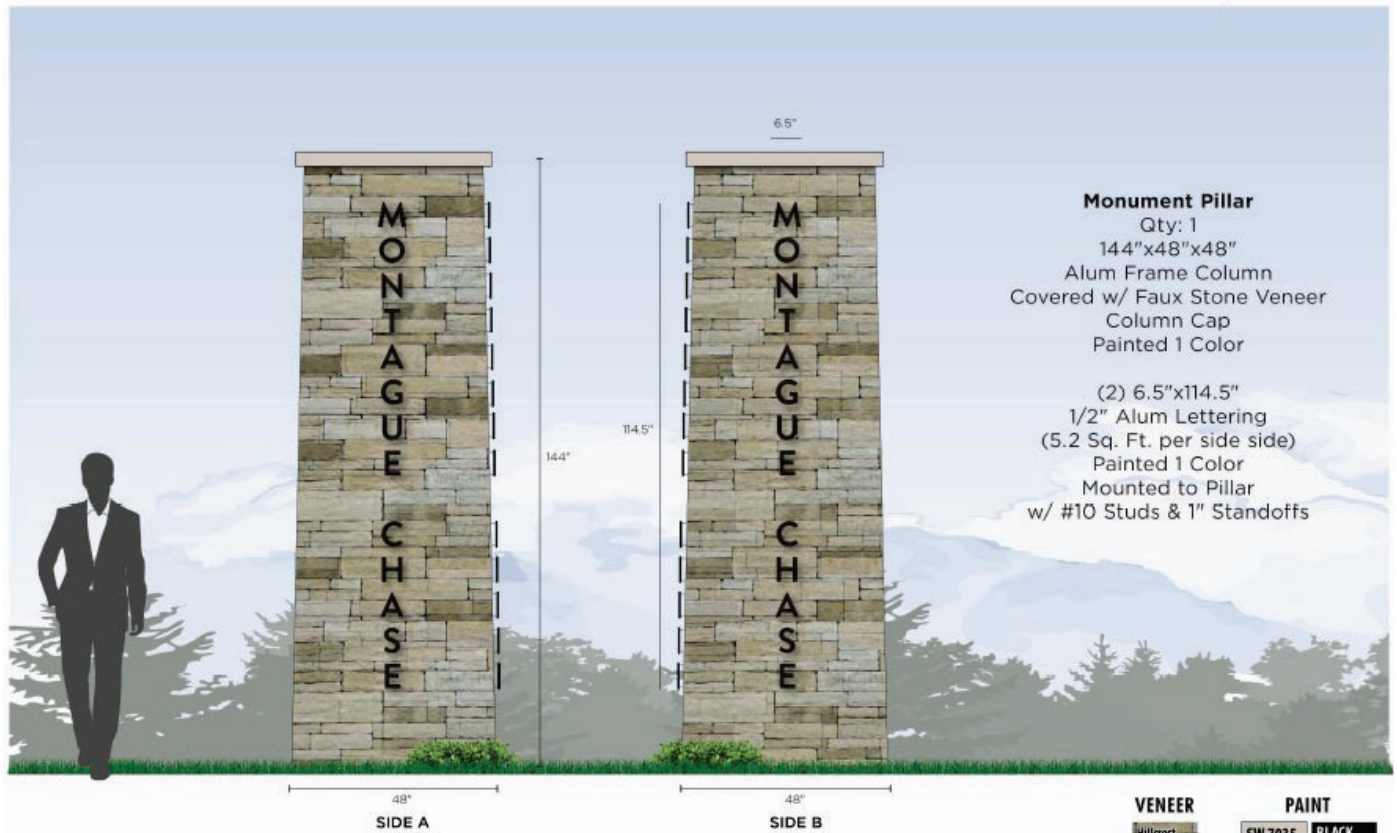
Colleen Marshall

Colleen Marshall
Mon Mar 10 2025 15:26:50

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.

SURVEY/SITE PLAN



wo.375524 v.06.05.24

Chance Road Towns, LLC - Townes at Crystal Brook

S/S Entry Monument



R. SILVEIRA
C. DEMING

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**Hillsborough
County Florida**
Development Services

Additional / Revised Information Sheet

Office Use Only

Application Number: VAR 25-0439

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: VAR 25-0439 Applicant's Name: Zach Davis
Reviewing Planner's Name: Michelle Montlbano Date: 03/04/2025

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): 3/31/2025

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

3/4/2025
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 VAR 25-0439

☐ 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 <input type="checkbox"/>	Cover Letter** If adding or removing land from the project site, the final list of folios must be included
2 <input type="checkbox"/>	Revised Application Form**
3 <input type="checkbox"/>	Copy of Current Deed* Must be provided for any new folio(s) being added
4 <input type="checkbox"/>	Affidavit to Authorize Agent* (If Applicable) Must be provided for any new folio(s) being added
5 <input type="checkbox"/>	Sunbiz Form* (If Applicable) Must be provided for any new folio(s) being added
6 <input type="checkbox"/>	Property Information Sheet**
7 <input type="checkbox"/>	Legal Description of the Subject Site**
8 <input type="checkbox"/>	Close Proximity Property Owners List**
9 <input checked="" type="checkbox"/>	Site Plan** All changes on the site plan must be listed in detail in the Cover Letter.
10 <input type="checkbox"/>	Survey
11 <input type="checkbox"/>	Wet Zone Survey
12 <input type="checkbox"/>	General Development Plan
13 <input checked="" type="checkbox"/>	Project Description/Written Statement
14 <input type="checkbox"/>	Design Exception and Administrative Variance requests/approvals
15 <input type="checkbox"/>	Variance Criteria Response
16 <input type="checkbox"/>	Copy of Code Enforcement or Building Violation
17 <input type="checkbox"/>	Transportation Analysis
18 <input type="checkbox"/>	Sign-off form
19 <input type="checkbox"/>	Other Documents (please describe): <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 5px;"></div>

*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.



**Hillsborough
County Florida**
Development Services

Project Description (Variance Request)

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.

Variance requested to install a non-illuminated aluminum monument sign adjacent to the project entry off of Montague St. Currently there is a required 23' front setback for a 12' sign adjacent to Memorial Highway and a 10' property line setback. These requirements do not allow for the installation of a monument sign. We are requesting that the center of the monument sign be installed 2'-11" off the lot property line and 6'-5" off the ROW line. Installing at this location also keeps the sign out of a 5' sanitary easment along Montague St. See attached included site plan sheet where the proposed monument sign location has been shown. Installation of this sign is not feasible elsewhere on the site due to vegetation and visibility needs.

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

LDC Sec. 7.03.00.C - Permitted Signs.

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): Approved construction plans (Application #:) PI 5885
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?

Due to existing vegetation on site that is to remain, there is not a feasible location for installation of the monument sign that will allow visibility from the street while also meeting the current setback requirements.

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.

N/A

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.

The installation of the monument sign at the location shown on the included site plan does not have an effect on any adjacent properties.

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*).

Requested variance is to allow installation of a monument sign at the entry to the project. Having this monument sign at the proposed location allows for safe and easy access to the site for future home owners and others visiting the property.

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.

Due to existing vegetation on site that is to remain, there is not a feasible location for installation of the monument sign that will allow visibility from the street while also meeting the current setback requirements.

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.

Failure to grant this variance will result in the lack of a monument sign at Montague Townhomes, which poses a threat to the safety of the individuals living in the community, as well as public servants such as mail delivery persons, by causing confusion on the site's location.

(7)

This instrument prepared by and
should be returned to:

Michael R. Rocha, Esq.
Brooks Rocha, PLLC
400 N. Tampa Street, Suite 1910
Tampa, Florida 33602

Purchase Price: \$3,506,098.00
Doc Stamps: \$24,542.70
Portion of Tax ID No.: 005461-0000

SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED is made this 8 day of November, 2024, by **LVW TAMPA MONTAGUE SPE1, LLC**, a Delaware limited liability company, whose address is 1810 W. Kennedy Boulevard, Tampa, Florida 33606 ("Grantor"), in favor of **ASHTON TAMPA RESIDENTIAL, LLC**, a Nevada limited liability company, whose address is 9720 Princess Palm Avenue, Suite 140, Tampa, Florida 33619 ("Grantee").

(Whenever used herein the terms Grantor and Grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees.)

WITNESSETH, that the Grantor, for and in consideration of the sum of Ten AND NO/100 Dollars (\$10.00) and other good and valuable consideration to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the Grantee, and 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*****

Subject, however, to (i) the matters described on Exhibit "B" attached hereto, (ii) real property taxes not yet due and payable for the year 2024 and all subsequent years, and (iii) all applicable zoning ordinances and/or restrictions and prohibitions imposed by governmental authorities, if any; provided however that the foregoing reference to said matters of record in this instrument shall not be deemed to reimpose the same.

TOGETHER with all the tenements, hereditaments, and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD in fee simple forever.

AND the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land; that Grantor has good right and lawful authority to sell and convey said land; and that the Grantor hereby warrants 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 PAGE FOLLOWS]

IN WITNESS WHEREOF, the Grantor has caused these presents to be duly authorized in its name and by those thereunto duly authorized, the day and year first above written.

Grantor:

Witnessed by:

LVW TAMPA MONTAGUE SPE1, LLC,
a Delaware limited liability company

Witness Signature

Joshua Owen

Witness Name (print/type)

1810 W Kennedy Blvd, Tampa, FL 33606

Witness Address

By:

Name: Michael Bednarski

Title: Authorized person

Witness Signature

Shane Gorry

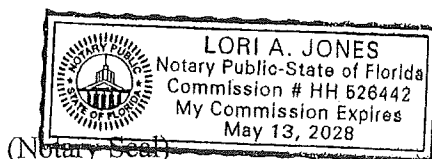
Witness Name (print/type)

1810 W. Kennedy Blvd Tampa, FL 33606

Witness Address

STATE OF FLORIDA)
COUNTY OF Hillsborough)

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 5th day of November, 2024, by Michael Bednarski, as the authorized person of LVW TAMPA MONTAGUE SPE1, LLC, a Delaware limited liability company, on behalf of the company, ☒ who is personally known to me or ☐ who has produced _____ as identification.



Notary Public

Printed Name: Lori Jones

My Commission Expires: May 13, 2028

Exhibit "A"

Legal Description

Lots 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17; and Lots 82, 83, 84, 85, 86, 87; and Lots 104, 105, 106, 107, 108 and 109, Montague Townhomes, according to the map or plat thereof, as recorded in Plat Book 148, Pages 34 through 48, of the Public Records of Hillsborough County, Florida.

Exhibit "B"

Permitted Exceptions

1. Easement Agreement and Restrictive Covenants by and between Vertical Bridge Landco, LLC, a Delaware limited liability company and Vertical Bridge CC AM, LLC, a Delaware limited liability company, recorded in Official Records Book 24506, Page 1243, Public Records of Hillsborough County, Florida, as amended by Amended and Restated Declaration of Covenants, Easements and Restrictions, recorded in Official Records Instrument No. 2022366396, Public Records of Hillsborough County, Florida.
2. Easement in favor of Tampa Electric Company recorded in Official Records Instrument No. 2023454497, Public Records of Hillsborough County, Florida.
3. Restrictions, covenants, conditions, easements and other matters as contained on the Plat of Montague Townhomes, recorded in Plat Book 148, Pages 34 through 48, Public Records of Hillsborough County, Florida.
4. Declaration of Covenants, Conditions, Easements, and Restrictions for Deer Valley recorded in Official Records Instrument No. 2024284001, Public Records of Hillsborough County, Florida.

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@hcpafl.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.



Property/Applicant/Owner Information Form

Official Use Only

Application No: 25-0439 Intake Date: 2/3/25
Hearing(s) and type: Date: 03/31/25 Type: LUHO Receipt Number: 446164
Date: _____ Type: _____ Intake Staff Signature: _____

Property Information

Address: 7348 Montague Street City/State/Zip: Tampa, Florida, 33635
TWN-RN-SEC: 28-28-17 Folio(s): 5461.0000 Zoning: PD Future Land Use: R-4 Property Size: 37.5 AC

Property Owner Information

Name: ASHTON TAMPA RESIDENTIAL LLC Daytime Phone: 813-556-7447
Address: 9720 Princess Palm Ave, Ste. 140 City/State/Zip: Tampa, Florida, 33619
Email: darryl.colwell@starlighthomes.com Fax Number: N/A

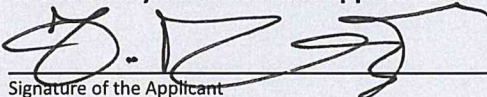
Applicant Information

Name: Zach Davis Daytime Phone: 813-817-1506
Address: 9720 Princess Palm Ave, Ste. 140 City/State/Zip: Tampa, Florida, 33619
Email: Zach.Davis@starlighthomes.com Fax Number: N/A

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 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

Zach Davis

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)

Darryl Colwell

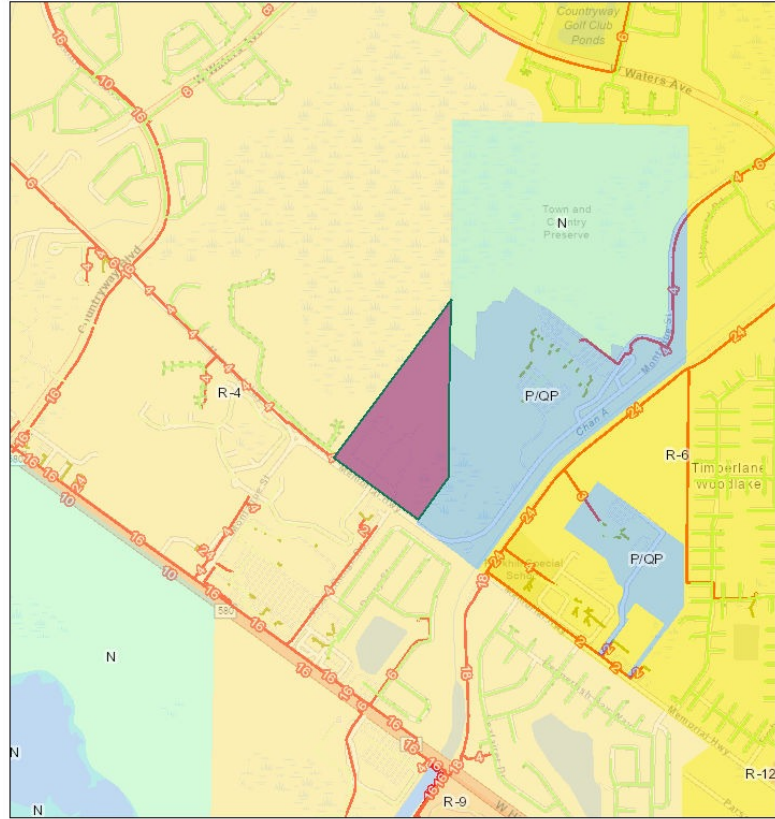
Type or print name



PARCEL INFORMATION HILLSBOROUGH COUNTY FLORIDA

Jurisdiction	Unincorporated County
Zoning Category	Planned Development
Zoning	PD
Description	Planned Development
RZ	20-0365
Flood Zone:X	AREA OF MINIMAL FLOOD HAZARD
Flood Zone:AE	BFE = 9.0 ft
FIRM Panel	0188H
FIRM Panel	12057C0188H
Suffix	H
Effective Date	Thu Aug 28 2008
Pre 2008 Flood Zone	AE
Pre 2008 Firm Panel	1201120190D
County Wide Planning Area	Northwest Hillsborough
Community Base Planning Area	Town and Country
Community Base Planning Area	Northwest Hillsborough
Planned Development	PD
Re-zoning	20-0365
Note	null
Minor Changes	null
Major Modifications	null
Personal Appearances	null
Census Data	Tract: 011608 Block: 1003
Future Landuse	N
Future Landuse	R-4
Urban Service Area	USA
Mobility Assessment District	Urban
Mobility Benefit District	1
Fire Impact Fee	Northwest
Parks/Schools Impact Fee	NORTHWEST
ROW/Transportation Impact Fee	ZONE 10
Wind Borne Debris Area	140 MPH Area
Competitive Sites	NO
Redevelopment Area	NO

Folio: 5461.0000



February 5, 2025

1:15,448
0 0.1 0.2 0.4 mi
0 0.17 0.35 0.7 km

Sources: Esri, TomTom, Garmin, FAD, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Esri

Hillsborough County Florida

Folio: 5461.0000
PIN: U-28-28-17-ZZZ-000000-39190.0
Lvw Tampa Montague Spe1 Llc
Mailing Address:
 1810 W Kennedy Blvd Ste 201
 null
 Tampa, FL 33606
Site Address:
 7348 Montague St
 Tampa, FL 33635
SEC-TWN-RNG: 28-28-17
Acreage: 36.5
Market Value: \$1,657,640.00
Landuse Code: 9100 UTILITY, R/W

Hillsborough County makes no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness, or completeness of any of the geodata information provided herein. The reader should not rely on the data provided herein for any reason. Hillsborough County explicitly disclaims any representations and warranties, including, without limitations, the implied warranties of merchantability and fitness for a particular purpose. Hillsborough County shall assume no liability for:

1. Any error, omissions, or inaccuracies in the information provided regardless of how caused.
2. Any decision made or action taken or not taken by any person in reliance upon any information or data furnished hereunder.



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: ASHTON TAMPA RESIDENTIAL LLC Phone: 813-817-1506

Representative's Email: Zach.Davis@starlighthomes.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	<input checked="" type="checkbox"/>	<input type="checkbox"/> <u>Property/Applicant/Owner Information Form</u>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/> <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	<input checked="" type="checkbox"/>	<input type="checkbox"/> <u>Sunbiz Form</u> (if applicable). This can be obtained at Sunbiz.org .
4	<input checked="" type="checkbox"/>	<input type="checkbox"/> <u>Property/Project Information Sheet</u> All information must be completed for each folio included in the request.
5	<input checked="" type="checkbox"/>	<input type="checkbox"/> <u>Identification of Sensitive/Protected Information and Acknowledgement of Public Records</u>
6	<input checked="" type="checkbox"/>	<input type="checkbox"/> <u>Copy of Current Recorded Deed(s)</u>
7	<input checked="" type="checkbox"/>	<input type="checkbox"/> <u>Close Proximity Property Owners List</u>
8	<input checked="" type="checkbox"/>	<input type="checkbox"/> Legal Description for the subject site
9	<input type="checkbox"/>	<input checked="" type="checkbox"/> Copy of Code Enforcement/Building Code Violation(s) (if applicable)
10	<input type="checkbox"/>	<input checked="" type="checkbox"/> Fastrack Approval (if applicable)

Additional application-specific requirements are listed in Part B.



Specific Submittal Requirements for Variances

This section provides information on items that must be addressed/submitted for a Special use - Land Excavation permit and will be subsequently reviewed when the application is assigned to a planner. Where certain information does not apply to a project, a notation shall appear on the plan stating the reason, for example, "No existing water bodies within project." Additionally, the explanations and justifications for when certain information does not apply to the project shall be included in the Narrative. If Hillsborough County determines the submitted plan lacks required information, the application shall not proceed to hearing as provided for in Section 6.2.1.1.A. Additionally, the required information is only the minimum necessary to schedule an application for hearing and Hillsborough County reserves the right to request additional information during review of the application.

If you are viewing this form electronically, you may click on each underlined item for additional information.

For any items marked N/A, justification must be provided as to why the item is not included.

Part B: Project Information

Additional Submittal Requirements for a Variance

- 1 ☒ Project Description/Written Statement of the Variance Request
- 2 ☒ Variance Criteria Response
- 3 ☐ Attachment A (if applicable)
- 4 ☐ Survey/Site Plan
- 5 ☐ Supplemental Information (optional/if applicable)