

**Variance Application: VAR 25-0257****LUHO Hearing Date:** March 31, 2025**Case Reviewer:** Jared Follin**Hillsborough  
County Florida****Development Services Department****Applicant:** William Ryan Homes Florida Inc. **Zoning:** PD**Address/Location:** 3658 Nandina Circle, Sun City; Folio: 54953.0868**Request Summary:**

The applicant is requesting a variance to the required side yard setback to allow for a proposed townhome villa.

**Requested Variances:**

LDC Section:	LDC Requirement:	Variance:	Result:
5.03.07.B.2.i PD 73-0186 (PRS 24-0064)	Changes to approved PD districts, Minor Modification: Any decrease in required yards, except that when such decrease is to apply to three or less single-family lots within the project, the change shall be reviewed per Section 11.04.  A minimum 5-foot side yard setback is required in the PD zoning district.	2 feet	3-foot side yard setback

**Findings:**

None.

**Zoning Administrator Sign Off:**Colleen Marshall  
Tue Mar 11 2025 11:46:37**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.





## 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.

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

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### 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?

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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.

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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.

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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*).

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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.

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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.

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**This Instrument Was Prepared  
By and Should Be Returned To:**

Lee E. Nelson, Esq.  
Shutts & Bowen LLP  
4301 W. Boy Scout Blvd., Suite 300  
Tampa, Florida 33607

Parcel ID Nos.: 054953-0275 (as to Parcel 1) and 054953-1156 (as to Parcel 2)

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**SPECIAL WARRANTY DEED**

This Special Warranty Deed (this “**Deed**”), made effective this 30<sup>th</sup> day of November, 2022, by **FAIRWAY PALMS, LTD.**, a Florida limited partnership (“**Grantor**”), whose mailing address is 500 Stonehenge Parkway, Dublin, Ohio 43017, to **HDP FAIRWAY PALMS LLC**, a Delaware limited liability company (“**Grantee**”), whose mailing address is 708 Main Street, Evanston, Illinois, 60202.

**W I T N E S S E T H:**

That Grantor, for and in consideration of the sum of ten dollars (\$10.00) and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt and sufficiency of which is hereby acknowledged, has granted, bargained, and sold to Grantee and Grantee’s successors and assigns forever, the real property situate, lying, and being in Hillsborough County, Florida, and described in **Exhibit “A”** attached hereto (the “**Property**”).

TOGETHER with all of the Grantor’s rights, title and interest in and to all licenses, approvals, tenements, hereditaments, easements, and appurtenances belonging or in any way appertaining to the Property.

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

And Grantor hereby specially 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 Property and hereby specially warrants the title to the Property and will defend the same against the lawful claims of all persons claiming by, through or under Grantor, but not otherwise, and that the Property is being conveyed to Grantee subject to those permitted exceptions identified in **Exhibit “B”** attached hereto and made a part hereof, provided the foregoing shall not serve to reimpose the same.

**[SIGNATURE ON NEXT PAGE]**

IN WITNESS WHEREOF, Grantor has executed this Deed on the date first above written.

**GRANTOR:**

**FAIRWAY PALMS, LTD.**, a Florida limited partnership

By: **Fairway Palms Development Corp.**, a Florida corporation, its general partner

Marguerite A. White  
Signature of Witness 1

Marguerite A. White  
Print name of Witness 1

Teresa D. Grubbs  
Signature of Witness 2

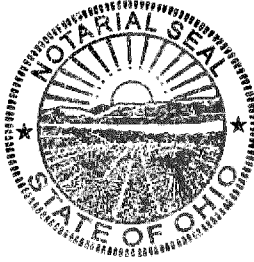
Teresa D. Grubbs  
Print name of Witness 2

By: Philip G. Fankhauser  
Name: Philip G. Fankhauser  
Title: President

STATE OF OHIO )  
 ) SS:  
COUNTY OF Franklin )

The foregoing instrument was acknowledged before me by means of ( X ) physical presence or ( ) online notarization this 29<sup>th</sup> day of November, 2022, by Philip G. Fankhauser, as President of **FAIRWAY PALMS DEVELOPMENT CORP.**, a Florida corporation, the general partner of **FAIRWAY PALMS, LTD.**, a Florida limited partnership, on behalf of the limited partnership, who ( X ) is personally known to me or ( ) produced \_\_\_\_\_ as identification.

[Affix Notary Seal]



Christopher A. Buerkle, Attorney At Law  
NOTARY PUBLIC - STATE OF OHIO  
My commission has no expiration date  
Sec. 147.03 R.C.

Christopher A. Buerkle  
Notary Public

Christopher A. Buerkle  
(Print or type name)

Commission No.: \_\_\_\_\_

My Commission Expires: No Expiration Date

EXHIBIT "A"

LEGAL DESCRIPTION

The land referred to herein below is situated in the County of HILLSBOROUGH, State of Florida, and described as follows:

Parcel 1:

A parcel of land lying in Section 2, Township 32 South, Range 19 East, Hillsborough County, Florida, said parcel being more particularly described as follows:

From the Southeast corner of said Section 2, run thence along the South boundary of said Section 2, N89°54'00"W, 3156.29 feet; thence N09°02'38"E, 67.08 feet; thence N03°57'49"W, 347.04 feet to the

POINT OF BEGINNING; thence N83°57'49"W, 145.00 feet; thence N40°42'23"W, 15.91 feet; thence N03°45'00"W, 49.78 feet; thence S86°15'00"W, 36.02 feet; thence S10°29'11"W, 59.78 feet; thence S78°30'00"W, 26.50 feet; thence N79°30'49"W, 79.21 feet; thence N.72°30'49" W, 173.67 feet; thence S18°29'11"W, 10.96 feet; thence N71°30'49"W, 120.26 feet; thence N06°10'26"W, 6.96 feet; thence S83°49'34"W, 40.10 feet; thence S03°57'50"E, 110.51 feet; thence S86°02'10"W, 77.57 feet; thence S03°57'50"E, 14.33 feet; thence S86°02'10"W, 66.73 feet to a point on a curve on the Easterly right-of way line of Cypress Village Boulevard at recorded in Official Records Book 5361, Page 243, Public Records of Hillsborough County, Florida; thence along said Easterly right-of-way line, Northerly, 514.51 feet, along the arc of a curve to the right having a radius of 1805.00 feet on a central angle of 16°19'55" (chord bearing N01°37'53"W, 512.77 feet); thence N84°21'33"E, 747.10 feet; thence S03°57'49" E, 560.32 feet to the POINT OF BEGINNING.

TOGETHER WITH non-exclusive easements to connect utility lines for sanitary sewer, storm sewer, and water and to operate and maintain such connections as more particularly set forth in that Utilities Easement Agreement by and between Fairway Palms Condominium Association, Inc., a Florida corporation (Grantor) and Fairway Palms, LTD, a Florida limited partnership (Grantee) dated November 28, 2022 and recorded in Clerk Instrument No. 2022562264, Public Records of Hillsborough County, Florida.

LESS AND EXCEPT the following described lands:

PARCEL 1:

A portion of PHASE 2, FAIRWAY PALMS, A CONDOMINIUM, as recorded in Condominium Book 13, Page 54, of the Public Records of Hillsborough County, Florida, as revised per the Amendment to Condominium Declaration, recorded in Official Records Book 6669, Page 1805, of the Public Records of Hillsborough County, Florida, lying in the Southwest 1/4 of Section 2, Township 32 South, Range 19 East, Hillsborough County, Florida, being more particularly described as follows:

COMMENCE at the Southeast corner of said PHASE 2, said point also being the Northeast corner of PHASE 1 of said FAIRWAY PALMS, A CONDOMINIUM, as revised per the Amendment to Condominium Declaration, recorded in said Official Records Book 6669, Page 1805; thence along the Southerly boundary line of said Phase 2 and the Northerly boundary line of said Phase 1 the following four (4) courses: 1) N.83°57'49"W., 145.00 feet; 2) thence N.40°42'23"W., 8.76 feet to the POINT OF BEGINNING; 3) thence continue N.40°42'23"W., 7.15 feet; 4) thence N.03°45'00"W., 18.12 feet; thence S.87°38'38"E., 3.81 feet; thence S.05°00'10"E., 23.43 feet to the POINT OF BEGINNING.

PARCEL 2:

A portion of PHASE 2, FAIRWAY PALMS, A CONDOMINIUM, as recorded in Condominium Book 13, Page 54, of the Public Records of Hillsborough County, Florida, as revised per the Amendment to Condominium Declaration, recorded in Official Records Book 6669, Page 1805, of the Public Records of Hillsborough County, Florida, lying in

the Southwest 1/4 of Section 2, Township 32 South, Range 19 East, Hillsborough County, Florida, being more particularly described as follows:

COMMENCE at the Southeast corner of said PHASE 2, said point also being the Northeast corner of PHASE 1 of said FAIRWAY PALMS, A CONDOMINIUM, as revised per the Amendment to Condominium Declaration, recorded in said Official Records Book 6669, Page 1805; thence along the Southerly boundary line of said Phase 2 and the Northerly boundary line of said Phase 1 the following nine (9) courses: 1) N.83°57'49"W., 145.00 feet; 2) thence N.40°42'23"W., 15.91 feet; 3) thence N.03°45'00"W., 49.78 feet; 4) thence S.86°15'00"W., 36.02 feet; 5) thence S.10°29'11"W., 27.93 feet to the POINT OF BEGINNING; 6) thence continue S.10°29'11"W., 31.85 feet; 7) thence S.78°30'00"W., 26.50 feet; 8) thence N.79°30'49"W., 79.21 feet; 9) thence N.72°30'49"W., 6.79 feet; thence N.62°38'47"E., 50.24 feet; thence S.87°38'38"E., 71.56 feet to the POINT OF BEGINNING.

PARCEL 3:

A portion of PHASE 2, FAIRWAY PALMS, A CONDOMINIUM, as recorded in Condominium Book 13, Page 54, of the Public Records of Hillsborough County, Florida, as revised per the Amendment to Condominium Declaration, recorded in Official Records Book 6669, Page 1805, of the Public Records of Hillsborough County, Florida, lying in the Southwest 1/4 of Section 2, Township 32 South, Range 19 East, Hillsborough County, Florida, being more particularly described as follows:

COMMENCE at the Southeast corner of said PHASE 2, said point also being the Northeast corner of PHASE 1 of said FAIRWAY PALMS, A CONDOMINIUM, as revised per the Amendment to Condominium Declaration, recorded in said Official Records Book 6669, Page 1805; thence along the Southerly boundary line of said Phase 2 and the Northerly boundary line of said Phase 1 the following eleven (11) courses: 1) N.83°57'49"W., 145.00 feet; 2) thence N.40°42'23"W., 15.91 feet; 3) thence N.03°45'00"W., 49.78 feet; 4) thence S.86°15'00"W., 36.02 feet; 5) thence S.10°29'11"W., 59.78 feet; 6) thence S.78°30'00"W., 26.50 feet; 7) thence N.79°30'49"W., 79.21 feet; 8) thence N.72°30'49"W., 173.67 feet to the POINT OF BEGINNING; 9) thence S.18°29'11"W., 10.96 feet; 10) thence N.71°30'49"W., 120.26 feet; 11) thence N.06°10'26"W., 6.96 feet; thence N.64°05'02"E., 45.32 feet; thence S.54°54'30"E., 94.74 feet to the POINT OF BEGINNING.

PARCEL 4:

A portion of PHASE 2, FAIRWAY PALMS, A CONDOMINIUM, as recorded in Condominium Book 13, Page 54, of the Public Records of Hillsborough County, Florida, as revised per the Amendment to Condominium Declaration, recorded in Official Records Book 6669, Page 1805, of the Public Records of Hillsborough County, Florida, lying in the Southwest 1/4 of Section 2, Township 32 South, Range 19 East, Hillsborough County, Florida, being more particularly described as follows:

COMMENCE at the Southeast corner of said PHASE 2, said point also being the Northeast corner of PHASE 1 of said FAIRWAY PALMS, A CONDOMINIUM, as revised per the Amendment to Condominium Declaration, recorded in said Official Records Book 6669, Page 1805; thence along the Southerly boundary line of said Phase 2 and the Northerly boundary line of said Phase 1 the following seventeen (17) courses: 1) N.83°57'49"W., 145.00 feet; 2) thence N.40°42'23"W., 15.91 feet; 3) thence N.03°45'00"W., 49.78 feet; 4) thence S.86°15'00"W., 36.02 feet; 5) thence S.10°29'11"W., 59.78 feet; 6) thence S.78°30'00"W., 26.50 feet; 7) thence N.79°30'49"W., 79.21 feet; 8) thence N.72°30'49"W., 173.67 feet; 9) thence S.18°29'11"W., 10.96 feet; 10) thence N.71°30'49"W., 120.26 feet; 11) thence N.06°10'26"W., 6.96 feet; 12) thence S.83°49'34"W., 40.10 feet; 13) thence S.03°57'50"E., 95.35 feet to the POINT OF BEGINNING; 14) thence continue S.03°57'50"E., 15.16 feet; 15) thence S.86°02'10"W., 77.57 feet; 16) thence S.03°57'50"E., 14.33 feet; 17) thence S.86°02'10"W., 8.72 feet; thence N.03°57'50"W., 29.49 feet; thence N.86°02'10"E., 86.29 feet to the POINT OF BEGINNING.

TOGETHER WITH the following described lands:

Parcel 2:

A portion of PHASE 1, FAIRWAY PALMS, A CONDOMINIUM, as recorded in Condominium Book 13, Page 54, of the Public Records of Hillsborough County, Florida, as revised per the Amendment to Condominium Declaration,

recorded in Official Records Book 6669, Page 1805, of the Public Records of Hillsborough County, Florida, lying in the Southwest 1/4 of Section 2, Township 32 South, Range 19 East, Hillsborough County, Florida, being more particularly described as follows:

COMMENCE at the Northeast corner of said PHASE 1, said point also being the Southeast corner of PHASE 2 of said FAIRWAY PALMS, A CONDOMINIUM, as revised per the Amendment to Condominium Declaration, recorded in said Official Records Book 6669, Page 1805; thence along the Northerly boundary line of said Phase 1 and the Southerly boundary line of said Phase 2 the following six (6) courses: 1) N.83°57'49"W., 145.00 feet; 2) thence N.40°42'23"W., 15.91 feet; 3) thence N.03°45'00"W., 18.12 feet to the POINT OF BEGINNING; 4) thence continue N.03°45'00"W., 31.66 feet; 5) thence S.86°15'00"W., 36.02 feet; 6) thence S.10°29'11"W., 27.93 feet; thence S.87°38'38"E., 43.13 feet to the POINT OF BEGINNING.

EXHIBIT "B"

PERMITTED EXCEPTIONS

1. Taxes and assessments for the year 2023 and subsequent years, which are not yet due and payable.
2. Covenants, Conditions, Restrictions, Easements and Reservations as set forth in Quit-Claim Deed recorded in Book 6148, Page 798, as affected by Notice of Revocation recorded in Book 6974, Page 1437.
3. Declaration of Covenants, Conditions, Restrictions and Easements, including any amendments or modifications thereto, which contains provisions for a private charge or assessments, recorded in Book 5084, Page 5, First Amendment recorded in Book 5730, Page 1630 together with Notice of Amendment recorded in Book 5757, Page 1945, as affected by Designation of Delegate Districts #1 - #9 within the Villages at Cypress Creek recorded in Book 5933, Page 877 and Second Amendment recorded in Book 6145, Page 218, Amended and Restated Second Amendment recorded in Book 6245, Page 1253, Declaration of Annexation recorded in Book 6245, Page 1259 and Revision to the Second Amendment recorded in Book 6278, Page 552, Assignment in Book 7278, Page 9, Book 9533, page 629, as affected by Notice of Preservation Declaration of Covenants, Conditions and Restrictions for the Villages at Cypress Creek recorded in Book 24973, Page 220, all of the Public Records of Hillsborough County, Florida, but deleting any covenant, condition or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status or national origin, to the extent such covenants, conditions or restrictions violate 42 USC 3604(c).
4. Terms and conditions of Sections 10, 11 and 12 that unrecorded Settlement Agreement by and between Fairway Palms Condominium Association, Inc., a Florida not-for-profit corporation ("Condo Association"), and Fairway Palms, Ltd., a Florida limited partnership, Fairway Palms Development Corporation, a Florida corporation, Philip G. Fankhauser, and Edward A. Bacom, both individually and in their fiduciary capacity as past officers and directors of the board of the Condo Association (collectively referred to as "Developer"), dated March 30, 2000 ("Settlement Agreement"), as disclosed by that certain Notice of Settlement Agreement recorded in Book 10130, Page 1132, as assigned by Assignment of Rights recorded concurrently herewith in the Public Records of Hillsborough County, Florida.
5. Survey prepared by Landmark Engineering & Surveying Corporation, dated November 18 2022, under Job No. 2190086, shows the following: Asphalt pavement, asphalt walkway, concrete curb and concrete pad all encroach into property across Southerly boundary line; Concrete sidewalk, concrete light poles and riser encroach across Westerly boundary line into subject property.
6. Terms and conditions of the Utilities Easement Agreement by and between Fairway Palms Condominium Association, Inc., a Florida corporation (Grantor) and Fairway Palms, LTD., a Florida limited partnership (Grantee) recorded concurrently herewith in the Public Records of Hillsborough County, Florida.



**Hillsborough  
County Florida**  
Development Services

## Property/Applicant/Owner Information Form

### Official Use Only

Application No: 25-0257

Intake Date: 12/11/24

Hearing(s) and type: Date: 02/24/25

Type: LUHO

Receipt Number: 430549

Date: \_\_\_\_\_

Type: \_\_\_\_\_

Intake Staff Signature: Cierra James

### Property Information

Address: 3658 Nandina Circle City/State/Zip: Sun City, FL 33573  
TWN-RN-SEC: S02/T32/R19 Folio(s): 54953.0868 PD (73-0186) Zoning: SMU-6 Future Land Use: \_\_\_\_\_ Property Size: .1 acre

### Property Owner Information

Name: HDP Fairways Palms LLC Daytime Phone: (813) 292-0977  
Address: 708 Main St. City/State/Zip: Evanston, IL 60202  
Email: starts@WmRyan.com Fax Number: \_\_\_\_\_

### Applicant Information

Name: William Ryan Homes Florida Inc. Daytime Phone: (813) 239-4664  
Address: 3925 Coconut Palm Drive Suite 117 City/State/Zip: Tampa, FL 33619  
Email: jthorson@wmryan.com Fax Number: \_\_\_\_\_

### Applicant's Representative (if different than above)

Name: Todd C. Amaden, P.E. / Landmark Engineering & Surveying Daytime Phone: 813-621-7841  
Address: 8515 Palm River Rd. City/State/Zip: Tampa, FL 33619  
Email: comments@lesc.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

Todd C. Amaden, P.E.

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)

Jeff Thorson

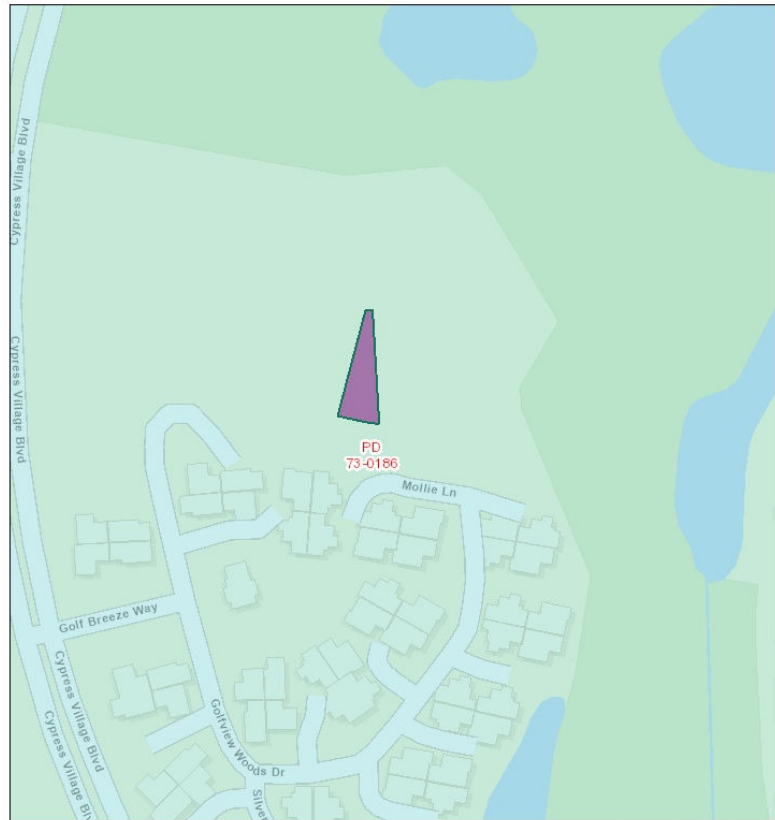
Type or print name



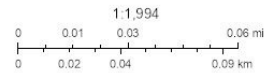
# PARCEL INFORMATION HILLSBOROUGH COUNTY FLORIDA

Jurisdiction	Unincorporated County
Zoning Category	Planned Development
Zoning	PD
Description	Planned Development
RZ	73-0186
Flood Zone:X	AREA OF MINIMAL FLOOD HAZARD
FIRM Panel	0657H
FIRM Panel	12057C0657H
Suffix	H
Effective Date	Thu Aug 28 2008
Pre 2008 Flood Zone	X
Pre 2008 Firm Panel	1201120660C
County Wide Planning Area	Sun City Center
Community Base Planning Area	SouthShore
Planned Development	PD
Re-zoning	73-0186
Note	01-1436 DENIED
Minor Changes	20-0605
Major Modifications	93-0338,96-0244, 93-0179, 22-1340
Personal Appearances	10-0403,09-0835,08-0999, 07-1758,06-0814,05-1002, 97-0329,96-0227,90-0081, 99-0010,00-0260,00-1331, 03-0516,04-1026,01-0192, 99-1096,13-0465, 96-0227, 90-0081S,10-1011,11-0397, 03-1575,06-0064,99-1395, 98-1322, 22-0243, 22-0357, 24-0064
Census Data	Tract: 014009 Block: 1001
Future Landuse	SMU-6
Urban Service Area	USA
Mobility Assessment District	Urban
Mobility Benefit District	4
Fire Impact Fee	South
Parks/Schools Impact Fee	SOUTH
ROW/Transportation Impact Fee	ZONE 9
Wind Borne Debris Area	140 MPH Area
Competitive Sites	NO
Redevelopment Area	NO

Folio: 54953.0868



December 13, 2024



Esri Community Map Contributors, University of South Florida, City of Tampa, FDEP, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, EGIS

Hillsborough County Florida

**Folio: 54953.0868**  
**PIN: U-02-32-19-D2R-000000-00034.0**  
**Hdp Fairway Palms Llc**  
**Mailing Address:**  
 708 Main St  
 null  
 Evanston, IL 60202-1702  
**Site Address:**  
 3658 Nandina Cir  
 Sun City Center, FL 33573  
**SEC-TWN-RNG: 02-32-19**  
**Acreage: 0.129763**  
**Market Value: \$4,992.00**  
**Landuse Code: 0006 VACANT TOWNHOME**

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: \_\_\_\_\_ Phone: \_\_\_\_\_

Representative's Email: \_\_\_\_\_

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