



# Agenda Item Cover Sheet



Agenda Item N<sup>o</sup>. \_\_\_\_\_

Meeting Date April 12, 2022

☒ Consent Section

☐ Regular Section

☐ Public Hearing

Subject: Revisions to Development Review Procedures Manual (DRPM)	
Department Name: Development Services	
Contact Person: Israel Monsanto	Contact Phone: 813-276-8364
Sign-Off Approvals:	
 Assistant County Administrator _____ Date _____	 Department Director _____ Date <u>3/30/2022</u>
Management and Budget – Approved as to Financial Impact Accuracy _____ Date _____	County Attorney – Approved as to Legal Sufficiency _____ Date _____

## Staff's Recommended Board Motion:

Approve the attached revisions to DRPM Sections 3 and 6.2.1 to 1) remove from the application submittal instructions outdated forms and references to those outdated forms; 2) update the application submittal requirements for Planned Developments to reflect changes in transportation review requirements, changes in electronic document submittal requirements and to include information required during the application review process that is presently not reflected in the current submittal requirements, and; 3) update the post application sufficiency review process to establish a more formalized review process for determining application sufficiency.

## Financial Impact Statement:

The proposed revisions to the DRPM present no financial impact to Hillsborough County.

## Background:

### Section 3 Changes

Section 3 of the DRPM contains instructions and standard forms that are to be used in the submittal of various applications. The forms are outdated and need to be periodically updated but cannot without amendment to the DRPM. Therefore, staff is proposing to remove these forms and the reference to the forms from Section 3 to allow staff greater flexibility to the amend the forms on as needed basis.

### Section 6.2.1 Changes

The Land Development Code was recently amended to remove the requirement for an applicant to have a rezoning pre-submittal meeting with staff prior to the submittal of a Planned Development rezoning application. The intent of this change was to focus staff resources on improving the application submittal and the post application sufficiency review process to ensure more complete and responsive application submittals at the beginning of the review process.

To that end, the current version of DRPM Section 6.2.1 contains outdated and insufficient submittal requirement that do not correctly reflect current review practices/requirements. The current required transportation analysis submittal requirements are based on no longer utilized concurrency review standards and do not reflect current requirements for inclusion of Design Exceptions and Administrative Variances in the PD review process. Furthermore, the current version does not reflect current electronic

Background Continued:

document submittal requirements and does not include requirements for submittal of certain information that is typically required post application submittal by review agencies during the review of the rezoning application. These updates will provide for more complete and responsive applications.

Additionally, the post application submittal sufficiency review process has been updated to provide for a more formalized sufficiency review process by establishing a sufficiency review meeting in which staff will provide feedback to the applicant on any insufficiencies in the application submittal and the applicant will have a specified period of time in which to supplement the application in response. These changes will ensure a complete and responsive application at the beginning of review process in advance of the scheduled public hearing which will provide more review/response time for all parties (staff/reviewing agencies, applicants and interested citizens/third parties).

List Attachments:

- 1) BOCC Resolution; 2) Exhibit A – DRPM Section 3.0 Changes & DRPM Section 6.2.1 Changes

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF  
HILLSBOROUGH COUNTY, FLORIDA, PROVIDING FOR AN AMENDMENT  
TO THE DEVELOPMENT REVIEW PROCEDURES MANUAL AND  
PROVIDING AN EFFECTIVE DATE.**

Upon motion by Commissioner \_\_\_\_\_, seconded by  
Commissioner \_\_\_\_\_, the following Resolution was adopted by a vote of \_\_\_\_ to \_\_\_\_;  
Commissioner(s) \_\_\_\_\_ voting "No."

**WHEREAS**, the Legislature of the State of Florida has in Chapter 125, Florida Statutes, authorized local governments to adopt ordinances and regulations to protect the public health, safety, and general welfare of its citizens; and

**WHEREAS**, the Legislature of the State of Florida has in Chapter 163, Florida Statutes, authorized local governments to adopt land development regulations that are consistent with and implement their adopted comprehensive plan; and

**WHEREAS**, the Board of County Commissioners of Hillsborough County has adopted Ordinance 92-5, as amended, the Land Development Code, in order to establish standards, regulations and procedures for review of proposed zoning and development activity within Hillsborough County; and

**WHEREAS**, Section 10.00.02 of the Land Development Code provides for the preparation of a Development Review Procedures Manual by the Administrator and adoption by resolution of the Board of County Commissioners; and

**WHEREAS**, a Development Review Procedures Manual was adopted by the Board of County Commissioners and became effective on November 1, 2001; and

**WHEREAS**, the Board of County Commissioners desires to amend the Development Review Procedures Manual in order to remove outdated forms; to add text addressing sensitive information in applications; and to update text regarding rezoning review and procedures in order to maintain consistency with the Land Development Code;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF  
HILLSBOROUGH COUNTY, FLORIDA, ASSEMBLED THIS 12<sup>TH</sup> DAY OF APRIL, 2022:**

1. The Board of County Commissioners of Hillsborough County, Florida, hereby adopts the amendment to the Development Review Procedures Manual as set forth in **Exhibit "A"** attached hereto and incorporated herein by this reference.
2. This Resolution shall become effective upon adoption.

STATE OF FLORIDA                                 )  
COUNTY OF HILLSBOROUGH                 )

I, Cindy Stuart, Clerk of the Circuit Court and Ex Officio Clerk of the Board of County Commissioners, do hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted by the Board of County Commissioners of Hillsborough County, Florida, at its meeting held April 8, 2022, as the same appears on record in Minute Book \_\_\_\_\_ of the Public Records of Hillsborough County, Florida.

WITNESS my hand and official seal this \_\_\_\_day of \_\_\_\_\_, 2022.

CINDY STUART, CLERK OF CIRCUIT COURT

By: \_\_\_\_\_  
Deputy Clerk

APPROVED BY COUNTY ATTORNEY  
AS TO FORM AND LEGAL SUFFICIENCY

By: \_\_\_\_\_



## EXHIBIT "A"

### Sec. 3.1 - GENERAL

~~This section includes the application forms and related documents required for new and revised application submittal.~~ A completed application form and Property/Project Information Sheet shall be required, in addition to other submittal requirements as required in the Development Review Procedures Manual, for all new application submittals. The Additional/Revised Information Sheet shall be required, in addition to other submittal requirements as required in the Development Review Procedures Manual, for all revised application submittals. The referenced forms are provided in the application packets.

(Res. No. R05-289, § 1(Item #2), 12-13-05, eff. 1-1-06)

### Sec. 3.2 - COMPLETE APPLICATION SUBMITTALS

All required information and signatures shall be complete and provided in the application packets ~~on forms shown herein~~ prior to acceptance of the application by the Administrator. Additionally, the application submittal shall include the specific supplemental information as may be required for the various types of applications as referenced in the Development Review Procedures Manual and the Land Development Code.

#### Sensitive Information:

Pursuant to Chapter 119 Florida Statutes, all information submitted in an application 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.

While all efforts is taken to ensure the security of protected information, certain specified information may need to be disclosed as part of the public hearing process for select applications. Applications requiring a public hearing and containing sensitive/protected information, should contact the Zoning Administrator to determine what information will need to be disclosed to complete 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.

### Sec. 3.3 - APPLICATION FORMS

~~This sub-section includes the application and related forms required for application submittal to the Administrator (see insert on following pages). Includes Affidavit to Authorize Agent form and the Property/Project Information Sheet.~~ In order to process an application, All submittals must utilize the most current version of the application and related forms found in the application packet provided by the Zoning Administrator herein. Previous versions of the application and related forms shall not be accepted.

(Res. No. R05-289, § 1(Item #2), 12-13-05, eff. 1-1-06)

### Sec. 3.4 - AUTHORIZATION FOR SUBMITTAL

A requirement for submittal for each application is a copy of the deed(s) showing the current ownership of the property. Authorization of submittal of the application must be completed for every owner listed on each deed.

Authorization should be completed in one of the following manners:

- A. If the applicant/representative is one or more of the owners of the property, only the owner's signature(s) on the application is necessary.
- B. If the applicant/representative is an individual or a company other than the owner, there are two options:
  - 1. The owner(s) may sign the application, thereby authorizing the applicant to process the application, and the affidavit is not required;
  - 2. The owner(s) may sign the Affidavit to Authorize Agent form and the applicant may sign the application.
- C. If the representative is a third party and not the owner or applicant, the owner(s) should sign the application, thereby authorizing the applicant to process the application, and the applicant should sign the affidavit authorizing the third party.
- D. If the signatures on the application and affidavit are reversed under Section 3.4.A, .B or .C, it will also suffice.
- E. All property owners listed on each deed must sign.
- F. If any party is signing on behalf of a company, documentation shall be filed showing that party's authority to sign.

(Res. No. R05-289, § 1(Item #2), 12-13-05, eff. 1-1-06)

#### Sec. 3.5 - SUBMITTAL OF REVISED INFORMATION OR SITE PLANS

~~This sub-section includes the Additional/Revised Information Sheet required for submittal of revisions to applications to the Administrator.~~ All requests to modify an application shall be accompanied by a completed copy of the Additional/Revised Information Sheet detailing the requested changes.

(Res. No. R05-289, § 1(Item #2), 12-13-05, eff. 1-1-06; Res. No. R06-194, § 1(Item #3), 9-12-06, eff. 10-1-06)

**HILLSBOROUGH COUNTY PLANNING & GROWTH MANAGEMENT  
APPLICATION FORM**

Shaded Area For Official Use Only

APPLICATION PREFIX AND NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

HEARING(S) AND TYPE: \_\_\_\_\_ DATE: \_\_\_\_\_ TYPE: \_\_\_\_\_  
(If Applicable)

DATE: \_\_\_\_\_ TYPE: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

APPLICATION TYPE AS REFERENCED IN LDC: \_\_\_\_\_



Hillsborough County  
Florida

INTAKE DATE: \_\_\_\_\_ INTAKE TECHNICIAN SIGNATURE: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

PROPERTY ADDRESS OR GENERAL LOCATION: \_\_\_\_\_

NATURE OF REQUEST: \_\_\_\_\_

RELATED APPLICATIONS: \_\_\_\_\_

PROPOSED UTILITIES: PUBLIC WATER \_\_\_\_ PRIVATE WELL \_\_\_\_ PUBLIC WASTEWATER \_\_\_\_ SEPTIC TANK \_\_\_\_

(Additional Information Required On "Property Information Sheet")

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 PARTIES LISTED ABOVE TO ACT ON MY BEHALF ON THIS APPLICATION.

Signature of the Owner/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 \_\_\_\_\_

Type or Print Name \_\_\_\_\_

**AFFIDAVIT TO AUTHORIZE AGENT**

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

\_\_\_\_\_  
(NAME OF ALL PROPERTY OWNERS), being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:

ADDRESS OR GENERAL LOCATIONS: \_\_\_\_\_ Folio No: \_\_\_\_\_

2. That this property constitutes the property for which a request for a: \_\_\_\_\_ (NATURE OF REQUEST) is being applied to the Board of County Commissioners, Hillsborough County.

3. That the undersigned (has/have) appointed \_\_\_\_\_ as (his/their) agent(s) to execute any permits or other documents necessary to affect such permit.

4. That this affidavit has been executed to induce Hillsborough County, Florida, to consider and act on the above-described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_  
SIGNED (PROPERTY OWNER)

\_\_\_\_\_  
SIGNED (PROPERTY OWNER)

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH**

The foregoing instrument was acknowledged before me this (DATE) \_\_\_\_\_

by \_\_\_\_\_  
who: \_\_\_\_\_ (Property Owner)

— Personally known to me — Florida driver's license

— Other type of identification: \_\_\_\_\_

and who: — did — did not take an oath.

\_\_\_\_\_  
(Signature of Notary taking acknowledgment)

\_\_\_\_\_  
Type or Print Name of Notary Public

Commission Number

Expiration Date

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH**

The foregoing instrument was acknowledged before me this (DATE) \_\_\_\_\_

by \_\_\_\_\_  
who: \_\_\_\_\_ (Property Owner)

— Personally known to me — Florida driver's license

— Other type of identification: \_\_\_\_\_

and who: — did — did not take an oath.

\_\_\_\_\_  
(Signature of Notary taking acknowledgment)

\_\_\_\_\_  
Type or Print Name of Notary Public

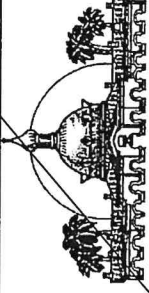
Commission Number

Expiration Date

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**ADDITIONAL HEARING INFORMATION: CUT-OFF DATE:**  
(If Applicable)

**NOTICE DEADLINE:**



Hillsborough County  
Florida

Are Code Enforcement issues pending?                      If "Yes", list citation numbers

List each folio within the proposed project along with the corresponding information for each (Use additional sheets if necessary).

Folio Numbers	Owner(s) Name(s) as listed on the deed	Acreage	Current Zoning*	Comp. Plan Category	S/T/R**
<b>Total Acreage:</b>					

\* If Current Zoning is PD, list PD application number as well.

**\*\* Section / Township / Range**

## Additional / Revised Information Sheet

Hillsborough County Planning and Growth Management Department Zoning  
Administration Division

Date Stamp Here

Application Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Reviewing Planner's Name: \_\_\_\_\_

Application Type: \_\_\_\_\_ Current Hearing Date: \_\_\_\_\_

### Please check (+) all appropriate changes / additions:

- ☐ Revised Plans or Request information: # of Plans Submitted: \_\_\_\_\_ Large \_\_\_\_\_ Small
- ☐ Acreage (☐ Added / ☐ Removed) # of Acres: \_\_\_\_\_ ☐ Changes to Requested Uses
- ☐ Revised Building or Lot Layout ☐ Revised Square Footage (FAR) Info
- ☐ Access Point(s) - (☐ Added / ☐ Deleted / ☐ Moved) ☐ Detail added
- ☐ Changes to Requested Number of Units (☐ - Increase, ☐ - Decrease, ☐ - Reallocation)
- ☐ Other: \_\_\_\_\_

### Other Additions:

- ☐ Revised/Corrected Legal Description ☐ Traffic Analysis
- ☐ Party of Record Letter(s) or Petition ☐ Additional Fees – Receipt # \_\_\_\_\_
- ☐ Letter Requesting a ☐ Continuance / ☐ Remand / ☐ Withdrawal
- ☐ Other: \_\_\_\_\_

### FOR OFFICE USE ONLY

- ☐ Notification E-Mail Sent ☐ Scanned into OPTIX ☐ Planner Reviewed
- ☐ Transmittal Completed In-Take Completed by: \_\_\_\_\_

### Transmit to: (check (+) all that apply)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> BOCC Records | <input type="checkbox"/> HARTLine                | <input type="checkbox"/> Sheriff's Department   |
| <input type="checkbox"/> Planning Commission     | <input type="checkbox"/> Parks & Recreation      | <input type="checkbox"/> SWFWMD                 |
| <input type="checkbox"/> Transportation          | <input type="checkbox"/> Community Planning      | <input type="checkbox"/> Water – Reclaimed      |
| <input type="checkbox"/> Community Improvement   | <input type="checkbox"/> Natural Resources       | <input type="checkbox"/> Water Utilities        |
| <input type="checkbox"/> EPC                     | <input type="checkbox"/> PGM Project Review      | <input type="checkbox"/> Water – Wastewater     |
| <input type="checkbox"/> Fire Department         | <input type="checkbox"/> School Board            |   |
| <input type="checkbox"/> City of Plant City      | <input type="checkbox"/> FDOT                    | <input type="checkbox"/> Polk County            |
| <input type="checkbox"/> City of Tampa – Sewer   | <input type="checkbox"/> Hazard Mitigation       | <input type="checkbox"/> Public Works – Traffic |
| <input type="checkbox"/> City of Tampa – Water   | <input type="checkbox"/> H.C. Aviation Authority | <input type="checkbox"/> Public Works – Roadway |
| <input type="checkbox"/> City of Temple Terrace  | <input type="checkbox"/> H.C. Health Department  | <input type="checkbox"/> Real Estate            |
| <input type="checkbox"/> Federal Aviation Admin  | <input type="checkbox"/> MacDill Air Base        | <input type="checkbox"/> Tampa Bay Water        |
| <input type="checkbox"/> FDA                     | <input type="checkbox"/> Pasco County            | <input type="checkbox"/> University Dev Corp    |
| <input type="checkbox"/> FL Dept of Envir. Prot. | <input type="checkbox"/> Pinellas County         | <input type="checkbox"/> USF Area Civic Assoc   |
| <input type="checkbox"/> Other: _____            |  |   |

## AFFIDAVIT

APPLICATION NUMBER: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

I hereby state that I am the owner or the agent for the owner of the above-numbered REZONING request.

I further state that I have met the following requirements of notice for the public hearing in front of the Land Use Hearing Officer to be held on \_\_\_\_\_ (Hearing Date) at 6:00 p.m.:

**(Initial beside each requirement)**

- \_\_\_\_\_ I have mailed a copy of the attached notification letter to all persons owning land within  
(check one: [ ] 300' or [ ] 500') of the subject property.
- \_\_\_\_\_ I have mailed a copy of the attached notification letter to all registered neighborhood organizations and/or civic associations located within one (1) mile of the subject property.
- \_\_\_\_\_ The above referenced notice letters were mailed by Certificate of Mailing on or prior to the \_\_\_\_\_ (Notice Deadline Date) LDC required deadline. (At least 30 days prior to the hearing) The original Certificate of Mailing is also attached.
- \_\_\_\_\_ The documents listed below were also included with each notice letter (i.e.: site plan, request statement, cover letter, etc.): \_\_\_\_\_
- \_\_\_\_\_ All of the above referenced documents are attached and are being submitted to Planning and Growth Management for review on or prior to the \_\_\_\_\_ (Proof of Notice Deadline Date) LDC required deadline.

I further state that I have been advised of the following LDC regulations:

- Failure to submit proof of fulfillment of the notice requirements in a timely manner shall result in the application being continued to the next available hearing.
- If at any time, the contents of any form of notice, required or otherwise, is determined to be incorrect, the application shall be required to continue to the next available hearing, after the prior scheduled meeting, and renote shall be required in order to make the appropriate corrections.
- For all continuances requested by the applicant or caused by actions or inactions of the applicant, the applicant will be responsible for the payment of additional fees for rescheduling the hearing

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me

this (DATE) \_\_\_\_\_ by \_\_\_\_\_

who:

\_\_\_\_\_ Other type of identification: \_\_\_\_\_

and who: \_\_\_\_\_ did \_\_\_\_\_ did not take an oath.

\_\_\_\_\_  
(Signature of person taking acknowledgement)

\_\_\_\_\_  
Type or Print Name of Notary Public

\_\_\_\_\_  
Type or Print Name of Applicant and/or  
Applicant's Agent

\_\_\_\_\_  
Signature of Applicant and/or  
Applicant's Agent



## ZONING HEARING MASTER HEARING LETTER OF NOTICE

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_

APPLICATION FILING DATE: \_\_\_\_\_

You are hereby notified that the undersigned is requesting a \_\_\_\_\_ before the Land Use Hearing Officer of Hillsborough County at a public hearing.

You have received notice of this requested action because you are a property owner or the designated representative of a Registered Neighborhood Organization and/or Civic Association within the required notice distance of the subject site.

PUBLIC HEARING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION OF PUBLIC HEARING: Board of County Commissioners Boardroom 2nd Floor,  
County Center 601 E. Kennedy Blvd., Tampa,

NATURE OF REQUEST: (State request, i.e. rezoning to..., special use for..., major modification to..., followed by a general description of the request)

*Note: The PD application and approval process creates its own customized zoning district and may be used to obtain variances from the non-district regulations as set forth in Section 11.04.02.B of the LDC, excluding the hardship provision.*

LOCATION OF THE PROPERTY: (Address and/or General Location) \_\_\_\_\_  
\_\_\_\_\_

SIZE OF REQUEST (Acreage): \_\_\_\_\_ +/- CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_

Copies of the application and department reports are kept by the Administrator and are open to public inspection in the offices of the Clerk of the Board and the Administrator. The application may be reviewed online through the Planning and Growth Management webpage located at <http://www.hillsboroughcounty.org/pgm/zoning/zoning.cfm>.

Additional information concerning this application may be obtained by calling the Planning and Growth Management Department at 276-2058. Persons with disabilities needing special accommodations to participate in this meeting should contact the Hillsborough County Community Relations Section of the Communications Department at 272-5275.

**Para información en Español, favor de llamar a Carter White al 276-2058**

Applicant / Representative:

Send Written Comments or Testimony to:

Name: \_\_\_\_\_

PGM - ZONING HEARING MASTER

Address: \_\_\_\_\_  
\_\_\_\_\_

P.O.BOX 1110

TAMPA, FL 33601

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

Or E-mail to: [Whitec@HillsboroughCounty.org](mailto:Whitec@HillsboroughCounty.org)

Additional information may be obtained or a neighborhood meeting may be requested by contacting the applicant or the applicant's representative at the number listed above.

**PLEASE USE ORIGINAL FORM - DO NOT RETYPE**

## SECTION 6.0 - PROCEDURES FOR AMENDMENTS TO ZONING ATLAS

This section includes general procedures for application submittal and review, and specific submittal requirements for applications which require review in accordance with Part 10.03.00 of the Land Development Code (LDC).

### Sec. 6.1. - GENERAL PROCEDURES FOR APPLICATION SUBMITTAL AND REVIEW

This section includes general procedures for application submittals and reviews.

#### A. Pre-application

A pre-submittal conference with county staff ~~shall be required prior to submitting an application for a PD or PD-S District. A pre-submittal conference with County staff is encouraged prior to application submittal for a rezoning to a standard district.~~ is not required prior to submitting an application for a PD, PD-S District or a rezoning to a standard district. Informal counseling prior to filing of an application is available upon request. There are two types of counseling: a) zoning counseling (which would include a discussion on the above reference process and typically include input from staff from Development Services Zoning Section, Transportation Review Section, and from the Hillsborough County City-County Planning Commission); and, b) site plan pre-submittal meetings, which generally include representatives from the Fire Marshall, Development Services Stormwater Review Section, Site Engineering Section, Transportation Review Section, Zoning Section, and Utilities Review Section.

#### B. Application and Fees

A request to amend the zoning atlas shall be initiated in accordance with this manual by payment of appropriate fees as referenced in Section 2.0 and by filing an application as referenced in Section 3.0 with attached specifically required supplemental information.

#### C. Setting the Matter for Hearing

Unless otherwise permitted by the Administrator, the application shall be set for hearing in accordance with the schedule established by the Administrator. Said hearing schedule, newly created hearing date, requests for continuances, and reopening of hearings shall be done in accordance with Section 10.03.02.C of the LDC.

#### D. Public Notice

Public notice shall be provided in accordance with Section 10.03.02.D of the LDC and Section 12.0 of the manual.

#### E. Staff Reports

A staff report shall be filed in accordance with Section 10.03.02.H of the LDC summarizing the recommendation of the department and other governmental agencies.

#### F. Public Hearing Before the Land Use Hearing Officer (LUHO)

The public hearing before the LUHO shall be held in accordance with Section 10.03.03 of the LDC and to the maximum extent practicable, the hearings shall be informal.

#### G. Land Use Hearing Officer Recommendation

The LUHO shall file his recommendation in accordance with Section 10.03.03.F of the LDC.

#### H. Review by the Board of County Commissioners

The record of the public hearing and the recommendation of the LUHO will be considered by the Board of County Commissioners (BOCC) for final decision at a public meeting noticed in accordance with Section 10.03.04 of the LDC.

- ~~1. *Additional Evidence, and/or Oral Argument:* The BOCC shall consider only the record of the proceedings before the LUHO, unless additional evidence and/or oral argument are accepted in accordance with Section 10.03.04.D of the LDC.~~
- ~~2. *Continuances Before the BOCC:* Requests for continuance of the public meeting shall be decided in accordance with Section 10.03.04.F of the LDC.~~
- ~~3. *Consideration and Final Decision of the BOCC:* The BOCC shall consider the record of the hearing before the LUHO, any additional evidence and/or oral argument introduced pursuant to the terms herein and shall approve or deny the application by resolution in accordance with Section 10.03.04.G.~~
- ~~4. *Modification and Withdrawal of Applications:* Requests for modifications and withdrawals of applications shall be considered and acted upon in accordance with Section 10.03.05 of the LDC.~~

(Res. No. R08-181, Item I, 12-9-08, eff. 1-1-09)

## Sec. 6.2 - SUBMITTAL REQUIREMENTS FOR AMENDMENTS TO THE ZONING ATLAS (REZONING)

This section includes the submittal requirements for the following: planned development (PD) district rezoning, changes to approved planned development districts, standard district rezoning, phosphate mining/operating permit.

### Sec. 6.2.1 - PLANNED DEVELOPMENT DISTRICT REZONING

#### A. General Description

Submittal procedures for rezoning of property to a Planned Development (PD) district or a Planned Development-Specific (PD-S) district.

#### B. Cross Reference to Land Development Code

Section 5.03.00, Planned Development Districts.

#### C. Submittal and Public Notice Requirements for Planned Development (PD) District

Unless otherwise required by the Administrator, all application submittals shall include the following:

1. *Fee Payment* - as referenced in Section 2.0 of the Development Review Procedures Manual.
2. *Application* - as referenced in Section 3.0 of the Development Review Procedures Manual- and the additional requirement below:

3All document must be submitted as separate PDF documents with a minimum image resolution of 300 dpi. Each PDF document must be named according to its contents. All of the PDF documents must be submitted in accordance with the procedures outlined in the Application Packet. Incomplete submittals will receive an email indicating the documents that are missing. Missing documents will require a full resubmittal to include all of the documents previously submitted.

IMPORTANT: The entire application must be reviewed by the applicant for completeness prior to submitting the application. Complete applications shall be submitted by 3:00 PM on the cut-off day for the desired hearing. Failure to meet this timeframe will result in the application missing the cut-off and being continued to the next hearing date. Application deadlines and hearing dates may be viewed at the County's website. Incomplete applications will not be accepted.

3. *Public Notice* - in accordance with Section 10.03.02.D of the LDC and Section 12.0 of the Development Review Procedures Manual.
4. *Narrative* - explaining the following:
  - a. ~~▲-intent~~Intent of the PD application with detailed information on proposed uses, densities and intensities; ~~and;~~
  - b. ~~▲-how~~How the proposal conforms to applicable Hillsborough County Comprehensive Plan policies and Land Development Code regulations, including, but not limited to, justification for waivers to commercial locational criteria and demonstration of compliance with affordable housing and other density bonuses;
  - c. ~~▲-proposed~~Proposed deviations from standard site development requirements, if any, and justification for such deviations; ~~and,~~
  - d. ~~▲-additionally, if~~Additionally, the below information needs to be included in the narrative and/or as part of the application:
    1. If an application is located in the Ruskin Community Plan area as depicted in Figure 1: Ruskin Neighborhood Area Map of LDC Section 3.22.00, and is inconsistent with the Neighborhood Character Review Guidelines as set forth in Figure 2 of LDC Section 3.22.00, it shall be reviewed as a PD and shall include a justification statement with sufficient data and analysis to demonstrate compliance with Section 3.22.03 "Residential Character Evaluation"-;
    2. If an application is seeking Density/Intensity Bonuses for Affordable Housing projects in accordance with Objective 3.6 of the Housing Element of the Comprehensive Plan and LDC Section 6.11.07, it shall include justification statements with sufficient data and analysis to demonstrate compliance with the above Comprehensive Plan policies and Code provisions; and,
    3. If the proposed project seeks Variations for Site Design from LDC Parts Part 6.05.00, Parking and Loading Requirements; 6.06.00, Landscaping, Irrigation, and Buffering Requirements; and 6.07.00, Fences and Walls, provide justification for deviation from said requirements in accordance with LDC Section 5.03.06.C.6.
5. *Report* - identifying all property ownership and beneficial interest within the boundaries of the proposed PD district and giving evidence of unified control of its entire area. The report shall state agreement of all present owners or holders of beneficial interest.
  - a. ~~▲-~~Additionally, the applicant shall provide such bonds, dedications, easements, guarantees, agreements, deeds of trust, contracts, covenants, etc., acceptable to the Office of the County Attorney, as may be reasonably necessary to protect the public interest in the execution of such development according to approved plans, and for provision and continuing operation and maintenance of such areas, facilities, and functions as are not to be provided, operated, or maintained at general public expense, and to provide such dedications, contributions, or guarantees as are required for provision of needed public facilities and services.
6. *Legal Description* - describe subject site.
7. *General Development Plan* - The applicant shall submit a general development plan with sufficient graphic and notational information to provide a clear understanding of the proposed development and its relationship with the surrounding area. At a minimum, the plan shall include all of the information listed below. 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., hereinbelow. 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.

#### General Information

- a. The name and type of the proposed PD and the names of the developer(s), architect(s), engineer(s), and planner(s) associated with the project.
- b. Scale with scale bar and scale statement (i.e. 1 inch = 50 feet), date and north arrow. Engineering scale shall be utilized.
- c. Legal description of the proposed PD. Additionally, the border of the proposed PD shall be graphically delineated with a distinct line labeled "PD Boundary".
- d. A vicinity map showing the location of the project within Hillsborough County.
- e. Community Planning Area(s) in which the project is located. If the project is located in more than one planning area or is not completely contained within a planning area, the boundaries of the planning area(s) within the project shall be graphically delineated.
- f. Overlay district(s) in which the project is located. If the project is located in more than one overlay district is not completely contained within an overlay district, the boundaries of the overlay district(s) within the project shall be graphically delineated.
- g. Special zone(s), including but not limited to the Coastal High Hazard Area, Wellhead Resource Protection Area, Surface Water Resource Protection Area and Potable Water Wellfield Protection Area, in which the project is located. If the project is located on more than one special zone or is not completely contained within specified zones, the boundaries of the special zones lines within project shall be graphically delineated.
- h. Designated scenic roadway corridors within the project or adjacent to the project.
- i. A "Project Data Table" with the following information. The table shall be formatted and annotated in a manner that facilitates cross reference with the plan graphics:
  1. ~~▲~~Gross acreage in the proposed PD and Comprehensive Plan designation of the property. If there is more than one Plan designation, the acreage in each Plan designation shall be separately identified-;
  2. ~~▲~~Acreage of natural water bodies. If the project has more than one Plan designation, the acreage of natural water bodies in each Plan designation shall be separately identified-;
  3. ~~▲~~Acreage of environmentally sensitive areas, by type, and man-made water bodies. If the project has more than one Plan designation, the acreage of environmentally sensitive areas, by type, and man-made water bodies in each Plan designation shall be separately identified-; and.
  4. ~~▲~~If residential uses are proposed, the type and number of requested dwelling units and gross density. If non-residential uses are proposed, the amount of requested floor space and gross FAR for each type of use (retail, office, etc.). If more than one use is proposed, the acreage of each use pocket/area/tract shall be identified along with the amount of natural water bodies, environmentally sensitive areas and man-made water bodies in each use pocket/area/tract and gross density/intensity of the pocket. Additionally, if the project has more than one Plan designation, the designation of each use pocket shall be identified.

#### Land Use Information Within the Project

- a. Current zoning(s) and Comprehensive Plan designation(s) of all property within the project. If a Comprehensive Plan boundary flex is requested, the proposed flex line shall be delineated, and the flex shall be reflected in the Project Data Table calculations.
- b. All plats, parcel lines, rights-of-way, easements and property folio numbers within the project. If a plat, or portion thereof, is proposed to be vacated, a note shall appear on the plan stating such intent. Labels for easements shall include a brief description of the nature of the easement (e.g. utility, non-exclusive ingress/egress, exclusive ingress/egress, etc.) Where applicable, labels for easements and plats recorded in the Official Records (OR) of Hillsborough County shall provide the OR Book and Page or Instrument Number of the document, and copies of referenced private easements shall be submitted together with the PD application. Any previously vacated rights-of-way shown on the plan shall also include the relevant ordinance number and hearing date on which the right-of-way vacation was approved.
- c. Location, footprint and proposed use of existing structures, if any, that are to remain under the proposed development. If the structures are to be utilized for nonresidential purposes, the floor space of each structure shall be identified. If the structures are to be utilized for residential purposes, the number of dwelling units in each structure shall be identified. If the structures are to be utilized for a Public, Private or Charter School, Child Care Center, Community Residential Home, Church/Synagogue or other similar use, the maximum number of seats or beds shall be identified.
- d. Development standards for all proposed uses, including minimum lot size, minimum lot width, required yards (front, side and rear), maximum building height, maximum FAR (nonresidential uses), maximum building coverage and maximum impervious surface.
- e. —The location, boundaries, acreage, proposed use and density/intensity of each discrete portion, pocket and/or phase of the proposed project, if applicable.
- f. If specific architectural designs for non-residential or multi-family structures are proposed, building elevations or renderings shall be shown on the plan.
- g. —The general location and nature of fences, walls, and buffering to be provided with specific attention to the project periphery. Landscape buffer alternative(s), if proposed, shall be identified and depicted on the plan.
- h. Location, boundaries and acreage of proposed common open space/recreation areas.
- i. —Location, boundaries and acreage of areas proposed for public park lands or public school sites.
- j. —Location, boundaries and acreage of water bodies and identification of each body as natural or man-made.
- k. —Building envelopes for non-residential and multi-family structures proposed within two hundred (200) feet of the PD boundary.
- l. —Typical lot layouts" showing required front, rear and side yards for single- and two-family lots proposed within two hundred (200) feet of the PD boundary. If such lots have varying yard requirements, then a typical layout for each lot type must be shown.
- m. —Designated historic landmarks and other historical or archaeological sites and structures, and notation of whether said resources are to remain.
- n. ~~Location of required, if~~ If applicable, location of required Public Transit Facilities per Land Development Code Section 6.02.17 and Section 6.03.09 or shall be identified. Alternatively, the applicant shall submit written justification for not providing said facilities must be submitted together with the PD application.

#### Land Use Information Outside the Project



- a. Current zoning(s) and Comprehensive Plan designation(s) of all property within 150 feet of the project boundaries.
- b. All plats, parcel lines, easements and property folio numbers within 150 feet of the project boundaries. Labels for easements shall include a brief description of the nature of the easement (e.g. utility, non-exclusive ingress/egress, exclusive ingress/egress, etc.) Where applicable, labels for easements and plats recorded in the Official Records (OR) of Hillsborough County shall provide the OR Book and Page or Instrument Number of the document, and copies of referenced private easements shall be submitted together with the PD application.
- c. —Current uses of properties, including location and general footprints of existing structures, drive aisles, sidewalks, parking, etc. within 150 feet of project boundaries, except that where such properties are zoned PD and the existing land conditions do not reflect the currently approved development pattern, the approved development pattern (as provided for on the applicable Certified General Site Plan) shall be shown on the plan. Additionally, the PD rezoning number, and latest modification number if applicable, shall be identified.
- d. Designated historic landmarks and other historical or archaeological sites and structures within 150 feet of project boundaries.

#### Transportation Information

- a. ~~a.~~ Existing and proposed points of ingress and egress for principal pedestrian, vehicular, mass transit and waterway traffic facilities, and the general roadway/traffic circulation patterns within the PD district ~~for such facilities indicating the hierarchy, (i.e. local, collector or arterial roadway), if applicable, of project roadways. General circulation patterns shall demonstrate connectivity between project phases, pockets or areas. Alternatively, where such connectivity is not provided the applicant shall submit written justification as to why such connectivity cannot be provided within a section titled "Internal Connectivity" within the project narrative.~~
- b. Existing points of ingress/egress that are to remain, be closed or modified shall be identified. ~~Additionally, a and labeled as appropriate.~~
- c. Existing and proposed Shared Access Facilities shall be identified. The label shall include the folio number(s) of the adjacent parcel(s) sharing such facility (e.g. "Shared Access Facility with Folio 12345.0123"). This requirement does not apply to adjacent parcels within the same PD zoning.
- ~~a.d.~~ A note shall appear on the plan stating if project roads will be public or private and, if the latter, whether they will be gated. If driveways are provided, a note shall appear on the plan stating that the project driveways are to be privately maintained and whether they will be gated.
- ~~b.e.~~ Existing and proposed cross access points between project phases, pockets or areas ~~and between the project site and adjacent properties, shall appear on the plan. The nature of such cross access shall be labeled (e.g. "Proposed Pedestrian Cross Access" or "Proposed Vehicular and Pedestrian Cross Access"). If cross access is constrained by physical barriers, the barriers shall be shown on the plan.~~
- e. ~~General location of proposed parking and service areas~~ Alternatively, where such required cross access is not provided the applicant shall submit written justification as to why such connectivity cannot be provided within two hundred (200) feet of the project boundaries, when applicable, a section titled "External Connectivity" within the project narrative and submit the required Section 6.04.02.B. Administrative Variance Request.
- f. ~~d.~~ The approximate amount of rights ~~right-of-way to be dedicated and/or reserved~~ preserved by the project, if applicable, in order to meet minimum ROW criteria ~~as identified in the latest~~



edition of comply with the Hillsborough County Transportation Manual (TTM) and/or identified on the MPO Needs Map and Corridor Preservation Plan shall be shown. The area shall be labeled "+/- Feet of Right-of-Way Preservation per Hillsborough County Corridor Preservation Plan-".

- e. All public rights-of-way, identified by name and classification according to the Functional Classification Map, adjoining, traversing, or within one hundred fifty (150) feet of the proposed district. Additionally, the right-of-way width, number of lanes and location of all median openings on said roadways in the vicinity of the project. Private roads shall be named and labeled as private.
- g. The approximate amount of right-of-way to be dedicated and conveyed to Hillsborough County or another governmental entity for reasons which may include but shall not be limited to proffering by an applicant or as otherwise required, if applicable, shall be shown on the PD site plan and labeled as appropriate (e.g. "+/- Foot Right-of-Way Conveyance Area – See Conditions of Approval".
- h. The applicant shall provide one or more of the following, as applicable:
  - 1. A statement within a section of the project narrative titled "Transportation Infrastructure Serving the Site" naming the roadway(s) being accessed, stating whether the roadways meet standards found within the Hillsborough County Transportation Technical Manual (TTM), and which TTM Typical Section the applicant believes each road conforms to.
  - 2. If the applicant believes the project should qualify for the County Engineer's de minimis criteria, they shall include such statement within a section titled "Substandard Roads" within the project narrative and summarize project and roadway details necessary for staff's consideration. Projects generating 10 or fewer peak hour trips in total are generally exempted, at staff's discretion, from improving a substandard road to current County standards between the project driveway(s) and nearest roadway meeting standards provided the facility being accessed meets minimum life safety standards (i.e. 15 feet of pavement within a 20-foot wide clear area).
  - 3. If roadway(s) accessed do not meet County standards, and the applicant does not believe the project meets the de minimis criteria, then the applicant shall include a statement within a section of the PD narrative titled "Developer Commitments" committing that they will improve the roadway network between each project access and the nearest standard roadway, which may be require the developer to dedicate or otherwise obtain additional right-of-way.
  - 4. Should the applicant request a Section 6.04.02.B Administrative Variance from the Section 6.04.03.L requirement (in the case they are seeking a waiver of substandard road requirements), or a Design Exception in accordance with Section 1.7.2. and other applicable sections of the Transportation Technical Manual (TTM), in the event they are seeking relief from a Typical Sections standard found within the TTM, then developer shall include such statement within the project narrative in a section titled "Substandard Roads".
- i. Most Transportation Related Administrative Reviews must be processed concurrently with a PD zoning or PD zoning modification. Special processes and exceptions apply for lands within the Wimauma Village Residential Neighborhood (reference Section 3.24.06 of the LDC) and Wimauma Downtown Overlay District (reference Section 3.23.09 of the LDC). The applicant shall submit requests for the following together with a "Supplemental Information for Transportation Related Variances (SITRAR)" form which can be obtained from Development Services:
  - 1. Section 6.04.02.B Administrative Variances (i.e. variances to most portions of Section 6.04 of the LDC;
  - 2. Design Exception Requests (i.e. deviations from technical standards in accordance with Section 1.7.2. and other applicable sections of the TTM); and,

3. Requests for Determinations of Required Parking for Unlisted Uses pursuant to Sections 6.05.02.G.1. and G.2. of the LDC.

- i. Where applicable, the:—The location of all existing driveways or curb cuts which access onto any street adjacent to the project site, and all other streets or driveways which intersect adjacent streets within one hundred fifty (150) feet of the site.
- g.—The following information shall be provided on the Site Plan for all roadways, alleyways and driveways adjoining, traversing, or within one hundred fifty (150) feet of the project boundaries:
1. 4) —Points of ingress and egress and/or driveways and curb-cuts-;
  - 2) —Right-of-way width, both public and private.
  - 3) —Pavement width.
  2. 4) —Roadway names and type of facility (i.e. public or private; and roadway, alleyway or driveway);
  3. Rights-of-way, both public and private shall be shown. Additionally, width information shall be provided. Where right-of-way width varies, the locations of the minimum and maximum widths shall be shown and dimensions provided. Where right-of-way has been established via maintenance, such information shall be shown on the plan and, where possible, the Book and Page or Instrument Number of approved Maintained Right-of-Way Maps, as recorded within the Official Records of Hillsborough County, shall be provided;
  4. Lane and shoulder widths, or where no lane markings are present, label and show pavement widths;
  - 2-5. Type of surface and surface condition- (i.e. concrete, asphalt, gravel, etc.);
  - 3-6. 5) —Number of lanes at mid-block and configuration of roadway segments and intersections-;
  - 6) —Location of sidewalks, bikeways, and transit stops in the right-of-way.
  7. 7) —Location of all existing sidewalks, bikeways, and transit facilities. Proposed transit facilities required per shall be identified on the plan. If applicable, location of required Public Transit Facilities per Land Development Code Section 6.02.17 and Section 6.03.09 shall be identified. Alternatively, the applicant shall submit written justification (within a Section of the project narrative titled "Transit Facilities") for not providing said facilities together with the PD application;
  - 4-8. Location and type of all existing and proposed raised separators, medians, median openings, and modifications thereof; and,
  - 5-9. 8) —Location and types of all existing and proposed traffic control devices- (i.e. stop signs, traffic signals, striped crosswalks, school zones, Rectangular Rapid Flashing Beacons (RRFBs), etc.).

Utilities Information

- a. Identification of type of water/wastewater service utilized by project. Location of IWWTP, if applicable.

Environmental Information

- a. A general interpretation, based on aerial photographs and soil surveys, of the location of all water courses, lakes, conservation areas, preservation areas, wooded areas, upland habitat areas, or other such natural physical features within the project boundaries. Additionally, all such areas outside the project within one hundred fifty (150) feet of the project boundaries shall be shown.

#### Required Number Format of Plans for Submittal

- a. ~~Seven (7) copies~~ One (1) digital copy in PDF format of a general development plan for the PD district shall be drawn to an appropriate scale to show sufficient detail on a minimum sheet size of 24 inches X ~~by~~ 36 inches. All plan pages shall be numbered as X of Y (i.e., 1 of 3, 2 of 3, and 3 of 3).
- b. ~~One reduced copy of the general development plan no larger than 8½ inches x 11 inches must be provided for initial submittal and subsequent revisions.~~
- c. ~~One digital copy in PDF format on compact disk (CD), USB flash drive or similar medium.~~
- d. b. All information must be legible at time of submittal and must be provided in a format that remains legible without loss of information after being reproduced in black and white. Color text and graphic(s) shall be prohibited. Grey scale shall be allowed to the extent that text and graphics remain legible after being reproduced in black and white. All text shall be greater than or equal to eight (8) points. All files must be in PDF format and compatible with Adobe, minimum 300 dpi resolution. points. Pictures taken by mobile devices or tablets are not acceptable.
- e. ~~c. Photographs, including aerial photographs, shall not be included on the General Development Plans.~~
- f. d. All prior application numbers and previous received dates shall be removed from General Development Plans based on previously submitted drawings.

#### Modifications of Existing Planned Developments

- 1. ~~Applicants seeking modifications of existing Planned Developments shall submit copies of the currently approved general site plan for the PD revised as necessary to provide all of the information described above for the area of the project for which the modification is sought.~~
  - a. ~~Plans shall be submitted in accordance with the requirements found above in "Required Number of Plans for Submittal."~~
  - b. ~~A two page plan submittal shall be required if the existing Planned Developments is too large to show both the entire boundary of the existing Planned Development and the area to be modified with the required site plan information. The first page shall be of the existing Certified General Site Plan with a notation indicating the area being modified and the second page shall contain the area being modified with all required information. All plan pages shall be numbered as X of Y (i.e., 1 of 3, 2 of 3, and 3 of 3). All text shall be greater than or equal to 8 points.~~
  - c. ~~All information must be legible at time of submittal and must be provided in a format that remains legible without loss of information after being reproduced in black and white. Color text and graphic(s) shall be prohibited. Grey scale shall be allowed to the extent that text and graphics remain legible after being reproduced in black and white.~~
  - d. ~~Photographs, including aerial photographs, shall not be included on the General Development Plans.~~
  - e. ~~All prior application numbers and previous received dates shall be removed from General Development Plans based on previously submitted drawings.~~
- 2. ~~In addition to the General Development Plan, applicants shall provide a separate text document (8½ inches times; 11 inches format) that provides a copy of the currently approved PD conditions showing all proposed revisions. Existing text that is proposed to be deleted shall be struck through (text to be deleted) while new text that is proposed to be added shall be underlined (text to be added).~~

- e. When an applicant submits a file with a digital signature or certification which locks or otherwise restricts the file, an identical unlocked copy (necessary for staff to use digital measuring and commenting tools) shall be submitted.
8. Detailed Required Transportation Analysis - shall be provided if the number of daily trips projected to travel adjacent streets is greater than one (1) percent of the Level of Service "C" capacity or
- a. For projects generating 50 or fewer total (cumulative) peak hour trips, a letter shall be submitted which provides trip generation information and a statement similar to the following: "Pursuant to the Development Review Procedures Manual, this project is not required to submit a transportation analysis. Project trip generation is attached hereto."
  - a.b. A trip generation and site access analysis shall be provided with the initial application submittal if the total (cumulative) project peak hour trips ~~which ever is~~ are greater than 50. The analysis shall be Signed & Sealed by a Professional Engineer (PE) registered in the state of Florida, unless otherwise approved by the Administrator.
  - c. a. The detailed If the application is for a Public-School Facility, Private or Charter School, the applicant is strongly encouraged to meet with Development Services staff to determine a methodology for additional analysis which may be required. For Private and Charter Schools, such analysis shall include the additional requirements contained within Section 6.03.13 of the Hillsborough County Land Development Code. Methodology meeting notes shall be attached to the Transportation Study.
  - d. For all other applications, transportation review staff may require additional analysis if, in staff's sole discretion, project development may create traffic analysis safety issues or otherwise result in potentially unsafe conditions, or where necessary to properly analyze project access. All such additional required analyses shall be Signed and Sealed by a Professional Engineer (PE) registered in the state of Florida, unless otherwise approved by the Administrator.
  - e. Trip generation data shall be based upon the Institute of Transportation Engineer's Trip Generation Manual, latest edition, unless otherwise approved or required by staff.
  - b.f. When required, trip generation and site access analyses shall be prepared using generally accepted traffic analysis standards and should methods, and shall follow the below format, and include an overview of the project containing the following below information: unless otherwise approved by staff.
    - i. Within a section titled "Project Overview" include:
      - 1. A brief description of the project (location, size, acres).
      - 2. ii. A description of the project's existing and proposed entitlements.
      - 3. For projects with existing constructed uses, a description of the amount and type of the uses proposed to remain, if any.
      - 2.4. An overview map of project location.
      - 5. iii. Information regarding the purpose of the report.

Within a section titled "Proposed Access Summary and Study Methodology" include:

A description of the project's existing and proposed land use.

- 1. iv. Roadways roadways and other transportation facilities where access is proposed-, included posted speed limits.

v. Purpose of the report.

- b. ~~Defining the study area~~ The standards for level of service shall be applied to all regulated roads within one quarter mile, of any point on the proposed development boundary. For regulated roads, the table below shall determine the development's area of influence:

Proposed Project Daily Trip Generation:	Maximum Radius of Development's Area of Influence
0—200	Address only the segments of regulated roads that are directly accessed by the proposed project.
201—500	0.5 miles
501—1,000	1.0 miles
1,001—5,000	2.0 miles
5,001—10,000	3.0 miles
10,001—20,000	4.0 miles
Over 20,000	5.0 miles

- i. ~~The radius shall be measured from each project entrance with each regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway~~
- ii. ~~Include all signalized and unsignalized intersections on the links to be studied within the area of influence~~
- iii. ~~Include all unsignalized intersections of regulated roadways, roadways identified on the MPO Needs Plan, and roadways identified on the Hillsborough County Corridor Plan~~
- iv. ~~Include the project entrance with a regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway~~
2. v. If the study radius ends between intersections identified in ii. & iii. above, the study area shall extend to the next regulated roadway. A description of the nature of each access (i.e. pedestrian only, or vehicular and pedestrian; right-in/right-out only vs. full access, etc.).
3. A description of the project study area. At a minimum, all project entrances and exits (other than gated, emergency only access points) shall be studied. Existing or proposed nearby medians and intersections shall be included, if necessary, to distribute project traffic in all directions. Additionally, projects where most or all project trips come to/from a single direction on a single roadway, the nearest intersection of the access roadway with a collector or arterial roadway shall be included in the study. For example, a project located on a dead-end roadway that

intersects with a collector or arterial roadway shall include that intersection within the study, regardless of distance from the project.

4. A general methodology statement, including documentation of any deviations from best practices.

Within a section titled "Traffic Count Data" include:

1. Peak hour counts for all roadways/intersections being accessed or studied. Peak hour counts shall be collected for both the a.m. and p.m. peak hours, unless otherwise approved by staff. Except for the minimum number of days that traffic counts shall be required (which shall be one day), traffic counts shall be obtained in accordance with the Institute of Transportation Engineer's Trip Generation Handbook, latest edition, unless otherwise approved by staff. Daily counts may be required at the discretion of staff.
2. A summary of data collection efforts in support the project, including a description of the type of count conducted (i.e. manual collection, video collection, tube count, TMC, etc.) for each facility.
3. A description of the date(s) and times counts were collected (including the day of the week, i.e. Monday, Tuesday, etc.).
4. A description of any peak season adjustment factors applied, and data sources utilized.
5. A statement as to whether any anomalies were present within the transportation facility being studied (i.e. construction, special events, road closures, etc.) that would have potentially impacted data collection efforts, as well as any data anomalies identified during the collection process. If any were identified and if there were any mitigating factors, further describe.

When required, traffic and intersection:

- g. ~~The detailed traffic analysis shall be prepared using generally accepted traffic analysis standards and guidelines including but not be limited to the following:~~

~~i. Traffic Analysis:~~

- ~~• Conduct intersection analysis for each intersection utilizing acceptable traffic analysis software which is consistent with the techniques of the latest edition of the Highway Capacity Manual (HCM) published by the Transportation Research Board.~~
- ~~• Conduct a roadway facility analysis utilizing the Florida Department of Transportation (FDOT) ART-Plan and/or HIGH-Plan software.~~

~~ii. Existing Traffic:~~

- ~~• Include a brief description of the existing morning peak hour, afternoon peak hour, and daily traffic analysis periods.~~
- ~~• Existing A.M. Traffic Include existing and peak season adjusted volumes, provide peak season factor.~~
- ~~• Existing P.M. Traffic Include existing and peak season adjusted volumes, provide peak season factor~~

~~iii. Project and Passerby Traffic:~~

- ~~• Include the source of the trip generation information.~~
- ~~• Include a description of the total trips generated by the project.~~
- ~~• Include types and sizes of land uses (and ITE code) evaluated.~~



- ~~Include a description for the morning peak hour, afternoon peak hour, and daily traffic analysis periods.~~
- ~~Indicate passerby and internal capture rates.~~
- iv. ~~Project and Passerby Traffic Distribution:~~
  - ~~Report the percent distribution of traffic onto impacted roadways and project driveways and provide documentation for determining distribution.~~
  - ~~Report project and passerby as separate numbers for both AM and PM analysis.~~
- v. ~~Existing Plus Project Traffic:~~
  - ~~Existing Plus Project Traffic A.M. Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.~~
  - ~~Existing Plus Project Traffic P.M. Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.~~
- vi. ~~Future Plus Project Traffic:~~
  - ~~For future year analysis the AADT shall be grown by a growth rate or vested trips as provided by Hillsborough County. If growth rates are utilized, the analysis shall extend to one (1) year beyond the project's buildout.~~
  - ~~Future Plus Project Traffic A.M. Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.~~
  - ~~Future Plus Project Traffic P.M. Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.~~
- d. ~~The transportation analysis shall include a summary which contains the following:~~
  - i. ~~A description of the project's impact as it relates to the purpose of the report.~~
  - ii. ~~A description of all recommended roadway and intersection improvements, including the widening of existing roadways which provide project access, consistent with the requirements of the latest edition of the Hillsborough County Transportation Technical Manual.~~
  - iii. ~~A description of right-of-way to be dedicated to meet minimum right-of-way criteria as identified in the latest edition of the Hillsborough County Transportation Technical Manual and/or MPO Needs Plan and Hillsborough County Corridor Plan.~~
  - iv. ~~A description of proposed access points, auxiliary lanes, and median openings.~~
  - v. ~~A description of recommended new traffic control devices.~~
  - vi. ~~A description of pedestrian, bicycle, and transit facilities to be constructed.~~
- e. ~~If required, in order to make a capacity determination, additional analysis shall be conducted for all roadways and intersections as required by current County Standards and/or requested by County Staff.~~
- f. ~~All data must be field collected, unless otherwise stated. No Defaults values will be allowed, unless otherwise stated. The applicant shall not use data from the current Hillsborough County LOS Report. The Report is only for initial review purposes. The applicant may request data from staff where the Report indicates that a detailed analysis has been conducted or as indicated below.~~
- g. ~~Arterial and intersection analysis shall be prepared consistent with the guidelines established in the latest editions of the Highway Capacity Manual and the FDOT Level of Service Handbook.~~



h. ~~The detailed transportation analysis shall include the following background and support documentation:~~

i. ~~ITE Trip Generation Printout and/or Alternative Trip Generation Analysis.~~

1.6. ii. ~~Traffic and Intersection Counts (Traffic Data count data shall not be older than six (6) months) unless previously approved by staff. If the applicant's consultant has collected traffic data that is greater than 6 months old but less than one (1) year old and wishes to use this data in a traffic impact study, the consultant will be required to conduct a sample count (at an agreed upon location) on a previously counted roadway in order to demonstrate that the older count does not exceed one percent of the newly collected count. A summary of this issue and test count data shall be included in the report.~~

iii. ~~Hard and electronic copies of all traffic analysis, AADT, and TMC's.~~

~~Additional~~Within a section titled "Trip Generation Summary" include:

1. A tabular summary of trip generation data for each proposed use. Where possible, include the Institute of Transportation Engineering (ITE) Land Use Code, ITE Land Use Description, and whether average rates or equations were utilized.
2. A tabular summary of internal capture and pass-by trip adjustments applied, if any.
3. A description of the data sources used for trip generation, internal capture and pass-by rates.
4. Statements regarding any special considerations and supporting data, if any, necessary to support trip generation for uses not included within the ITE's Trip Generation Handbook, latest edition, or where a land use code selected wasn't an exact match for a proposed use but was the closest analog available.

Within a section titled "Trip Distribution Summary" include:

1. Directional distribution percentages shall be summarized in tabular and/or map format(s).
2. A description of the data sources and methodology used to determine directional distribution.
3. When trip distribution deviates from traffic count data and/or where engineering judgement was utilized, the extent of the deviation, as well as specific observations and data and analysis used to support such deviation, shall be provided.

Within a section titled "Safety Considerations" include:

1. A statement regarding whether or not the applicant is aware of any special safety considerations for the proposed project access, and the extent to which any agencies were consulted regarding same (e.g. for projects occurring within or nearby a school zone, whether the Hillsborough County Public Works Department Traffic Operations Section was consulted, and if so, provide documentation regarding the substance and outcome of such conversations. Other examples include proposed roundabouts on and/or mid-block pedestrian crossings of a collector or arterial roadway).
2. Where projects provide stubouts for future roadway extension, the analysis shall include a discussion regarding the configuration and design of internal roadway networks (i.e. how the project will be designed to minimize unplanned cut-through traffic), design/safety considerations relative to the proposed access/ cross-access, and quantification of trips likely to use such access/cross-access and any safety/design considerations or recommendations related thereto (i.e. proposed traffic control devices, traffic calming or other design recommendations), which shall also be included in the "Access Recommendations" Section.

Within a section titled "Access Recommendations" include:

1. A description of all recommended site access and any other proposed roadway or intersection improvements, median modifications, etc.
2. A description of recommended new traffic control or traffic calming devices, if any, whether internal or external to the project.
3. A table summarizing access management recommendations which includes:
  - a. Number of Trips by Specific Movement;
  - b. Turn Lane Warranted for Each Specific Movement Per LDC Section 6.04.04.D, Criteria (Yes/No);
  - c. Minimum 95% Queue Length per Synchro;
  - d. Minimum Queue Required Per TTM;
  - e. Minimum Turn Lane Length Required; and,
  - f. Minimum Turn Lane Length Proposed.

Required Graphics/Tables:

1. Existing (Background) Traffic (AADT)\*  
\*Only required if daily counts are required.
2. Existing (Background) Trips (AM Peak)\*\*
3. Existing (Background) Trips (PM Peak)\*\*

\*\*Can be combined into one graphic if desired.

4. Proposed Distribution Percentages (Inbound and Outbound, AM Peak)
5. Proposed Distribution Percentage (Inbound and Outbound, PM Peak)
6. Gross Project Traffic (AM Peak)\*\*\*
7. Gross Project Traffic (PM Peak)\*\*\*

\*\*\*Can be combined into one graphic if desired.

8. Existing + Project (Total) Traffic (AADT)
9. Existing + Project (Total) Traffic (AM Peak)\*\*\*\*
10. Existing + Project (Total) Traffic (PM Peak)\*\*\*\*

\*\*\*\*Can be combined into one graphic, but do not separate pass-by traffic. Although not required, can provide additional graphics showing pass-by if desired.

g. For all other applications, transportation review staff may require additional analysis if, in staff's sole discretion, project development may create traffic safety issues or otherwise result in potentially unsafe conditions, or where necessary to properly analyze project access. All such additional required analyses shall be Signed and Sealed by a Professional Engineer (PE) registered in the state of Florida, unless otherwise approved by the Administrator.

e.h. Any additional support information which may be required as determined by Hillsborough County.

i. Requests for exceptions to any of the above identified requirements shall be made in writing to the Hillsborough County Planning and Growth Management Director of Transportation Planning Engineer or his/her designee.

d.j. Electronic copies of all traffic analyses, traffic/turning movement counts, and, when requested by staff, copies of traffic count videos shall be provided.

9. *Special Surveys, Approvals, or Reports Required Where Development is Dependent on Such Surveys, Approvals or Reports* - Special surveys, approvals, or reports required by law in the circumstances of a particular PD proposal are required to be submitted with the application where development of a major element of the proposal or the entire proposal is dependent upon such surveys, approvals, or reports.
10. *—Indications as to the Nature and Succession of Staging* - Where a PD is to be constructed in phases, indications shall be made as to the nature of the PD, uses, location, and floor areas or residential densities to be developed and timing of the beginning and end of development of the first stage; and similar information on succeeding stages; provided that, in lieu of an indication of specific timing on succeeding stages, the initiation of succeeding stages may be made dependent on completion of all or substantial portions of the first stage, within the time limits provided.
11. *—Proposals on Provision and Continuing Operation and Maintenance of Facilities for Common Use* - Development proposals shall be made describing provisions, deed covenants, restriction, and regulations to be made for the establishment and continuing operation and maintenance of such areas, facilities, and improvements as will be for common use by some or all of the occupants of the district and persons visiting the district and not proposed for dedication to Hillsborough County or another government entity. These areas, facilities, and improvements will not be provided, operated or maintained at general public expense. The proposals shall give adequate assurance to the county that such areas, facilities, and improvements shall be continued, operated, and maintained without future expense to the taxpayers of Hillsborough County.
12. *—Commitment for Completion and Adherence to Approved Plans* - Proposals shall be made describing agreements, covenants, contracts, or deed restrictions which shall be enacted to ensure the completion of the development without any expense to the general public which was not agreed to at the time of the approval. Additionally, said agreements, covenants, contracts, or deed restrictions shall bind all successive owners and developers of all or any portion of the district to any commitments made and any restrictions placed on the approved General Development Plan or any document, graphic, map, or other such information provided, which is part of the official record. No portion of a PD district may be developed in conflict with the approved General Development Plan.
13. *—Compliance with F.S. Chapter 723* - Where property proposed for rezoning is occupied by a mobile home park that is subject to the requirements of F.S. Chapter 723, the applicant shall be required to submit a report documenting that adequate mobile home park spaces or other suitable facilities exist within a five mile radius of the property for relocation of the affected mobile home owners. At a minimum, the report shall identify: 1) the number of affected mobile home owners and current monthly lot rent paid by each; 2) the number, type, location and current monthly rent of other suitable facilities in the survey area to accommodate relocation of the affected mobile home owners; 3) the approximate cost of moving the affected mobile homes to other parks, if spaces are available; 4) the dates when the information on the other suitable facilities was collected; 5) the availability of interim housing for the affected mobile home owners, when necessary; and, 6) the qualifications of the party who prepared the report. The other suitable facilities are not limited to mobile home parks and may include multi-family apartments and other similar residential facilities. However, if the other suitable facilities include mobile home parks, the report shall verify there are no restrictions and/or requirements at said parks that would preclude relocation of the mobile homes owned by the affected mobile home owners.

Where property proposed for rezoning is occupied by a mobile home park that is exempt from the relocation requirements of F.S. Chapter 723, the applicant shall be required to submit a notarized affidavit verifying the exemption.

#### **D. Submittal and Notice Requirements for Planned Development - Specific (PD-S) District**

In addition to the submittal and notice requirements set forth in Part C, herein, the following information shall be required on a General Development Plan submitted as a Planned Development-Specific that is not submitted with a concurrent Preliminary Plat or Preliminary Site Development Plan (see Part E). The following shall ~~supersede~~supersede the requirements set forth in Part C if there is a conflict.

1. Proposed lot layout for all single-family and two-family lots within two hundred (200) feet of project boundaries.
2. Proposed structural footprints for all non-residential and multi-family buildings within two hundred (200) feet of project boundaries. Indicate proposed use of each building.
3. Location of the uses/facilities listed below when they are proposed adjacent to residential uses and zoning districts outside the project. The term "adjacent" as used herein shall mean that no unlisted uses/facilities or residential lots are proposed between the listed uses/facilities and the project boundary.
  - a) Storm water ponds
  - b) Lift stations
  - c) Improved recreational facilities (i.e. clubhouse, pool, courts, playgrounds). Indicate if said facilities are to be lighted.
  - d) Collection facilities
  - e) Service areas/loading docks
  - f) Drive aisles/roads
  - g) Parking
4. Location of Grand Oaks, as defined in the Land Development Code. Indicate any grand oaks proposed for removal.
5. Location of trees with a DBH of five (5) inches or greater that are within 50 feet of project boundaries. Indicate any trees proposed for removal.
6. Location of all proposed/existing billboards. Include documentation of compliance with the County Settlement Agreement.
7. If the project is located within a community plan area, identify any proposed design features or other development aspects that are not in compliance with the community plan requirements. Provide justification for deviation from said requirements in accordance with LDC Section 5.03.06.C.6.
8. If buffering/screening proposed along project boundaries does not meet requirements of the Land Development Code, the location and detailed description of alternative screening shall be provided. Provide justification for deviation from said requirements in accordance with LDC Section 5.03.06.C.6.
9. Topographic contour lines at ten-foot intervals over the entire project and to a minimum of twenty-five (25) feet outside of project boundaries. Contours shall be based on the North American Vertical Datum 1988 (NAVD 88), unless otherwise approved by the County Surveyor. This information shall be permitted to be on a separate page or as an insert if said information interferes with the graphic presentation of other required information.

**E. Submittal and Notice Requirements for Planned Development - Specific (PD-S) District Filed Concurrently with a Preliminary Plat or Preliminary Site Plan**

Per Land Development Code Section 5.03.05.B., an applicant for a PD-S district has the option of simultaneously applying for a concurrent preliminary plat or site development review.

In addition to the submittal and notice requirements set forth in Part C, herein, all of the information and documentation required in accordance with the Development Review Procedures Manual (DRPM) Sections

4.1.4.1.2.2.1.D (Preliminary Plat) or Section 4.1.5.1.1.D (Preliminary Site Plan) shall be required on a General Development Plan submitted as a Planned Development-Specific with a concurrent Preliminary Plat or Preliminary Site Plan review. The requirements of DRPM Sections 4.1.4.1.2.2.1.D (Preliminary Plat) or Section 4.1.5.1.1.D (Preliminary Site Plan) shall ~~supercede~~supersede the requirements set forth in Part C if there is a conflict.

(Res. No. R05-289, § 1(Item # 10, 11), 12-13-05, eff. 1-1-06; Res. No. R06-120, § 1(Items #2, 3), 6-13-06, eff. 8-1-06; Res. No. R06-194, § 1(Item #1), 9-12-06, eff. 10-1-06; Res. No. R08-181, Item G, 12-9-08, eff. 1-1-09; Res. No. R13-072, § 1(Exh. A), 5-7-13; Res. No. R14-065, § 1(Exh. A), 6-12-14; Res. No. R14-141, § 1(Exh. A, Item C-1), 10-23-14)

#### Sec. 6.2.1.1 - ~~General Site Plan~~Application Review

##### A. ~~Filing Deadline~~Sufficiency Review

~~General site plans submitted with PD rezoning applications filed by the Regular PD Filing Deadline shown on the Zoning Hearing Master Schedule shall be reviewed by the Administrator within twenty (20)thirty (30) business days of the Filing Deadline to determine compliance with all submittal requirements of this Section 6.2.1.C.7 of this manual. If it is determined the plan meets all of the requirements, the application shall be scheduled for the selected hearing date. If it is determined the plan does not meet all of the requirements, the application shall not be scheduled applicant shall be informed of those deficiencies at a sufficiency review meeting that will be scheduled at the time of the filing of the application. The applicant shall be given 10 business days from the date of the sufficiency review meeting to submit a sufficiency response containing all required information to address the application deficiencies. Failure to meet the 10-business day sufficiency response submittal deadline will result in the application not being scheduled for the Zoning Hearing Master Hearing associated with the PD Filing Deadline for hearing and the which the application was filed. The 10-day response time may be extended at the discretion of the Zoning Administrator shall inform the petitioner in writing of all plan deficiencies based on extenuating circumstances. The application shall not be scheduled for hearing until a revised plan is provided that complies with all requirements of Section 6.2.1.C.7 submittal of the sufficiency response. The application shall be scheduled for hearing based upon the first PD Rezoning Transmittal Applicant's Sufficiency Response Submittal Deadline shown on the Zoning Hearing Master Schedule after the date on which the Administrator determines the revised plan complies with all of the requirements. The Administrator shall have seven (7) business days following receipt of the plan to make such determination applicant submits the sufficiency response.~~

(Res. No. R06-120, § 1(Item #2), 6-13-06, eff. 8-1-06; Res. No. R08-181, Item G, 12-9-08, eff. 1-1-09)

#### Sec. 6.2.1.2 - Changes to Approved Planned Development Zonings

##### A. General

Changes to approved planned development zoning districts (PD) are categorized based on the degree of change as referenced in Section 5.03.04 of the LDC. Each level of change follows a specific procedure for review and decision, as follows:

Minor Change - PD changes proposed in accordance with Sec. 5.03.04.B of the LDC require review and decision by the Administrator. The application submittal information for a minor change application is referenced in Section 9.3 of this manual.

Minor Modification - PD changes proposed in accordance with Section 5.03.04.C of the LDC require review and decision by the BOCC at a public hearing, and is processed for review in the form of a Noticed Personal Appearance (PRS). The application submittal information for a Noticed Personal Appearance application is referenced in Section 7.0 of this manual.

Major Modification (MM) - PD changes proposed in accordance with Section 5.03.04.D of the LDC require a Land Use Hearing Officer (LUHO) review and recommendation based on a public hearing, and decision by the BOCC at a public hearing. The application submittal information for a major modification is referenced in Section 6.2.1.4-C below.

## **B. Cross Reference to Land Development Code**

Section 5.03.04, Minor Change, Minor Modification and Major Modification.

## **C. Review Procedures**

Review and submittal procedures for Major Modification shall be consistent with requirements for PD rezoning as referenced in Section 6.2.1 of this manual.

(Res. No. R06-120, § 1(Item #2), 6-13-06, eff. 8-1-06)

### Modifications of Existing Planned Developments

1. Applicants seeking modifications of existing Planned Developments shall submit copies of the currently approved general site plan for the PD revised as necessary to provide all of the information described above for the area of the project for which the modification is sought.
  - a. Plans shall be submitted in accordance with the requirements found above in "Required Format of Plans for Submittal."
  - b. A two-page plan submittal shall be required if the existing Planned Developments is too large to show both the entire boundary of the existing Planned Development and the area to be modified with the required site plan information. The first page shall be of the existing Certified General Site Plan with a notation indicating the area being modified and the second page shall contain the area being modified with all required information. All plan pages shall be numbered as X of Y (i.e., 1 of 3, 2 of 3, and 3 of 3). All text shall be greater than or equal to 8 points.
  - c. All information must be legible at time of submittal and must be provided in a format that remains legible without loss of information after being reproduced in black and white. Color text and graphic(s) shall be prohibited. Grey scale shall be allowed to the extent that text and graphics remain legible after being reproduced in black and white.
  - d. Photographs, including aerial photographs, shall not be included on the General Development Plans.
  - e. All prior application numbers and previous received dates shall be removed from General Development Plans based on previously submitted drawings.
2. In addition to the General Development Plan, applicants shall provide a separate text document (8½ inches times; 11 inches format) that provides a copy of the currently approved PD conditions showing all proposed revisions. Existing text that is proposed to be deleted shall be struck through (~~text to be deleted~~) while new text that is proposed to be added shall be underlined (text to be added).

## **Sec. 6.3 - REZONING (STANDARD DISTRICT)**

### **A. General Description**



Submittal procedures for proposed rezoning to a standard district.

## **B. Cross Reference to Land Development Code**

Section 2.02.02 Table of Allowable Uses in Zoning Districts

Section 6.01.00, District Performance and Dimensional Standards.

Section 10.03.00, Procedure for Amendments to Official Zoning Atlas (Rezoning).

Section 10.04.00, Procedure for Applications for Amendments to the Schedule of District Regulations and Text of Code.

## **C. Submittal and Public Notice Requirements**

1. *Fee Payment* - as referenced in Section 2.0 of the Development Review Procedures Manual.
2. *Application* - as referenced in Section 3.0 of the Development Review Procedures Manual.
3. *Public Notice* - in accordance with Section 10.03.02.D of the LDC and Section 12.0 of the Development Review Procedures Manual.
4. *Written Statement* - including the following:
  - a. Identification of reason(s) for request,
  - b. Proposed zoning district,
  - c. Identification of proposed utilities connection,
  - d. Compliance with Service Area policies,
  - e. Compliance with the Comprehensive Plan,
  - f. Compliance with minimum standards of proposed zoning district, and other related development regulations (for example, subdivision and site development regulations),
  - g. Explanation of how the proposal will be compatible with the existing development and zoning pattern,
  - h. Identification of approximate amount of wetlands, and
  - i. Amount of mapped Upland Habitat.
5. *Existing or Potential Zoning Violation* - include any related information.
6. *Folio Number* - of property to be rezoned.
7. *Plot Plan* - showing dimensions of the property and roads and buildings on the property. If the plot plan is larger than eight and one-half (8½) inches ~~× eleven~~ by eleven (11) inches, seven (7) copies must be submitted. Additionally, one digital copy of plot plan in PDF format on compact disk (CD), USB flash drive or similar medium must be submitted.
8. *Compliance with F.S. Chapter 723* - Where property proposed for rezoning is occupied by a mobile home park that is subject to the requirements of F.S. Chapter 723, the applicant shall be required to submit a report documenting that adequate mobile home park spaces or other suitable facilities exist within a five mile radius of the property for relocation of the affected mobile home owners. At a minimum, the report shall identify: 1) the number of affected mobile home owners and current monthly lot rent paid by each; 2) the number, type, location and current monthly rent of other suitable facilities in the survey area to accommodate relocation of the affected mobile home owners; 3) the approximate cost of moving the affected mobile homes to other parks, if spaces are available; 4) the dates when the information on the other suitable facilities was collected; 5) the availability of interim housing for the affected mobile home owners, when necessary; and, 6) the qualifications of the party who prepared the report. The other suitable



facilities are not limited to mobile home parks and may include multi-family apartments and other similar residential facilities. However, if the other suitable facilities include mobile home parks, the report shall verify there are no restrictions and/or requirements at said parks that would preclude relocation of the mobile homes owned by the affected mobile home owners.

Where property proposed for rezoning is occupied by a mobile home park that is exempt from the relocation requirements of F.S. Chapter 723, the applicant shall be required to submit a notarized affidavit verifying the exemption.

(Res. No. R05-289, § 1(Item # 10, 12), 12-13-05, eff. 1-1-06; Res. No. R06-120, § 1(Item #3), 6-13-06, eff. 8-1-06; Res. No. R08-181, Items G, J, 12-9-08, eff. 1-1-09; Res. No. R13-072, § 1(Exh. A), 5-7-13)

#### Sec. 6.4 - PHOSPHATE MINING OPERATING PERMIT

##### A. General Description

Regulations dealing with procedures for consideration of a Phosphate Mining Operating Permit.

##### B. Cross Reference to Land Development Code

Section 8.02.00 Phosphate Mining Regulations

##### C. Submittal Requirements for Master Mining and Reclamation Plan

1. Fee Payment - as referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - as referenced in Section 3.0 of the Development Review Procedures Manual.
3. Public Notice - in accordance with Section 8.02.07 of the Land Development Code and Section 12.0 of the Development Review Procedures Manual.
4. Development of Regional Impact (DRI) Application or Amendment Application - if required, in accordance with Florida Statutes, Section 380.06, as amended.
5. Mining and Reclamation Plans and maps - 16 copies certified where indicated in Technical Information Sections by a ~~professional engineer~~Professional Engineer (P.E.) or ~~professional geologist~~Professional Geologist (P.G.) registered in the State of Florida.
6. List - of all persons required to receive notice pursuant to Section 8.02.07 of the LDC and Section 12.0 of the manual.
7. Estimates - of the quantity, temperature, chemical and physical properties and points and methods of disposal (whether on or off the applicant's property) of any water, liquid wastes, effluents, or sewage to be created.
8. Copy of Submitted Application or Permit - issued by the appropriate water management authority for any use of water, including all supporting data relating to the application. Specific quantities of water to be extracted, location of that water together with detailed proposals of any well construction must be furnished.
9. Inventory of Existing Wells - wells 2 inches or greater in size on the property, to include locations, an estimated annual extraction rates, use of water, proposed disposition, and insofar as practical, potentiometric levels, chemical analysis, depths, diameters, casing records, types of pumps, and logs.
10. —Inventory of Existing 2-inch Wells or Greater, on Adjacent Property - within 500 feet of the applicant's property line, as determined by SWFWMD records.

11. —Monitoring Systems - descriptions and locations of any proposed monitoring systems or devices to be installed to observe the effect of the proposed mining and reclamation operations on environmental phenomena, to include for each station:
  - a. The type of device or procedure to be installed or followed,
  - b. The schedule to be followed, and
  - c. A proposal for the compilation of data and the submission of reports.
12. —Abstract and Interpretation - of the results of exploratory drilling showing the elevation of the top and base of the ore zone, the geologic nature of both underlying and overlying materials and the pre-operational water levels encountered in the mine area.
13. —~~Transportation Analysis—certified— Unless otherwise approved by the Administrator, analyses shall be Signed and Sealed by a professional engineer qualified~~Professional Engineer (PE) registered in the fieldstate of traffic engineering, whichFlorida, and shall include at least the following:
  - a. ~~a.~~—A projection of the number of daily and peak hour vehicle trips leaving and entering the street;
  - b. ~~b.~~—A distribution of the above trips on the adjacent roadway network to, at least, the nearest state road;
  - c. ~~c.~~—An estimate of the daily and peak hour number and size of loaded truck trips entering and leaving the site;
  - d. ~~d.~~—The calculated level of service of the intersection of each access drive and the public roadway; and,
  - e. ~~e.~~—An estimate of any other mode of transportation (e.g., rail) exterior to the applicant's property, with emphasis given to any disruption of normal traffic movements.
14. —Plant/Wildlife Survey - of any endangered or threatened species or species of special concern which occurs on the site. Survey methodology shall be as specified in submittal requirements for natural resources in this manual. Indicate whether or not the project site includes significant habitat or wildlife as referenced in the LDC.
15. —On Site Preservation Statement - identifying the methods to be employed for on-site preservation to meet the requirements of Section 4.01.12 of the LDC and the methods to be employed to meet the interim preservation requirements of Article 8.02, if applicable.
16. —Permit Copies - provide copies of all permits and notices required of the Permittee by the Department of Environmental Protection and the appropriate water management district.
17. —The estimated annual sequence of mining and reclamation and the estimated years involved.
18. —Planned location, areas, dimensions, capacities of proposed settling and thickening ponds, and the estimated heights of their dams.
19. —Location and use description of any physical plant, structure, permanent pipelines, or any other non-movable object or device to be constructed for the processing of ore, or for other parts of the proposed operation.
20. —The application must comply with all requirements of the Hillsborough County Stormwater Management Technical Manual, as amended. General plans for stormwater management that are to be accomplished during and following the conclusion of mining and reclamation operations, including sufficient topographic maps to ensure adequate definition of all stormwater characteristics of the applicant's lands and their effects upon neighboring lands, the seasonal high groundwater elevation, stormwater runoff calculations, a description of all points of discharge from the applicant's property, and estimate of the rate of such discharge during normal operations as well as mean annual, 25- and 100-year floods, and an assessment of the effect of the proposed

mining and reclamation operations and stormwater on the natural stormwater regime as it existed before the proposed operations.

21. —Estimates of the amounts (volume and weight) of tailings and phosphatic clays to be created, plans for their storage or disposal, and the proposed time schedule for disposal, together with the location drawings of any treatment facilities.
22. —Erosion control measures (during and after mining) specifying the extent, density, and type of vegetation.
23. —Evidence of financial responsibility as described in Section 8.02.10 of the LDC.
24. —Copies of all applications to and permits or authorizations from all applicable federal, state, and local agencies.
25. —Legal description of any and all lands upon which operations are proposed and, when deemed necessary by the County Administrator, a metes and bound boundary survey of all or part of the boundary of the applicant's property, certified by a Professional Surveyor and Mapper registered in the State of Florida. Boundary surveys are to be based on the Florida State Plane Coordinate System, NAD 83, in feet, latest adjustment, unless otherwise approved by the County Surveyor.
26. —The mining plan need not duplicate any information which is furnished in a DRI application, but shall specify which information is not included for that reason and shall include the information by reference to the location of the information on the DRI application by section and paragraph. Each item of information of the mining and reclamation plan, which is furnished in general and upon which greater detail will be available at a later date, shall be identified and details furnished later in accordance with Section 8.02.00 of the LDC.

#### Sec. 6.4.1 - Information Required for Mining Unit Related Activity

The following information and material shall be submitted with each application for mining and mining related activity or amendment thereto as described in Section 8.02.00 of the LDC.

If any required submission material has been submitted with each application in the last three (3) years, such material need not be submitted again, provided that the previously submitted material meets the current requirements of the LDC. Reference to the previous submittal shall be made by application number and date submitted.

##### A. Mining Units

1. *Maps* —Aerial photo and land use maps shall be prepared at a minimum scale of 1 inch = 1,000 feet and all other maps shall be at a scale to clearly show the information being conveyed.
  - a. Aerial photograph indicating the mining unit boundaries, proposed limits of mining, proposed setbacks, limits of the 25-year floodplain, stream buffer setbacks, and acreages included in each.
  - b. Aerial photograph indicating adjacent property owners, mining unit boundaries and wetland areas, including acreages, and waterwells within the setback distance as obtained from SWFWMD inventories.
  - c. Map indicating premining topography and stormwater management.
  - d. Map indicating post reclamation topography and stormwater management.
  - e. Map indicating premining vegetation and land use and acreages for each type of vegetation and land use according to the Florida Land Use Classification Code System (FLUCCS).
  - f. Map indicating post reclamation vegetation and land use according to FLUCCS.

- g. Map indicating premining soil types, acreages, and hydrologic cover code according to the U.S. Department of Agriculture Soil Conservation Service (USDA/SCS).
- h. Map indicating post reclamation soil types according to the USDA/SCS classification, if available.
- i. SWFWM District aerial photograph indicating mining unit boundaries and topography with one foot contours.

2. *Technical Information.*

- a. Premining and post reclamation cross sections showing geology, water table elevations and depth of mining, (P.G.).
- b. Pre-mining and post reclamation stormwater runoff calculations indicating peak flow from the 25- and 100-year storms (P.E.).
- c. Description of erosion control measures including details of berms, ditches, and control structures (P.E.).
- d. An inventory of any wells 2 inches or greater in diameter on adjacent property not owned by the applicant within 1,000 feet of the mining unit, as obtained from SWFWMD inventories.
- e. A description of surface water discharges resulting from the mining unit. Identification of NPDES discharge locations shall be provided.
- f. Discussion of wetland impacts and proposed mitigation measures, including proposed species, diversity, and function.
- g. Discussion of traffic impacts.
- h. Discussion of the general mining sequence and direction.
- i. A schedule for mining and reclamation.
- j. Discussion of proposed tailings and waste clay disposal.
- k. Whether the property is located within an area which potentially constitutes significant wildlife habitat, as described in Section 4.01.09 of the LDC.
- l. A plant/wildlife survey of any endangered or threatened species or species of special concern which occurs on the site. Survey methodology shall be as specified in Section 4.1.6.1.1.C.5 of this Manual.
- m. A statement identifying the methods to be employed for on-site preservation to meet the requirements of Section 4.01.08.B of the LDC, and the methods to be employed to meet the interim preservation requirements of Section 8.02.08.A, if applicable.

3. *Reclamation Plan.*

- a. Base map, overlays, and aerial photos at a standard scale (approximately 1 inch = 1,000 feet) showing mine name, acreage, and boundary of the reclamation unit.
- b. Acreage and boundaries of existing and proposed land uses, including areas such as water bodies, wetlands, uplands, etc.
- c. A description of the proposed reclamation activities and the type of reclamation to be accomplished. This will include: proposed topography procedures for providing suitable soil, preparatory soil treatments (e.g., fertilizing), types and quantities of vegetation, and sources of vegetation.
- d. Plans and calculations for stormwater management, including groundwater flow (P.E.).

- e. Methods for restoring wetlands, including methods for soil enrichment and replacement, in those wetland areas approved for mining in accordance with Section 8.02.08.B of the LDC.
- f. A schedule for orderly and timely completion of reclamation.

**B. Clay Settling Ponds and Thickening Ponds**

1. Maps at a minimum scale of 1 inch = 1,000 feet.
  - a. Aerial photograph indicating location of settling pond, toe and crest of dam, water recirculation ditches, and setback distances.
  - b. All maps required for mining unit application if settling pond is to be constructed on unmined area, or in an area where a previous mining unit has not been approved.
2. Technical Information.
  - a. Design drawings for the dam. Drawings shall indicate dam height, dam construction materials, cross sections, depth of pond, drainage and underdrain details, erosion control measures, details of seepage control, high water elevations, freeboard, and details of inlet and outlet control structures (P.E.).
  - b. Dam stability and seepage calculations (P.E.).
  - c. Monitoring program to check stability and safety of dam.
  - d. Calculations demonstrating pond is capable of storing or releasing 12 inches of rainfall in a 24-hour period (but also at least 6 inches in a 3-hour period) while maintaining a minimum of 5 feet of freeboard when pond is full (P.E.).
  - e. Description of proposed mosquito control measures, in accordance with Section 8.02.08 of the LDC.
  - f. Description of construction techniques and methods.
  - g. A schedule for construction techniques and methods.
  - h. Calculations indicating impact to watershed runoff and infiltration during pond operation and following the completion of reclamation using the mean annual, 25- and 100-year storms (P.E.).
  - i. Description of proposed inspection and maintenance.
  - j. All technical information required for mining unit applications if settling pond is constructed in an unmined area or in an area where a previous mining unit has not been approved.

Note: A copy of the DEP application may be submitted to address the above items. Information not addressed in the DEP application shall be provided separately.

**C. Benefication Plants**

1. Maps at a minimum scale of 1 inch = 1,000 feet.
  - a. Aerial photograph indicating plant location, access roads, railroads, recirculation ditches, pipeline corridors, transmission line routing, stockpile areas, and loading zones.
  - b. Regional map showing access to county road system, railroad system, electric power system, and matrix routing to plan, including stream crossings.
  - c. Aerial photograph indicating plant boundaries, limits of the 25- and 100- year floodplains, and location of wetlands.
  - d. All other maps required for mining unit applications as they apply to preconstruction and post reclamation site conditions.

2. Technical Information.
  - a. Indicate EPC, DEP, and EPA air emissions permit numbers.
  - b. Description of nature, quantity and disposition of wastes resulting from plant operation.
  - c. Description and location of any hazardous material, as defined by EPA, or substances used or stored at the plant.
  - d. Detailed plan for stormwater management at the plant site (P.E.).
  - e. A description of traffic and transportation impacts due to plant operation.
  - f. A description of proposed potable water supply and wastewater disposal.
  - g. A schedule for proposed construction, operation, and reclamation.
- D. **Activities Within the Stream Buffer**
  1. Maps at a minimum scale of 1 inch = 1,000 feet—Maps of stream setbacks and stream buffer zones, together with calculations of stream buffer zone widths.
  2. Technical Information—All technical information required for mining unit applications as it applies to proposed activity except well inventory, unless application is submitted concurrently with mining unit application.
- E. **Sand Tailings Piles**
  1. Maps at a minimum scale of 1 inch = 1,000 feet.
    - a. Aerial photograph indicating the location of the proposed tailings pile, pipeline, and access corridors.
    - b. Aerial photograph indicating 25-year floodplain limits and wetland boundaries.
    - c. Existing vegetation map.
    - d. Reclamation vegetation map.
    - e. Same maps as required for mining unit application for permanent tailings disposal areas not submitted as part of a mining unit application.
  2. Technical Information.
    - a. Size and shape of tailings pile.
    - b. Description of need for tailings pile.
    - c. Length of proposed storage and schedule for reclamation.
    - d. Same information as for mining unit for permanent tailings disposal areas not submitted as part of a mining unit application.
- F. **Conceptual Reclamation Plan Modifications** —For consideration of conceptual modifications, a copy of Department of Environmental Protection Conceptual Reclamation Plan Modification shall be provided by the applicant.
- G. **Review Procedures for Mining Unit Related Activities**
  1. At least one hundred twenty (120) days before proposed commencement of mining related activities, the applicant shall submit the applicable sets of submittal packages for review. The packages shall consist of all applicable information identified in Sections 6.4 and 6.4.1 of this Manual. An electronic version of the initial submittal information and any subsequent additional information shall be included with the package.
  2. Within three (3) working days of receipt of the submittal packages, copies shall be forwarded to the reviewing entities set forth in this Manual.



3. Reviewing entities shall have twenty (20) working days to complete the review unless an extended review period in written format is mutually agreed to by the applicant, the reviewing entity and the Administrator. The reviewing entities shall review the mining unit application and provide review comments of approval, approval with conditions or request for additional information. Within three (3) working days from the end of the review period, the Administrator shall forward the review entity response sheets to the applicant. Within nine (9) working days from the end of the twenty (20) working day review period, the Development Review Committee (DRC) shall meet with the applicant to discuss the comments. Any review entity failing to supply comments, request additional information or obtain a written review period extension prior to the scheduled DRC meeting shall be deemed to have no objection to the mining unit application review process. Approval by the Administrator and/or the Board of County Commissioners does not relieve the applicant from the responsibility to comply with any applicable federal, state, and other local laws, regulations and ordinances.
4. If the mining unit package requires, additional information, the applicant shall address all review entity comments in a transmittal letter to the Administrator and the commenting entity itemizing complete responses to each of their comments. The reviewing entities shall have ten (10) working days to complete the review unless an extended review period in written format is mutually agreed to by the applicant, reviewing entity and the Administrator. The review entities shall review the application additional information and provide review comments of approval, approval with conditions or request for additional information related only to the most recently submitted additional information. Within three (3) working days from the end of the review period, the Administrator shall forward the review entity response sheets to the applicant. Within nine (9) working days from the end of the ten (10) working day review period, the DRC shall meet with the applicant to discuss comments. The ten (10) working day additional information review period and associated DRC date shall occur each time additional information is required. Any review entity failing to supply comments, request for additional information or obtain a written review period extension prior to the scheduled DRC meeting shall be deemed to have no objection to the mining unit application review process. Approval by the Administrator and/or the Board of County Commissioners does not relieve the applicant from the responsibility to comply with any applicable federal, state, and other local laws, regulations and ordinances.
5. Upon the receipt of all reviewing entity comments of approval, approval with conditions and/or denial of the mining unit application and additional information, the applicant shall be notified in writing within three (3) working days from the end of the comment review period and the application request with agency review responses shall be addressed in a staff report and submitted to the Phosphate Mining Hearing Master for review.
6. Within ten (10) working days following the Phosphate Mining Hearing Master meeting the applicant shall submit the pertinent information addressing a reviewing entity's conditional comments of approval for inclusion into the mining unit application package.

H. **Distribution of Submittals** —The submittal information shall be distributed to the following:

1. ~~Planning and Growth Management~~Development Services Department - 4 copies total.

- Phosphate/Hydrology Review (1).
- Natural Resources (1).
- Stormwater (1).
- Transportation (1).

2. Parks and Recreation Department.



3. Debt Management Department.
4. Environmental Protection Commission.
5. Department of Environmental Protection, Bureau of Mine Reclamation.
6. Planning Commission.
7. Hillsborough County Soil and Water Conservation District.
8. Tampa Bay Water.
9. Florida Fish & Wildlife Conservation Commission.
10. —Tampa Bay Regional Planning Commission.

**I. Submittal Requirements for Administrative Review not Requiring the Phosphate Mining Hearing Master or Board of County Commissioners Review of Mining Related Activities**

1. Fee Payment - as referenced in Section 2.0 of this Manual.
2. Application - as referenced in Section 3.0 of this Manual.
3. Specific Information pertaining to one of the following:
  - a. Dragline relocations not previously reviewed and approved by the Board.
  - b. Road construction not previously reviewed and approved by the Board.
  - c. Reclamation program amendments.

**J. Review Procedures for Administrative Review not Requiring the Phosphate Mining Hearing Master or Board of County Commissioners Review of Mining Related Activities**

1. Within three (3) working days of receipt of the mining related activities review package, copies shall be forwarded to the pertinent reviewing entities as set forth in this Manual.  
  
An electronic version of the initial submittal information and any subsequent additional information shall be included with the package.
2. Reviewing entities shall have twenty (20) working days to complete the review unless an extended review period in written format is mutually agreed to by the applicant, the review entity and the Administrator. The review entities shall review the package and provide review comments of approval, approval with conditions or request additional information. Within three (3) working days from the end of the twenty (20) day review period, the Administrator shall forward the review entity response sheets to the applicant. Within nine (9) working days from the end of the twenty (20) working day review period, the DRC shall meet with the applicant to discuss the comments. Any review entity failing to supply comments, request additional information, or obtain a written review period extension prior to the scheduled DRC meeting shall be deemed to have no objection to the mining related activities review process. Approval by the Administrator does not relieve the applicant from the responsibility to comply with any applicable federal, state, and other local laws, regulations and ordinances.
3. If additional information or a response to comments is required, the applicant shall address all reviewing entity comments itemizing complete responses in a transmittal letter to the Administrator and the commenting entity for each of their comments. The reviewing entities shall have ten (10) working days to complete the review from date of the additional information submittal unless an extended review period in written format is mutually agreed to by the applicant, reviewing entity and the Administrator. The reviewing entities shall review the additional information and provide review comments of approval, approval with conditions or request additional information related only to the most recently submitted additional information. Within three (3) working days from the end of the review period, the Administrator shall forward the reviewing entity response sheets to the applicant. Within nine (9) working days from the end of the ten (10) working day review period, the DRC shall meet with the applicant to discuss comments. The ten (10) working day review period and

associated DRC date shall occur each time additional information is required. Any review entity failing to supply comments, request additional information, or obtain a written review period extension prior to the scheduled DRC meeting shall be deemed to have no objection to the mining related activities review process. Approval by the Administrator does not relieve the applicant from the responsibility to comply with any applicable federal, state, and other local laws, regulations and ordinances.

4. Upon receipt of comments by all reviewing entities, the applicant shall receive a written letter of approval, approval with conditions, or denial addressing the mining related activities request within three (3) working days from the end of the additional information review period. An Administrator's letter of denial may be appealed in accordance with Section 10.05.01 LDC.

(Res. No. R10-032, § 1(10-0306), 3-17-10)

#### Sec. 6.5 - WELLHEAD OR SURFACE WATER PROHIBITED USE OPERATING PERMIT

##### A. General Description

Regulations dealing with procedures for consideration of a Prohibited Use Operating Permit within a Wellhead Resource Protection Area (WRPA) or a Surface Water Resource Protection Area (SWRPA).

##### B. Cross Reference to Land Development Code

Section 3.05.03 E., Permitting for New Prohibited Activities

Section 3.05.03 D., Expansion or Modification of an Existing Prohibited Activity

Section 3.05.07, Prohibited Use Operating Permits

##### C. Submittal and Public Notice Requirements

Unless otherwise required by the Administrator, all application submittals shall include the following:

1. *Fee Payment* - as referenced in Section 2.0 of the Development Review Procedures Manual.
2. *Application* - as referenced in Section 3.0 of the Development Review Procedures Manual.
3. *Public Notice and List of all persons required to receive notice* - in accordance with Section 3.05.07 of the Land Development Code and Section 12.0 of the Development Review Procedures Manual.
4. *Owner affidavit*.
5. *Current Aerial Photographs* - two (2) copies which include subject site, site shall be outlined.
6. *Legal Description* - typed on separate page.
7. *Deed* - copy of recorded deed.
8. *Written Statement and Technical Report*. This is a detailed description of the operation of the facility under review and shall contain, but not be limited to the following elements:
  - Documentation of the overriding public interest being served by the prohibited use or the expansion of an existing use.
  - Documentation of unique hardship.
  - A list of all Regulated Substances which are to be stored, handled, used, disposed of, or produced in the nonresidential activity being permitted, including their quantities.

- A detailed description and locations of the nonresidential activities that involve the storage, handling, use, disposal, or production of the Regulated Substances indicating the unit quantities in which substances are contained or manipulated.
  - A description of the containment, the emergency collection devices and containers and copy of the emergency plan that will be employed to comply with the restrictions required for the Wellhead Resource Protection Area (WRPA) or Surface Water Resource Protection Area (SWRPA).
  - A description of the daily monitoring activities that has been or will be instituted to comply with the restrictions for the WRPA or SWRPA.
  - Descriptions and locations of any proposed monitoring systems or devices to be installed to observe the effect of the proposed operations on environmental phenomena, to include for each station:
    - The type of device or procedure to be installed or followed,
    - The schedule to be followed, and
    - A proposal for the compilation of data and the submission of reports.
  - A description of the groundwater monitoring wells, including the latitude and longitude, location map, construction design, geology log and water quality analysis that have been or will be tested and the arrangements made or which will be made for certified quarterly analyses for specified Regulated Substances in the WRPA or SWRPA.
  - A description of the maintenance that will be provided for the containment facility, monitoring system, and emergency equipment required to comply with the restrictions of the WRPA or SWRPA.
  - A description of Best Management Practices (BMP's) to be implemented. Documentation of use of BMP's, if this is an existing operation.
  - A description of Best Available Technology (BAT's) to be implemented. Documentation of use of BAT's, if this is an existing operation.
9. *Site Plan* - 12 full size (24 inch times; 36 inch) folded copies and one 8½ inch x 11 inch reduced copy shall be provided with the application, and with resubmittals for revision, if necessary. The site plan shall be drawn to a sufficient and commonly used scale to show all of the information required to review the site plan.

Unless otherwise determined by the Administrator, site plans should include the following information:

Title Block with the following:

- title of the project,
- names of the project planner(s) and developer(s),
- date,
- north arrow,
- address of site, and
- scale.

Location of the (existing and proposed) site features as follows:

- project boundaries,
- roads, drives, access easements of subject site,
- existing and approximate location of proposed points of ingress and egress,

- existing and approximate location of proposed structures,
- fences,
- approximate location of water courses,
- approximate location of environmentally sensitive areas (wetlands, habitat areas, conservation or preservation areas),
- easements,
- existing or proposed slabs, etc.,
- approximate location of off-street loading areas,
- existing trees
- location of stormwater drainage outfalls,
- approximate size and location of stormwater pond areas.

Site Data as follows:

- proposed utilities,
  - structure height,
  - Comprehensive Plan category,
  - zoning,
  - existing uses,
  - percentage of ground coverage by structures,
  - percentage of open space,
  - approximate percentage of site which is environmentally sensitive (wetlands, habitat, conservation or preservation),
  - the location of all storage, piping, dispensing, shipping, etc., facilities
  - the location of all operations involving Regulated Substances
10. General Location Map - included on site plan or attached separately, showing the general location of the site relative to the county as a whole and showing the relationship of the proposed operation to the surrounding road network and major water bodies.
  11. Signature and seal by a registered Professional Engineer or licensed Professional Geologist.
  12. Inspection Report.
  13. An agreement to indemnify and hold the County harmless from any and all claims, liabilities, causes of action, or damages arising out of the issuance of the permit. The County shall provide reasonable notice to the permittee of any such claims.
  14. Inventory of Existing 2-Inch Wells or Greater, on Adjacent Property - within 1000 feet of the applicant's property line, as determined by SWFWMD records.
  15. The application must comply with all requirements of the Hillsborough County Stormwater Management Technical Manual, as amended. General plans for stormwater management that are to be accomplished during and following the conclusion of operations, including sufficient topographic maps to ensure adequate definition of all stormwater characteristics of the applicant's lands and their effects upon neighboring lands, the seasonal high groundwater elevation, stormwater runoff calculations, a description of all points of discharge from the applicant's property, and estimate of the rate of such discharge during normal operations as well as mean annual, 25- and 100-year floods.

16. Evidence of financial responsibility as described in 3.05.07 of the LDC.
17. Copies of all applications to and permits or authorizations from all applicable federal, state, and local agencies.

#### **D. Review Procedures**

1. Within three (3) working days of receipt of the submittal packages, copies shall be forwarded to the reviewing entities set forth in this manual.
2. Reviewing entities will have twenty (20) working days to complete the review.
3. If the package requires resubmittal, the applicant shall submit revisions, specifying in a transmittal letter how the review comments have been addressed. The reviewing entities shall have ten (10) working days to complete the review. This time frame shall be applicable each time a resubmittal is required.
4. Upon approval by all reviewing entities, the proposal shall be submitted to the Wellhead Hearing Master for review.

#### **E. Distribution of Submittals**

The submittal information shall be distributed to the following:

1. ~~Planning and Growth Management~~ Development Services Department - 4 copies total
  - Hydrology Review (1)
  - Natural Resources (1)
  - Stormwater (1)
  - Transportation (1)
2. Debt Management Department
3. Environmental Protection Commission
4. Tampa Bay Water
5. Florida Department of Environmental Protection
6. SWFWMD

Additional copies may be requested for applications to be reviewed by outside agencies:

Health Department

#### **F. Inspection**

As required in the Land Development Code Section 3.05.07 G. facilities and properties applying for a Prohibited Use Operating Permit are subject to onsite inspection of the physical buildings and property by a County inspector before any permit is issued. Facilities and properties which are covered under Part 3.05.00 of the Land Development Code may be inspected for compliance with the Code provisions.

(Res. No. R05-289, § 1(Item #8), 12-13-05, eff. 1-1-06; Res. No. R08-181, Item K, 12-9-08, eff. 1-1-09)