




Agenda Item Cover Sheet

Agenda Item N^o. _____

Meeting Date April 7, 2026

Consent Section Regular Section Public Hearing

Subject: Approval of Development Review Procedure Manual (DRPM) Text Amendment 25-1388 updating the review process of recently adopted LDC Text Amendment 25-1126, Wellhead and Surface Water Protection Area.			
Agency/Department: Development Services Department, Community Development Section			
Contact Person: Brian Grady		Contact Phone: 276-8343	
Sign-Off Approvals			
_____ Deputy County Administrator		 _____ Department Director	
_____ Business and Support Services – Approved as to Financial Impact Accuracy		_____ Date	
_____ Date		_____ Date	
_____ Date		_____ Date	

3/31/2026

STAFF'S RECOMMENDED BOARD MOTION

Approve the text amendment to Sections 4.1.12 and 6.5 of the Development Review Procedure Manual (DRPM-25-1388) to implement changes to the Wellhead Protection regulations via LDC Amendment 25-1126, recently adopted by the Board of County Commissioners on January 15, 2026.

FINANCIAL IMPACT STATEMENT

No direct financial impact to the County will occur as a result of this petition.

BACKGROUND

HCCPA 25-16

Hillsborough County initiated Comprehensive Plan Amendment (HC CPA 25-16) requesting modifications to the adopted Wellhead Resource Protection Area (WRPA) and Surface Water Resource Protection Area (SWRPA) Maps. The proposed WRPA revision redefines the map to reflect cones of contributions plus a 500 ft. buffer. Additionally, the CPA removed WRPA Zone 1 areas, which were initially established to protect potential future water supplies in Hillsborough County. Since the adoption of WRPA Zone 1 in 2004, no new wellfields have been developed outside the existing WRPA Zone 2. Tampa Bay Water’s Master Water Supply Plan, last approved in 2023 and updated every five years, does not propose any new wellfields within the current WRPA Zone 1. Additionally, CPA 25-16 redefined the WRPA Zone 2 delineated areas on the WRPA Map to provide an extra level of protection. An additional buffer was approved around the cone of contribution to the closest quarter section line defined by the Florida Public Land Survey System. Furthermore, the SWRPA Map was updated based on the defined criteria in the Land Development Code. For tributaries to the Hillsborough River and Alafia River, only named tributaries directly connected to both rivers were included, where the USGS identified predominant perennial flow. CPA 25-16 went to a public hearing on August 11, 2025 and was adopted by the Board of County Commissioners (Board) on January 15, 2026.

List of Attachments: A) DRPM 25-1388 Intent Statement B) Proposed DRPM 25-1388 Text Changes

BACKGROUND - Continued:

Land Development Code (LDC) Text Amendment 25-1126

The accompanying Land Development Code (LDC) 25-1126, recently adopted by the Board on January 15, 2026, updated the regulations associated with the Wellhead and Surface Water Protections to reflect the updated maps requested in HCCPA 25-16 established in the Comprehensive Plan, providing clarity to the LDC language.

The LDC text amendment consolidated the prohibitions and restrictions of the Wellhead and Surface Water Resource Protection Areas and aligns the County's Wellhead and Surface Water Protection map review period with Tampa Bay Water's Master Water Supply Plan published updates that occur every 5 years. The Land Development Text Amendment 25-1126 ran concurrently with the map updates submitted to the Planning Commission under Comprehensive Plan Amendment HCCPA 25-16.

Development Review Procedures Manual (DRPM) 25-1388

The Development Review Procedures Manual (DRPM) is intended to help users of the Land Development Code (LDC) understand the review and decision-making processes outlined in the LDC. The manual includes information on application submittal requirements and review procedures for each review process. Since the DRPM contains review sections that are cross referenced to sections of the LDC that were amended by LDC 25-1126 Wellhead and Surface Water Protection Areas, the DRPM is also being amended to correspond with the LDC changes recently adopted.

DRPM 25-1388 revised Sections 4.1.12 and 6.5 to reflect the changes within the LDC Part 3.05.00. Section 4.1.12 provides information related to the application and permitting of Wellhead, Surface Water and Potable Water Resource Protection operating and closure permits. DRPM Section 6.5 provides information related to the application and permitting of Wellhead and Surface Water Prohibited Use Operating Permits.

The DRPM shall be adopted and may be amended by resolution of the Board.

The complete DRPM text amendment is enclosed here as Attachment B with the proposed text changes in DRPM Sections 4.1.12 and 6.5.

ATTACHMENT A



**Hillsborough
County Florida**

DRPM 25-1388

INTENT STATEMENT

The purpose of this publicly initiated amendment to the Development Review Procedures Manual (DRPM) is to update the text to be consistent with the proposed Land Development Code (LDC) Text Amendment of Part 3.05.000 for Wellhead and Surface Water Protection (LDC 25-1126) and proposed Wellhead and Surface Water Resource Protection Area Map updates filed under a Comprehensive Plan Amendment (HCCPA 25-16). This application will run concurrently with LDC 25-1126 and HCCPA 25-16.

DRPM Sec. 4.1.12 provides procedures for Wellhead, Surface Water, and Potable Water Resource Protection Area Operating and Closure Permits. DRPM Sec. 6.5 provides procedures for Wellhead and Surface Water Resource Protection Area Operating Permits. Both sections cross reference the LDC.

Staff Recommendation:	Approval
Division Director Sign off:	 Environmental Services Division Division Director
ATTACHMENTS: Proposed text amendments to DRPM Sec. 4.1.12 and Sec. 6.5.	

ATTACHMENT B

DRPM 25-1388 TEXT AMENDMENT

DEVELOPMENT REVIEW PROECUDES MANUAL

SECTION 4 – PROCEDURES FOR ISSUANCE OF DEVELOPMENT PERMITS (ADMINISTRATIVE REVIEW)

Sec. 4.1.12 Wellhead, Surface ~~W~~water and ~~P~~otable ~~W~~water ~~R~~esource ~~P~~rotection ~~A~~rea ~~O~~perating and ~~C~~losure ~~P~~ermits

A. General Description

The benefit of an Operating or Closure permit is to ensure an adequate and safe future supply of potable water and that certain land uses and associated activities, which are deemed by the County to be potential sources of degradation of the drinking water in Hillsborough County, are regulated or prohibited within defined areas. Permits are required to establish an activity or to operate or close an existing activity in designated Wellhead Resource Protection Areas, Surface Water Resource Protection Areas and Potable Water Wellfield Protection Areas.

B. Cross Reference to the Land Development Code

The following activities pursuant to Part 3.05.00 of the Land Development Code require filing for Operating Permits and Closure Permits.

1. Existing Prohibited Activities, Section 3.05.03.~~B~~C.
- ~~2. New Restricted Activities, Section 3.05.04.A and B.~~
- ~~3. Existing Restricted Activities, Section 3.05.04.C~~
- ~~24.~~ ~~New or~~ Existing Prohibited Activities regulated under Chapter 62-521 F.A.C. in a Potable Water Wellfield Protection Area, Section 3.05.04~~5~~
- ~~35.~~ Operating and Closure Permits, Section 3.05.07~~8~~

C. Presubmittal

1. Determination of Required Permit - Prior to the submittal of any application, a determination shall be made by the Administrator regarding the type of permit required.
2. Presubmittal Conference - The applicant may request that the Administrator arrange a presubmittal conference to be attended by representatives of reviewing agencies and the applicant. The purpose of the presubmittal conference is to provide information to a potential applicant concerning the information needed for submittal and the standards and other requirements to be met.

D. Submittal Requirements

Operating Permit, Extension, or Amendment Submittal Requirements:

The application for the Operating Permit shall be filed with the County Administrator within 90 days of receipt of written notification from the County Administrator of the requirement for the facility to obtain an Operating Permit.

The following items shall be submitted with the application, unless waived by the Administrator. Additionally, the Administrator may require the submission of other information or documentation he deems necessary for review of the application and pertinent to the permitting.

1. Fee Payment - referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - referenced in Section 3.0 of Development Review Procedures Manual.
3. Owner Affidavit.
4. Written Statement - detailed description of the operation of the facility under review.
5. Legal Description - typed on a separate page.

6. Deed - copy of recorded deed.
7. General Location Map - indicate general location of the site including Folio Number, Section, Township and Range.
8. Site Plan - Eleven 24 inch x 36 inch copies, plus one 8 ½ inch x 11 inch copy, containing the following:
 - project title,
 - scale,
 - name(s) of project planner(s) and developer(s),
 - date,
 - north arrow,
 - project boundaries,
 - legal description,
 - existing and proposed buildings, and structural improvements (i.e. pools, floor drains, septic tank and drainfield, etc.)
 - water courses,
 - conservation/preservation areas,
 - easements,
 - section lines,
 - structure square footage,
 - access,
 - parking areas,
 - cooling towers, aboveground and underground storage tanks, drums
 - buffer areas,
 - building entrance
 - location of stormwater drainage outfalls
 - the location of all storage, piping, dispensing, shipping, etc., facilities.
 - streets/roads abutting property,
 - the location of all operations involving Regulated Substances,
 - and on this site plan or on another sheet, provide a scaled survey that depicts the location of all wells regulated under Section 3.05.00 that are within 1,000 feet of the site. Indicate the type of well and the straight line distance.
9. Signature and seal by a registered Professional Engineer or licensed Professional Geologist
10. 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.
11. A detailed description 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 and their locations.

- ~~12.~~ ~~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 WRPA, SWRPA or PIAAWPA.~~
- 12. A description of required actions to prevent an illegal discharge including, but not limited to, containment methods of Regulated Substances utilizing devices such as leak-proof trays, under containers, or floor curbing constructed of adequate size such that any accidental breakage or spillage will be totally contained and prevented from reaching any waterway, storm or sanitary drains or the ground unless otherwise exempt.
- 13. A Spill Prevention and Emergency Response Plan (SPERP) that includes procedures which will be followed in the event of spillage of a Regulated Substance to control and collect all such spilled material in a manner to prevent spillage from reaching any waterway, storm or sanitary drains or the ground.
- 14. Description of emergency collection devices that will be employed in the event of an illegal discharge.
- ~~15.~~ A description of the daily monitoring activities that have been or will be instituted to comply with the restrictions for the WRPA, SWRPA or PWWPA.
- ~~16.~~ 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, SWRPA or PWWPA.
- ~~17.~~ 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, SWRPA or PWWPA.
- ~~18.~~ A description of any known areas of contamination.
- ~~19.~~ Copies of all applications to and permits or authorizations from all applicable federal, state, and local agencies.
- ~~20.~~ A description of BMP's to be implemented. Documentation of use of BMP's, if this is an existing operation.
- ~~21.~~ 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.
- ~~22.~~ Inspection Report

Closure Permit Submittal Requirements:

The following items shall be submitted with the application, unless waived by the Administrator. Additionally, the Administrator may require the submission of other information or documentation he deems necessary for review of the application and pertinent to the permitting.

1. Fee Payment - referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - referenced in Section 3.0 of Development Review Procedures Manual.
3. Owner Affidavit.
4. Written Statement - detailed description of the operation of the facility under review.
5. Legal Description - typed on a separate page.
6. Deed - copy of recorded deed.

7. General Location Map - indicate general location of site.
8. Site Plan - Eleven 24 inch x 36 inch copies, plus one 8½ inch x 11 inch copy, containing the following:
 - project title,
 - scale,
 - name(s) of project planner(s) and developer(s),
 - date,
 - north arrow,
 - project boundaries,
 - legal description,
 - existing and proposed buildings, and structural improvements (i.e. pools, floor drains, septic tank and drainfield, etc.)
 - water courses,
 - conservation/preservation areas,
 - easements,
 - section lines,
 - structure square footage,
 - access,
 - parking areas,
 - cooling towers, aboveground and underground storage tanks, drums
 - buffer areas,
 - building entrance
 - the location of all storage, piping, dispensing, shipping, etc., facilities.
 - streets/roads abutting property,
 - the location of all operations involving Regulated Substances,
 - and on this site plan or on another sheet, provide a scaled survey that depicts the location of all wells regulated under Section 3.05.00 that are within 1,000 feet of the site. Indicate the type of well and the straight line distance.
9. Signature and seal by a registered Professional Engineer or licensed Professional Geologist
10. Disposition of all Regulated Substances and contaminated containers.
11. Cleanup of the activity and environs to preclude leaching of unacceptable levels or residual Regulated Substances into the aquifer, surface water or potable water sources.
12. Certification and seal by a professional registered engineer or a geologist certified in the State that disposal and cleanup have been completed in a technically acceptable manner.
13. Inspection report.

14. 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.

E. Review Procedures

Within three (3) working days from receipt of the submittal package, copies of the package shall be forwarded to reviewing entities. Twenty (20) working days will be given to the reviewing entities to complete the review.

Within 30 days of receipt of an application, the Administrator shall inform the Applicant whether such application contains sufficient information for a proper determination to be made. If the application is found insufficient, the Administrator shall provide to the applicant a written statement by certified mail or hand delivery requesting the additional information required. The applicant shall inform the Administrator within ten working days of the date of the written statement of the intent to furnish the additional information. The applicant has 30 days to furnish the required information after so informing the Administrator to avoid having to file a new application for a permit. The applicant shall submit revisions, specifying in a transmittal letter how the review comments have been addressed.

Within five working days from the receipt of all reviewing entity comments, the Administrator will post on the Hillsborough County website an intent to issue a permit. Within ten working days from the receipt of all reviewing entity comments, a letter of acceptance or denial for the proposed activity will be transmitted to the applicant.


F. Distribution of Submittals

1. Planning and Growth management will require one original and 10 copies of the application to be submitted:
 - Wellhead Protection file - original and one copy
 - Zoning - one copy
 - Tampa Bay Water - one copy
 - Environmental Protection Commission - two copies
 - Hydrology
 - Natural Resources
 - Stormwater
 - Debt Management
 - Planning Commission
2. Additional copies may be requested for applications to be reviewed by outside agencies:
 - Florida Department of Environmental Protection - one copy

G. Inspection

As required in the Land Development Code, Section 3.05.078 F., facilities and properties applying for an Operating Permit or Closure 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)

Staff Recommendation:	Approval
Division Director Sign off:	 Environmental Services Division Division Director
Attachments:	

DRPM 25-1388 TEXT AMENDMENT
DEVELOPMENT REVIEW PROCEDURES MANUAL
SECTION 6 – PROCEDURES FOR AMENDMENTS TO ZONING ATLAS

**Sec. 6.5 WELLHEAD OR SURFACE WATER RESOURCE PROTECTION AREA 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 DE, Permitting for New Prohibited Activities

Section 3.05.03 CD, Expansion or Modification of an Existing Prohibited Activity

Section 3.05.067, 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 3.05.067 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 3.05.067 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. 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

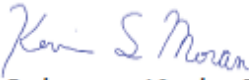
Additional copies may be requested for applications to be reviewed by outside agencies:

Health Department

F. Inspection

As required in the Land Development Code Section 3.05.06 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; Res. No. R22-036, § 1(Exh. A), 4-12-22, eff. 4-12-22)

Staff Recommendation:	Approval
Division Director Sign off:	 Environmental Services Division Division Director
Attachments:	