Hillsborough County Florida
Development Services

SITE & SUBDIVISION REVIEW
Preliminary Site Submittal Instructions

Items listed below are required for a complete submittal. Submittals will not be accepted if all required items are not included with the initial submittal package. To submit your application, visit HCFL.Gov/HillsGovHub. Additional submittal instructions are available as well as an illustrated user guide. Please ensure that all files are labeled as shown in the required file name column (file names or portions of file names listed in *italics* should be customized for each file/version). Files should be submitted in PDF format.

Requirements for Review:

Required Submittal Items	Required File Name
Certificate of Complete Submittal	Cert of Complete Submittal
Recorded Deed	Deed
Owner Affidavit	Owner Affidavit
Right-Of-Way Application	ROW Permit
Transmittal Letter	Transmittal Letter
Plant and Wildlife Survey	Wildlife Survey
Building Elevations	Building Elevations
Preliminary Drawings	Preliminary Site Plan *Version X*
Must include:	
Title Block – including the following: Title of project Name of owner(s) and applicant (if different) Date	
North arrow	
Scale	
Location and Identification of the following: Buildings Off-Street Vehicular Use areas Parking spaces including handicapped (number required & number provided) Access ways Retention/detention ponds and easements Existing and proposed rights-of-way Identification of adjacent uses and zoning Stormwater features Spacing from intersection and other access points Throat depth of access points	
Number of residential units and resulting density	
Gross floor area	
Building coverage	
Open space	
Impervious coverage	
Building height(s)	
Number of floors	
Applicable flood zone map number shown with elevations & floodways	

Requirements for Review (continued):

Required Submittal Items	Required File Name
Use of structures	
Sidewalks – location and width	
Accessible route	
Identification of all Grand Oaks	
Fire flow – identify source of fire flow	
Upland Significant Wildlife Habitat – identification of boundaries	
Wetlands – general location of all wetlands on site	
Refuse areas – location of all collection facilities and required screening	
Phase lines	
Pre-development topography (one foot contours based on NAVD88) to a minimum of 25 feet outside of property boundaries	
Stormwater – identification of onsite stormwater basins and offsite basins contributing to the site	
Pre-development curve number (CN) – based on soil type	
Pre-development impervious area (in square feet)	
Proposed signage	
Perimeter boundary walls and gates	
Identification of required vehicular use landscape buffers and incompatible land use buffers	
Conditions of Approval (if applicable)	Approval Conditions
Grand Oaks Pruning Affidavit (if applicable)	Grand Oak Pruning
Grand Oaks Report (if applicable)	Grand Oaks Report
No Tree Affidavit (if applicable)	No Tree Affidavit
Tree Survey (if applicable)	Tree Survey
Municipal Utility Commitment Letter (if applicable)	Utility Commitment Letter
Utilities Master Plan (if applicable)	Utilities Master Plan
Vesting Letter (if applicable)	Vesting Letter
Wetland Delineation Letter (if applicable)	Wetland Delineaton
School Board Concurrency Application (if applicable)	School Concurrency
Presubmittal Documents (if applicable)	Presub Docs
Other Supporting Documents (if applicable)	*Provide Brief Description*

Initial $50 review fee due at time of submittal. This will be applied to total review fees. Total review fees will be assessed upon submittal based on the current fee schedule.