April 24, 2023

Property Name

Property Owner Address

Re: **Notice of Intended County Action – Closure of Driveways**

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

County Capital Improvement Program (CIP) or Identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Tax ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear **[Property Owner Name]**:

Hillsborough County (the County) is currently designing and preparing construction plans for the above identified project in Hillsborough County, Florida. Construction is anticipated to begin in [**define anticipated date to begin project construction**]. As part of this process, the County reviews existing driveways along the project. New driveway designs are often introduced to improve safety and traffic operations on the road and to make the driveways consistent with the County’s design standards to the maximum extent feasible.

It has been determined that your driveway is not in compliance with our current design standards due to [**define justification**]. Therefore, the County will be closing your driveway as shown in the attached drawing (see Attachment 1). The closure of your driveway will not require any additional right-of-way from your property and all work will be completed within the current County right-of-way. Driveway areas removed will be replaced with sod and with sidewalk/bicycle connection.

If you disagree with the County’s actions as set forth in this Notice, you may appeal to the Driveway Access Review Committee to request an informal administrative hearing. You must contact the County Project Manager and deliver your request in writing, and/or via email to [provide both physical and email address] no later than thirty (30) days after you receive the notice of intended County Action. If you request a hearing to challenge the County’s action, you will be afforded an opportunity for you and/or your representative(s) to present your argument or a written statement to the County’s Driveway Access Review Committee.

Should you choose not to request an informal administrative hearing within thirty (30) calendar days of receipt of this Notice, this action will be effective and final.

If you have questions or comments, please do not hesitate to contact me by phone at [**define phone**] or via email at [**define email**]

Sincerely,

**[PE Name]**, PE

County Project Manager

Hillsborough County Florida

601 E. Kennedy Blvd. Tampa, FL 33602

*Cc: XXXXX –. - via e-mail*