Agricultural Enclave Certification Application Package

Hillsborough County Florida
Development Services

Instructions to Applicants Requesting Agricultural Enclave Certification:

I. Prior to completing this application:

If you have any questions regarding your proposed project prior to submittal of this application, please email ZoningIntake-DSD@HCFL.gov.

Please ensure you gather items that will need to be submitted prior to submitting your application as incomplete applications will not be accepted. Some of the items necessary may be obtained as follows:

- **Property information** such as folio numbers, future land use, current zoning, section/township/range and other information may be obtained by using the Hillsborough County Map Viewer and searching for the necessary address in the search bar at the top.
- **Sunbiz Forms** may be obtained by visiting Sunbiz.org.
- **A Copy of the Current Recorded Deed(s)** may be obtained by visiting the Hillsborough County Property Appraiser's website at HCPAFL.org and conducting a Property Search. Search by folio number or property address and select the correct result. Scroll down to 'Sales History' and select the most recent 'Instrument Number'. Select one of the results to view and save the current recorded deed.

II. Specific Requirements for Agricultural Enclave Certification:

A. Demonstrate through the submission of competent substantial evidence that the site qualifies as an Agricultural Enclave, as defined in Section 163.3164(4), Florida Statutes which includes the following:

- Undeveloped unincorporated land continually used for bona fide agricultural purposes, as defined by 193.461, FS, for 5 years prior to development application.
- Owned or controlled by a single person or entity.
- Has public services available or scheduled in the Comprehensive Plan Capital Improvement Section sufficient to satisfy concurrency requirements or an applicant offers to enter into a proportionate share agreement for such improvements.
- Located in a county with a population of 1.75 million people or fewer as demonstrated by the most recent official estimate pursuant to Section 186.901, Florida Statues.
- Does not exceed 1,280 acres but if surrounded on 75 percent of perimeter by existing or approved residential development that will exceed 1,000 residents per square mile, the size may not exceed 4,480 acres.
- Surrounded on at least 75 percent of its perimeter by either:
  - Land that has existing industrial, commercial, or residential development,

    or
  - Land zoned or planned for industrial, commercial or residential development and at least 50 percent of the land is developed with existing industrial, commercial or residential uses,

    or
  - A combination of an interstate highway and land within an urban service area that is planned for industrial, commercial or residential development,
- Alternatively, in lieu of 75 percent requirement noted above, it can be shown that the site does not exceed 700 acres and is surrounded on at least 50 percent of its perimeter by land planned for industrial, commercial or residential development and is surrounded on at least 50 percent of its perimeter by a parcel or parcels within an urban service area,

B. Indicate proposed development density for the site submitted for certification as an Agricultural Enclave and demonstrate through the submission of competent substantial evidence that one or more adjacent parcels or an adjacent development permits the same density as, or higher density than, the proposed development..

- Application must demonstrate that one or more adjacent parcels or developments that are not Agricultural Enclaves permits at least the same density as the proposed development density or intensity.
- A certified Agricultural Enclave that is adjacent to the Urban Service Area must be treated as being within the Urban Service Area.
- Development standards, including uses, density, and intensity must be consistent with zoning or future land use category requirements that apply to one or more adjacent parcels or an adjacent development
- County can incorporate design measures to protect permeability of established wildlife corridors.

III. Application submittal:

The submittal requirements include specific requirements and their requisite forms necessary for a complete and sufficient application submission.

Documents must be submitted as separate PDF documents with a minimum image resolution of 300 dpi labeled according to their contents and submitted in a single email to ZoningIntake-DSD@HCFL.gov. Incomplete submittals will receive an email indicating the documents that are missing and will require a full resubmittal.

IMPORTANT: Review the entire application for completeness prior to submission. Incomplete applications will not be accepted.

IV. Post-application submittal:

Within 30 days of receipt of an application for certification, the County is required to provide a written report detailing whether the land qualifies as an Agricultural Enclave at the proposed development density.

Within 30 days of the provision of the written report, the Board of County Commissioners must hold a public hearing to approve or deny certification as an Agricultural Enclave.

Certification must be either approved or denied within 90 days of application or land must be certified as an Agricultural Enclave.

If BOCC approves certification as an Agricultural Enclave, the property owner may submit development plans for single family residential housing. If a certified Agricultural Enclave is adjacent to an interstate highway, the land can be developed for commercial, industrial or single-family uses.

Within 30 business days of submittal of development plans for a certified Agricultural Enclave, The County and property owner must agree in writing to a development process and schedule. The County cannot require the owner to agree to a process that is longer than 180 days in duration.

Hillsborough County Florida
Development Services

Agricultural Enclave Certification Submittal Requirements

Official Use Only

Application No:_____ Intake Date: _____

Hearing(s) and type: Date: _____ Type: _____ Receipt Number: _____

Date: _____ Type: _____ Intake Staff Signature:_____

Applicant/Representative: _____Phone:_____

Representative's Email: _____

The following information is used by reviewing agencies for their comments and should remain constant, with very few exceptions, throughout the review process. Additional reviews, such as legal description accuracy, compatibility of uses, agency reviews, etc., will still be conducted separately and may require additional revisions.

If you are viewing this form electronically, you may click on each underlined item for additional information.

	Included	N/A	Requirements
1	☐		**Property/Applicant/Owner Information Form**
2	☐	☐	**Affidavit(s) to Authorize Agent** (if applicable) NOTE: All property owners must sign either the Application form or the Affidavit to Authorize Agent. If property is owned by a corporation, submit the Sunbiz information indicating that you are authorized to sign the application and/or affidavit.
3	☐	☐	**Sunbiz Form** (if applicable). This can be obtained at Sunbiz.org.
4	☐		**Property/Project Information Sheet** All information must be completed for each folio included in the request.
5	☐		**Identification of Sensitive/Protected Information and Acknowledgement of Public Records**
6	☐		**Copy of Current Recorded Deed(s)**
8	☐		**Legal Description** for the subject site.
9	☐	☐	**Copy of Code Enforcement/Building Code Violation(s)** (if applicable)
10	☐		**Project Description/Written Statement** including information specifying how the project meets the criteria stated in SB 686
11	☐	☐	**Supplemental Information** (optional/if applicable. This may include: a) Reports, b) Special Surveys, Approvals, or Reports Required Where Development is Dependent on Such Surveys, Approvals or Reports, c) Indications as to the Nature and Succession of Staging, d) Proposals on Provision and Continuing Operation and Maintenance of Facilities for Common Use, e) Commitment for Completion and Adherence to Approved Plans, and f) Compliance with F.S. Chapter 723.)

Hillsborough County Florida
Development Services

Property/Applicant/Owner Information Form

Official Use Only

Application No:_____ Intake Date: _____

Hearing(s) and type: Date: _____ Type: _____ Receipt Number: _____

Date: _____ Type: _____ Intake Staff Signature:_____

Property Information

Address: _____ City/State/Zip:_____

SEC-TWN-RN:_____ Zoning: _____Future Land Use: _____Property Size:_____

Folio(s): _____

Property Owner Information

Name: _____Daytime Phone: _____

Address: _____City/State/Zip:_____

Email:_____ Fax Number: _____

Applicant Information

Name: _____Daytime Phone: _____

Address: _____City/State/Zip:_____

Email:_____ Fax Number: _____

Applicant's Representative (if different than above)

Name: _____Daytime Phone: _____

Address: _____City/State/Zip:_____

Email:_____ Fax Number: _____

I hereby swear or affirm that all the information provided in the submitted application packet is true and accurate, to the best of my knowledge, and authorize the representative listed above to act on my behalf on this application.

_____
Signature of the Applicant

_____
Type or print name

I hereby authorize the processing of this application and recognize that the final action taken on this petition shall be binding to the property as well as to the current and any future owners.

_____
Signature of the Owner(s) – (All parties on the deed must sign)

_____
Type or print name

Hillsborough County Florida
Development Services

Affidavit to Authorize Agent

(If applicant is other than owner)

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 location:_____Folio No(s): _____

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)
Type or Print Name	Type or Print Name

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of ❑ physical presence or ❑ online notarization, this_____ day of_____,

_____ , by_____
(year) (name of person acknowledging)

❑ Personally Known OR ❑ Produced Identification
Type of Identification Produced_____

_____
(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 by means of ❑ physical presence or ❑ online notarization, this_____ day of_____,

_____ , by_____
(year) (name of person acknowledging)

❑ Personally Known OR ❑ Produced Identification
Type of Identification Produced_____

_____
(Signature of Notary taking acknowledgment)

_____
Type or Print Name of Notary Public

Commission number Expiration date

Hillsborough County Florida
Development Services

Property/Project Information Sheet

Official Use Only

Application No:

Proposed Project Name (If applicable): _____ Related Applications: _____

Proposed Utilities: ☐ Public water ☐ Private Well ☐ Public Wastewater ☐ Septic Tank

Service Area: ☐ Urban ☐ Rural ☐ City of Temple Terrace ☐ City of Tampa

Is subject parcel (s) subject to foreseen lot splitting? ☐ Yes ☐ No

Code Enforcement/Building Code violation No. (if applicable): _____

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

Folio Number	Owner(s) Name(s) as listed on the deed	Acreage	Current Zoning*	Future Land Use Category	S/T/R**
	Total Acreage:				

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

** Section/Township/Range

Hillsborough County Florida
Development Services

Identification of Sensitive/Protected Information and Acknowledgement of Public Records

Pursuant to Chapter 119 Florida Statutes, all information submitted to Development Services 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. Sensitive/protected information may include, but is not limited to, documents such as medical records, income tax returns, death certificates, bank statements, and documents containing social security numbers.

While all efforts will be taken to ensure the security of protected information, certain specified information, such as addresses of exempt parcels, may need to be disclosed as part of the public hearing process for select applications. If your application requires a public hearing and contains sensitive/protected information, please contact Hillsborough County Development Services to determine what information will need to be disclosed as part of the 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.

Are you seeking an exemption from public disclosure of selected information submitted with your application pursuant to Chapter 119 FS? ☐ Yes ☐ No

I hereby confirm that the material submitted with this application

☐ Includes sensitive and/or protected information.

Type of information included and location_____

_____

☐ Does not include sensitive and/or protected information.

Please note: Sensitive/protected information will not be accepted/requested unless it is required for the processing of the application.

If an exemption is being sought, the request will be reviewed to determine if the application can be processed with the data being held from public view. Also, by signing this form I acknowledge that any and all information in the submittal will become public information if not required by law to be protected.

Signature: _____

(Must be signed by applicant or authorized representative)

Intake Staff Signature: _____ Date: _____

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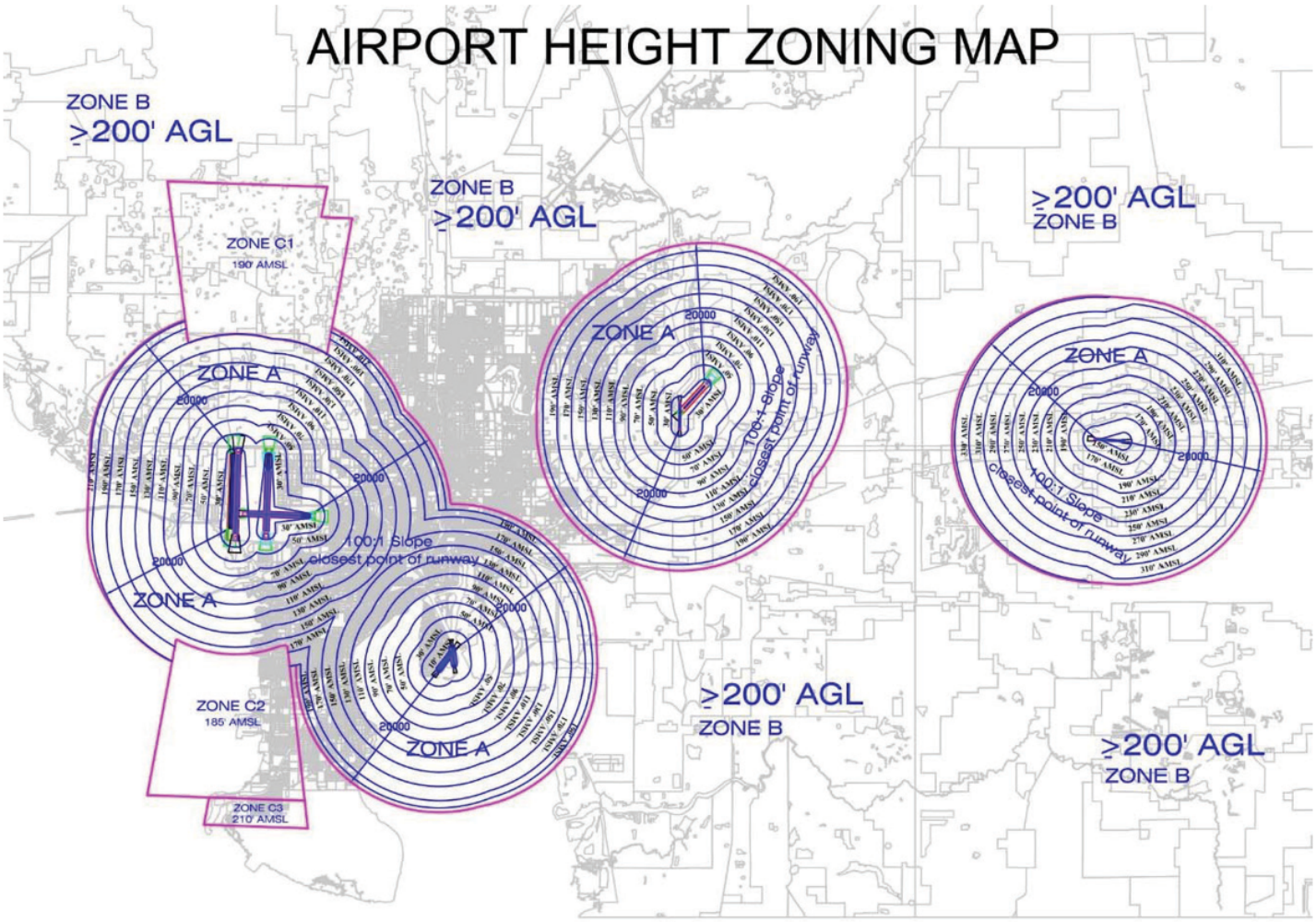
Airport Hazard Evaluation

(Effective June 1, 2017)

Properties located within the map areas depicted below may be subject to a separate Airport Height Zoning Permit approval process by the Hillsborough County Aviation Authority (HCAA), which includes a Determination of "No Hazard" from the Federal Aviation Administration (FAA), pursuant to the HCAA's Airport Zoning Regulations. FAA Determinations can take up to 45 days to complete. Additionally, pursuant to an Interlocal Agreement between the HCAA and Hillsborough County, any Land Development Proposal within proximity to Tampa International Airport and Tampa Executive Airport and Educational facilities and landfills located within certain mapped areas will be transmitted to HCAA for review.

For additional information and questions:
Tampa International Airport Information Link: TampaAirport.com/Airport-height-zoning

Contact: Sierra LePore, Director of Planning / Tampa International Airport
Phone: (813) 217-1806 E-Mail: slepore@tampaairport.com