

# Special Use - Land Excavation Application Package



Hillsborough  
County Florida  
Development Services

## Instructions to Applicants for Requests Requiring Public Hearing:

### 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@HCFLGov.net](mailto:ZoningIntake-DSD@HCFLGov.net).

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](http://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](http://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.
- **Close Proximity Property Owners List** may be requested by emailing [gisdept@hcpafl.org](mailto:gisdept@hcpafl.org). Include all folio numbers and the notice buffer distance area in the request. *Please Note:* If your property has an Agricultural Future Land Use Designation (A, AR, AM, AE) or a Future Land Use Designation of RES-1 you must obtain a list of all property owners within 500 feet of the subject property. For all other Future Land Use Categories you must obtain a list of all property owners within 300 feet of the subject property. If the property contains more than one future land use category, the greatest applicable notice distance shall apply per [LDC Section 10.03.02.E.1](#). If the notice distance extends to includes parcels in an adjacent county jurisdiction, those property owners will need to be included in the list. Contact the property appraiser's office for the applicable county jurisdiction to obtain that list.

### II. Application submittal:

Part A and Part B of the submittal requirements include specific requirements and their requisite forms necessary for a complete and sufficient application submission.

- **Part A** will verify the property owner has authorized the application and includes forms and documents needed to verify the area for the proposed change.
- **Part B** includes the specific additional submittal requirements for the type of application being submitted.

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@HCFLGov.net](mailto:ZoningIntake-DSD@HCFLGov.net). Incomplete submittals will receive an email indicating the documents that are missing and will require a full resubmittal.

**IMPORTANT:** Review the entire application (both Parts A and B) for completeness prior to submission. Ensure you have your complete application submitted by 3:00 PM on the [cut-off day for your desired hearing](#) or your application will miss the cut-off and be continued to the next hearing date. Incomplete applications will not be accepted.

### III. Post-application submittal:

Complete submittals will receive a payment request email. The deadline to make the payment is **one business day** after you receive this request. Failure to complete the payment by the deadline will result in application delays and/or additional Fastrack fees. Please view our [current fee schedule](#) for a list of zoning fees. Payments must be made through the [HillsGovHub portal](#). Instructions on how to [create an account](#) and [how to make a payment](#) are also available. **Please note:** These fees will not include any [additional fees](#) relating the [Land Excavation Operating Permit](#). Those fees will be assessed after the Special Use permit has been granted.

Remember, the Hillsborough County Land Development Code requires public notice for this category of application. After payment is received, you will receive a Letter of Notice that must be sent to all addresses on the Adjacent Property Owners List and/or HOA list. A Certificate of Mailing must also be provided. Instructions on completing your Letter of Notice and obtaining a Certificate of Mailing, will be sent with the Letter of Notice via email. Mailing deadlines and the deadline to submit the certificate of mailing will also be included on this email.



# Submittal Requirements for Applications Requiring Public Hearings

**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.

The following ownership information must be provided and will be verified upon submission initial submittal. If you are viewing this form electronically, you may click on each underlined item for additional information.

## Part A: Property Information & Owner Authorization Requirements

	Included	N/A	Requirements
1	<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Property/Applicant/Owner Information Form</u></b>
2	<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Affidavit(s) to Authorize Agent</u></b> (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	<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Sunbiz Form</u></b> (if applicable). This can be obtained at <a href="http://Sunbiz.org">Sunbiz.org</a> .
4	<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Property/Project Information Sheet</u></b> All information must be completed for each folio included in the request.
5	<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Identification of Sensitive/Protected Information and Acknowledgement of Public Records</u></b>
6	<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Copy of Current Recorded Deed(s)</u></b>
7	<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Close Proximity Property Owners List</u></b>
8	<input type="checkbox"/>	<input type="checkbox"/>	<b>Legal Description</b> for the subject site
9	<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of Code Enforcement/Building Code Violation(s)</b> (if applicable)
10	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fastrack Approval</b> (if applicable)

**Additional application-specific requirements are listed in Part B.**



# 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: \_\_\_\_\_  
 TWN-RN-SEC: \_\_\_\_\_ Folio(s): \_\_\_\_\_ Zoning: \_\_\_\_\_ Future Land Use: \_\_\_\_\_ Property Size: \_\_\_\_\_

### 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



# 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)

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

\_\_\_\_\_  
Signed (Property Owner)

\_\_\_\_\_  
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





# 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 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 applicant 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: \_\_\_\_\_



# Specific Submittal Requirements for Special Use - Land Excavation

This section provides information on items that must be addressed/submitted for a Special use - Land Excavation permit and will be subsequently reviewed when the application is assigned to a planner. 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. 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.

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

For any items marked N/A, justification must be provided as to why the item is not included.

## Part B: Project Information

### Additional Submittal Requirements for a Special Use - Land Excavation

- 1  **Project Description/Written Statement**
- 2  **Complete Land Excavation Special Use Questionnaire with Required Documents**
- 3  **Land Excavation Site Plan**
- 4  **Ownership and Encumbrance Report (O&E Report) - No more than 60 days old including all affected instruments as noted in the O&E.**



# Land Excavation Special Use Questionnaire

Included	N/A	Requirement
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<input type="checkbox"/>	<input type="checkbox"/>	Person/Entity which will physically alter the land: Name _____ Address _____ City _____ State _____ Zip _____ Phone _____
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<input type="checkbox"/>	<input type="checkbox"/>	Attach a complete legal description for the following: A. The Site B. The Excavation Area
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<input type="checkbox"/>	<input type="checkbox"/>	Is the excavation for the purpose of creating a lake? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", indicate which of the following applies to the proposed reuse: <input type="checkbox"/> The lake is for agricultural purposes <input type="checkbox"/> The lake is to resolve an existing stormwater problem in the immediate area <input type="checkbox"/> The lake is for future rezoning of the property and potential development of lakeside frontage. <input type="checkbox"/> The lake is for _____ _____
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<input type="checkbox"/>	<input type="checkbox"/>	Total surface area of site in acres: _____
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<input type="checkbox"/>	<input type="checkbox"/>	Total surface area of excavation in acres: _____
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<input type="checkbox"/>	<input type="checkbox"/>	Proposed depth of excavation: _____
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<input type="checkbox"/>	<input type="checkbox"/>	A. Total cubic yards to be excavated : _____
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B. Cubic yards excavated to date: \_\_\_\_\_

C. Cubic yards remaining to be excavated: \_\_\_\_\_

D. Cubic yards to be excavated this permit : \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	Estimated duration of excavation: _____
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<input type="checkbox"/>	<input type="checkbox"/>	Requested permit duration: _____
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<input type="checkbox"/>	<input type="checkbox"/>	Type and capacity of trucks to be used for hauling:
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\_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	Describe the on-site haul route to be used for transporting materials from the excavation to the point of access:
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\_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	Describe the off-site haul route:
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\_\_\_\_\_

\_\_\_\_\_





# Land Excavation Special Use Questionnaire

Included	N/A	Requirement
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Will posted load limits on County roads and bridges be exceeded?  
 Yes  No

Will dewatering be required?  
 Yes  No

If "Yes", describe the following:  
 1. Method of dewatering:

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2. Direction of flow and maximum expected pumping rate:

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3. Size of retention ponds if water is retained onsite:

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4. Maximum discharge from the settling basin within a 24-hour period:

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The site of the proposed excavation is located in the following area, as defined in [Section 6.11.54.A](#) of the Land Development Code: (Check one of the following)  
 Restricted Area  Prohibited Area  All Other Areas

Is the proposed excavation located in a Wellhead Resource Protection area as defined in [Section 3.05.02](#) of the Land Development Code?\*

Yes  No

Is the proposed excavation in an area with a DRASTIC index greater than 179 as shown in the 16 Conservation and Aquifer Recharge Element, Future of Hillsborough Comprehensive Plan?\*

Yes  No

Is the proposed excavation within a quarter mile of a Class I or Class II Landfill?\*

Yes  No

Is the proposed excavation in an area prone to sinkhole development , as shown in the Conservation and Aquifer Recharge Element, Future of Hillsborough Comprehensive Plan?

Yes  No

\*If answer to any of the previous 4 questions is "Yes" contact the Development Services Department for additional submittal and review requirements.

Attach an affidavit signed by the owner stating that a reclamation plan shall be completed pursuant to the requirement of [Section 8](#) of the Land Development Code.



# Land Excavation Special Use Questionnaire

Included	N/A	Requirement
<input type="checkbox"/>	<input type="checkbox"/>	Excavation plan to scale, and including a graphic scale showing the following: <ol style="list-style-type: none"> <li>1. North arrow and a title block showing the name of the proposed land excavation, County and State, date of preparation, name, address and phone number of the applicant, and a revision block.</li> <li>2. A vicinity map at scale, showing the proposed land excavation in relation to the surrounding area and the proposed off-site haul route.</li> <li>3. Property lines including bearings and distances.</li> <li>4. Separations to residentially zoned or developed property and schools, hospitals, and churches</li> <li>5. Existing natural and man-made features including but not limited to contour lines (one foot intervals) based on North American Vertical Datum 1988 (NAVD), unless otherwise approved by the County Surveyor., vegetative communities and concentrations, streets, utility lines, and type of wells, septic tanks, drainage fields, chemical/fuel storage tanks (surface and subsurface), and other physical features within one hundred fifty (150) feet of the proposed land excavation.</li> <li>6. Existing water courses and their flow direction, wetlands and other water bodies.</li> <li>7. Size, shape, and location of the proposed land excavation.</li> <li>8. Any existing buildings and structures within one hundred fifty (150) feet of the proposed land excavation site.</li> <li>9. Right-of-way lines and easement lines.</li> <li>10. Setbacks of the land excavation from right-of-way lines, easement lines, and property lines.</li> <li>11. Required wetland conservation/preservation area setbacks</li> <li>12. Points of ingress/egress to the proposed land excavation.</li> <li>13. Location and size of all proposed on-site structures, including, but not limited to: office, scale, pug mills and associated equipment. Pug mills shall meet the standards of location and operation specified in <a href="#">Section 6.11.61</a> of the Land Development Code.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	Is the property located within an area which potentially constitutes significant wildlife habitat, as described in <a href="#">Section 4.01.09</a> of the Land Development Code? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	Attach 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 <a href="#">Section 4.01.10</a> of the Land Development Code.
<input type="checkbox"/>	<input type="checkbox"/>	Attach a project compatibility plan pursuant to <a href="#">Section 4.01.11</a> of the Land Development Code for any land excavation proposed adjacent to a public or private, nonprofit natural preserve.
<input type="checkbox"/>	<input type="checkbox"/>	Attach a list of the name and location of any schools, hospitals or houses of worship within 1,000 feet of the site, or existing or developing properties within 100 feet of the site.
<input type="checkbox"/>	<input type="checkbox"/>	Attach a statement identifying the methods to be employed for onsite or offsite preservation to meet the requirements of <a href="#">Section 4.01.12</a> and <a href="#">4.01.03</a> of the Land Development Code.
<input type="checkbox"/>	<input type="checkbox"/>	Attach a reclamation and reuse plan, drawn to scale which contains a north arrow and graphic scale which shows: <ol style="list-style-type: none"> <li>1. The manner in which restructuring, reshaping and/or revegetation will be accomplished.</li> <li>2. All areas to be reclaimed by depicting and/or describing what man-made and natural features will exist when the reclamation plan is completed.</li> <li>3. The area to become a lake for all lake creations.</li> <li>4. How the reuse complies with the Future of Hillsborough Comprehensive Plan.</li> <li>5. How the reuse relates to all existing and planned land uses. Where a conflict exists between the reuse and the land use, state how and when these conflicts will be reconciled.</li> <li>6. How and when this productive use will be achieved after land excavation has been completed. These uses shall utilize commonly accepted design criteria. Innovative and practical concepts and design flexibility are encouraged.</li> </ol> Alternative reuse plans may be submitted to reflect changing land use patterns and character.
<input type="checkbox"/>	<input type="checkbox"/>	Attach the written consent of all mortgagees and/or other interest holders, (i.e., easements, liens, mineral rights, etc.).



Properties located within the map areas depicted below may be subject to a separate Airport Height Zoning Permit approval process of 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 with 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](http://TampaAirport.com/Airport-height-zoning)

Contact: Tony Mantegna / Tampa International Airport

Phone: (813) 870-7863 E-Mail: [TMantegna@TampaAirport.com](mailto:TMantegna@TampaAirport.com)

