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@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.
- **Close Proximity Property Owners List** may be requested by emailing 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@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 (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 wil 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 Close Proximity 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.

Hillsborough County Florida
Development Services

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 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	☐		**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)**
7	☐		**Close Proximity Property Owners List**
8	☐		**Legal Description** for the subject site
9	☐	☐	**Copy of Code Enforcement/Building Code Violation(s)** (if applicable)
10	☐	☐	**Fastrack Approval** (if applicable)

Additional application-specific requirements are listed in Part B.

Hillsborough County Florida
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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)

_____ 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_____, _____ (year) , by_____ (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_____, _____ (year) , by_____ (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
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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: _____

Hillsborough County Florida
Development Services

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.

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.

Hillsborough County Florida
Development Services

Land Excavation
Special Use Questionnaire

Included	N/A	Requirement
☐	☐	Person/Entity which will physically alter the land: Name:_____ Address:_____ City:_____ State:_____ Zip:_____ Phone:_____
☐	☐	Attach a complete legal description for the following: A. The Site B. The Excavation Area
☐	☐	Is the excavation for the purpose of creating a lake? ☐ Yes ☐ No If "Yes", indicate which of the following applies to the proposed reuse: ☐ The lake is for agricultural purposes. ☐ The lake is to resolve an existing stormwater problem in the immediate area. ☐ The lake is for future rezoning of the property and potential development of lakeside frontage. ☐ The lake is for _____
☐	☐	Total surface area of site in acres: _____
☐	☐	Total surface area of excavation in acres: _____
☐	☐	Proposed depth of excavation: _____
☐	☐	A. Total cubic yards to be excavated: _____ B. Cubic yards excavated to date: _____ C. Cubic yards remaining to be excavated: _____ D. Cubic yards to be excavated under this permit: _____
☐	☐	Estimated duration of excavation: _____
☐	☐	Requested permit duration: _____
☐	☐	Type and capacity of trucks to be used for hauling:
☐	☐	Describe the on-site haul route to be used for transporting materials from the excavation to the point of access:
☐	☐	Describe the off-site haul route:

Hillsborough County Florida
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Land Excavation
Special Use Questionnaire

Included	N/A	Requirement
☐	☐	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: 2. Direction of flow and maximum expected pumping rate: 3. Size of retention ponds if water is retained onsite: 4. Maximum discharge from the settling basin within a 24-hour period:
☐	☐	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.

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Land Excavation Special Use Questionnaire

Included	N/A	Requirement
☐	☐	Excavation plan to scale, and including a graphic scale showing the following: 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. 2. A vicinity map at scale, showing the proposed land excavation in relation to the surrounding area and the proposed off-site haul route. 3. Property lines including bearings and distances. 4. Separations to residentially zoned or developed property and schools, hospitals, and churches. 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. 6. Existing water courses and their flow direction, wetlands and other water bodies. 7. Size, shape, and location of the proposed land excavation. 8. Any existing buildings and structures within one hundred fifty (150) feet of the proposed land excavation site. 9. Right-of-way lines and easement lines. 10. Setbacks of the land excavation from right-of-way lines, easement lines, and property lines. 11. Required wetland conservation/preservation area setbacks. 12. Points of ingress/egress to the proposed land excavation. 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 Section 6.11.61 of the Land Development Code.
☐	☐	Is the property located within an area which potentially constitutes significant wildlife habitat, as described in Section 4.01.09 of the Land Development Code? ☐ Yes ☐ No
☐	☐	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 Section 4.01.10 of the Land Development Code.
☐	☐	Attach a project compatibility plan pursuant to Section 4.01.11 of the Land Development Code for any land excavation proposed adjacent to a public or private, nonprofit natural preserve.
☐	☐	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.
☐	☐	Attach a statement identifying the methods to be employed for onsite or offsite preservation to meet the requirements of Section 4.01.12 and 4.01.03 of the Land Development Code.
☐	☐	Attach a reclamation and reuse plan, drawn to scale which contains a north arrow and graphic scale which shows: 1. The manner in which restructuring, reshaping and/or revegetation will be accomplished. 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. 3. The area to become a lake for all lake creations. 4. How the reuse complies with the Future of Hillsborough Comprehensive Plan. 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. 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. Alternative reuse plans may be submitted to reflect changing land use patterns and character.
☐	☐	Attach the written consent of all mortgagees and/or other interest holders, (i.e., easements, liens, mineral rights, etc.).

Hillsborough County Florida
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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

