

DEVELOPMENT REVIEW PROCEDURES MANUAL
HILLSBOROUGH COUNTY, FLORIDA
Looseleaf Supplement

This Supplement contains all ordinances deemed advisable to be included at this time through:

Ordinance No. R15-095, effective June 9, 2015.

See the Comparative Table for further information.

Remove Old Pages

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DRP4:50.7—DRP4:50.14.1
DRP4:53—DRP4:56
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Insert New Pages

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Checklist of up-to-date pages
(following Table of Contents)
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DRP4:50.7—DRP4:50.15
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Insert and maintain this instruction sheet in front of this publication. File removed pages for reference.



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The following listing is included in this Code as a ready guide for the user to determine whether the Code volume properly reflects the latest printing of each page.

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SUPPLEMENT HISTORY TABLE

The table below allows users of this Development Review Procedures Manual to quickly and accurately determine what legislation has been considered for codification in each supplement. Legislation that is of a general and permanent nature is codified in the manual and is considered "Included." Legislation that is not of a general and permanent nature is not codified in the Code and is considered "Omitted."

By adding to this table with each supplement, users of this manual will be able to gain a more complete picture of the manual's historical evolution.

Legislation	Date Adopted	Included/Omitted
Supp. No. 7		
R13-159	10-16-13	Included
R14-016	1-30-14	Included
R14-021	2-20-14	Included
R14-065	6-12-14	Included
R14-141	10-23-14	Included
Supp. No. 8		
R15-095	6- 9-15	Included

PROCEDURES—ISSUANCE OF DEVELOPMENT PERMITS § 4.1.4.1.2.2.2

3. Natural Resources Tree Requirements - Submit information in accordance with ordinance as follows: location, type, size.
4. Landscaping - At the option of the developer of a residential subdivision, a master landscaping plan per the submission requirements of the landscaping regulations may be submitted with the construction plans.
5. Lot Grading Plan - The construction plans shall include lot grading plans for all lots in accordance with all requirements of the Hillsborough County Stormwater Technical Manual.
6. Swales - When rear yard swales are required as part of the stormwater management system, they shall be shown on the lot grading plan and the following note shall be placed on the lot grading plan and final plat:

"Rear yard swales along back property lines of lots . . . (show lot numbers and blocks in the space). . . shall be maintained by the individual lot owners according to the approved lot-grading plan. This note shall appear on each affected deed."
7. Proposed Property Perimeter and Entrance Walls and Gates.
8. Information identified in DRPM Natural Resource Section 4.1.6.1.1.D not duplicative of information identified in this section and as specified on the Sufficiency Checklist.

E. Review Procedures

1. Within three (3) working days of receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities.
2. Twenty (20) working days will be given to the entities for review. Within nine (9) working days from the end of this comment period, the Development Review Committee (DRC) shall meet with the applicant. The subdivision construction plan shall be either approved, approved with conditions, or required to be resubmitted. Green Development, Affordable Housing, and Economic Development projects shall be granted a review in half of the normal working time. A completed checklist for the project which is proposing to meet a green development certification from the USGBC (U.S. Green Building Council), FGBC (Florida Green Building Coalition), or NHBA (National Home Builders Association) must be included with the submittal at the time of application for green development projects. Persons or corporations who fail to keep their commitments may be deemed ineligible for any future expedited reviews as determined by the Administrator and with a concurrence of the Director of the Planning and Growth Management Department.
3. If the subdivision construction plan requires resubmittal, the applicant shall submit revised plans to the Administrator to be reviewed by the applicable reviewing entities. The applicant shall specify the revisions in response to the review entity comments made on a transmittal letter attached to the revised plans. The reviewing entities shall review the plans within ten (10) working days.

4. The applicant shall obtain all necessary local, state, and federal permits for the construction of the proposed improvements. No construction activity shall be permitted within existing right-of-ways until a Right-of-Way Use Permit is obtained.
5. Upon approval of the subdivision construction plans by all reviewing entities, the applicant shall be notified in writing by the Administrator within three (3) working days following the designated reviewing period. Approval of the subdivision construction plans shall not relieve the Engineer of Record of any responsibility.
6. No land alteration or construction activity shall be permitted on the property until a natural resources/landscaping permit has been issued based on the following:
 - construction plan approval,
 - proof of a protective tree barricade inspection, if applicable,
 - approved SWFWMD permit or predevelopment permit, if applicable.
7. The approved construction plans shall be released to the applicant upon payment of all applicable fees.

F. Approval Duration and Extension

Subdivision construction plan approval shall be effective for a period of two (2) years and automatically expire if construction is not complete within the two (2) year period. In cases of unforeseen circumstances, the applicant may apply for an extension of the construction plan approval prior to the expiration date of the original approval. The approval status may be extended two (2) years if a written request is received by the Administrator at least thirty (30) days prior to expiration. The extension shall be for the original site and configuration only. The applicant may request an extension after the expiration date if the request is received within six (6) years of the original approval and an updated concurrency application is filed and approved. The Administrator may require a complete resubmittal due to changing conditions of the area, new policies, or other considerations. No plan shall be extended beyond a total of six (6) years from the original approval date.

G. Commencement of Construction

The Engineer Of Record (EOR) shall notify the Administrator and affected utility organizations two (2) working days prior to commencement of construction.

H. Construction Inspection

The Administrator's inspection section shall conduct random, as well as scheduled, inspections during construction to ensure the site is constructed in accordance with the approved plans and applicable permits to avoid delays in issuance of Certificates of Occupancy upon completion.

I. Distribution of Submittals

The submittal information shall be electronically distributed to the following:

1. Planning and Growth Management Department - 4 paper copies for intradepartmental distribution as follows:
 - natural resources (1 paper copy),

PROCEDURES—ISSUANCE OF DEVELOPMENT PERMITS § 4.1.4.1.2.2.3

- transportation (1 set of pavement calculations, 1 set of soil reports, 1 right-of-way use application),
 - stormwater management (2 sets of stormwater calculations),
 - utilities,
 - zoning, and
 - file (1 copy).
2. Copies may also be required for the following entities as deemed appropriate by the Development Review Committee (DRC):
- Environmental Protection Commission (1 paper copy),
 - Fire Department,
 - Florida Department of Transportation,
 - Parks Department,
 - Public Works Department (1 paper copy), and
 - Hillsborough Transit Authority (HARTLine).

(Res. No. R05-289, § 1(Item #5), 12-13-05, eff. 1-1-06; Res. No. R07-196, § 1(Item #1), 10-9-07, eff. 1-1-08; Res. No. R08-181, Item C, 12-9-08, eff. 1-1-09; Res. No. R10-032, § 1, (10-0304) (10-0314), 3-17-10; Res. No. R14-141, § 1(Exh. A, Item C-1), 10-23-14; Res. No. R15-095, Exh. A, 6-9-15)

Sec. 4.1.4.1.2.2.3 Final Plat Review

A. General Description

The final plat indicates the final lot and street layout of the subdivision. Securities are posted at the time of request for acceptance.

B. Cross Reference to Land Development Code

Sections 5.01.02.B.2 and 10.01.05.C.3

C. Submittal Requirements

1. Fee payment - as referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - as referenced in Section 3.0 of the Development Review Procedures Manual.
3. Transmittal Letter - includes evidence that the affected utility organizations (other than municipal water and wastewater agencies and Hillsborough County water and wastewater utilities) have no objections to the final plat.
4. Owner Affidavit - completed by the owner/ developer of the property certifying that all bills and liens have been paid.
5. Title Opinion - of an attorney at law licensed in Florida or a certification by an abstractor or a title company showing that record title to the land as described and

shown on the plat is in the name of the person, persons, corporation or entity executing the dedication, if any, as it is shown on the plat and, if the plat does not contain a dedication, that the developer has record title to the land. The title opinion or certification shall also show all encumbrances, including but not limited to mortgages and easements. The title opinion shall be for a period no less than 30 years and cannot be more than 60 days old. The legal description as shown in the O&E report shall match the legal description on the plat.

6. Electric Utility Transmission Easement Letter of Acknowledgment - if applicable.
7. Revised Master Landscaping Plan - if any changes made to block and lot numbering since construction plan submittal.
8. Supplemental Information Required When Platting Prior to Construction:
 - a. Subdividers' Agreement for Construction of Improvement Facilities,
 - b. Performance bond in accordance with this manual, and
 - c. The applicant may choose to submit to have the Improvement Facilities accepted administratively rather than going before the Board of County Commissioners a second time. In this case, a separate warranty bond, in addition to the performance bond, shall be submitted, at time of final platting, and reviewed in accordance with this manual. This Subdivider's Agreement for Construction and Warranty of Required Improvements would then replace the agreement in a. above.
9. Final Plats - four (4) copies.
10. Copies of the following items:
 - boundary closure sheet.
 - control traverse/GPS reductions.
 - copy of the plat, on computer disc, in AutoCAD format or DXF file.
 - survey certificate from the Surveyor and Mapper of Record stating all PRMs, PCPs and Lot Corners, have been set.
 - copy of a current certified boundary survey.

D. Information Required on Final Plat

The final plat is to be in conformance with the requirements of Chapter 177, FS and prepared by an individual registered by the State of Florida as a Professional Surveyor and Mapper in the stipulated format:

1. *Sheet Sizes* - 18 inch × 24 inch
2. *Case Letter Size* - per Chapter 177, F.S. and shall be no less than 0.08 times the scale of the map.
3. *Legend* - shall be included on the plat.

- i. EPC approved sealed survey of wetland boundaries on entire site. The survey shall be submitted for approval showing individual points as numbered in the field on a property boundary survey prior to being shown on the plat. Coordinates for each point must accompany the survey. Wetlands shall be labeled as "Conservation Area" or "Preservation Area," as appropriate.
 - j. Data and calculations for determining the maintenance of the natural hydroperiods of each wetland.
 - k. Any other agency wetland delineation, if more restrictive than EPC.
 - l. The acreage of wetlands to be retained and to be removed.
 - m. A copy of the EPC mitigation approval letter. If the mitigation plan has not been approved prior to submittal of the site development plans, the following information must be submitted:

Two (2) copies of mitigation plan (if this information is not already shown on the site development plan), clearly showing areas to be removed, location of mitigation and acreage of each, cross-sections showing slopes, depth of excavation, desired water levels, types and spacing of plants to be used, total acreage of wetlands destroyed and mitigated, time tables for starting and completing mitigation work, monitoring schedule and reports, and statement that 85% survival will be attained with replanting on an annual basis if necessary. Both EPC and the Administrator (Natural Resources) must approve potential mitigation areas.

Approved mitigation areas labeled as "Conservation Area" or "Preservation Area," as appropriate.
 - n. Soil erosion measures to be used (e.g., hay bales, silt screens), and their location.
 - o. The identification and location of any preservation or conservation area within the required fifty (50) or thirty (30) foot setback, respectively, adjacent to the boundaries of the site.
12. Information identified in DRPM Natural Resource Section 4.1.6.1.1.D not duplicative of submittal requirements identified in this section and as specified on the Sufficiency Checklist.

E. Review Procedures

- 1. Within three (3) working days of receipt of the submittal package, copies of the package shall be forwarded to the reviewing entities.
- 2. Twenty (20) working days will be given to the entities for review. Within nine (9) working days from the end of this comment period, the Development Review Committee shall meet with the applicant. The site development construction plan shall be either approved, approved with conditions, or require resubmittal. Green Development, Affordable Housing, and Economic Development projects shall be granted a review in half of the normal working time. A completed checklist for the project which is proposing to meet a green development certification from the USGBC (U.S. Green Building Council), FGBC (Florida Green Building Coalition), or NHBA (National

Home Builders Association) must be included with the submittal at the time of application for green development projects. Persons or corporations who fail to keep their commitments may be deemed ineligible for any future expedited reviews as determined by the Administrator and with a concurrence of the Director of the Planning and Growth Management Department.

3. If the site development construction plan requires resubmittal, the applicant shall submit revised plans to the Administrator to be reviewed by the applicable reviewing entities. The applicant shall specify the revisions that have been made on a transmittal letter attached to the revised plans. The reviewing entities shall review the plans within ten (10) working days.
4. The applicant shall obtain all necessary local, state, and federal permits for the construction of the proposed improvements. No construction activity shall be permitted within existing right-of-ways until a right-of-way use permit is obtained.
5. Upon approval of the site development construction plans by all reviewing entities, the applicant shall be notified in writing by the Administrator within three (3) working days following the designated reviewing period. Approval of the site development construction plans shall not relieve the Engineer of Record of any responsibility.
6. No land alteration or construction activity shall be permitted on the property until a natural resources/ landscaping permit has been issued based on the following:
 - construction plan approval.
 - proof of a protective tree barricade inspection, if applicable.
 - approved SWFWMD permit or predevelopment permit, if applicable.
7. The approved construction plans shall be released to the applicant upon payment of all applicable fees.

F. Approval Duration and Extension

Site development construction plan approval shall be effective for a period of two (2) years and automatically expire if construction is not complete within the two (2) year period. In cases of unforeseen circumstances, the applicant may apply for an extension of the construction plan approval prior to the expiration date of the original approval. The approval status may be extended two (2) years if a written request is received by the Administrator at least thirty (30) days prior to expiration. The extension shall be for the original site and configuration only. The applicant may request an extension after the expiration date if the request is received within six (6) years of the original approval and an updated concurrency application is filed and approved. The Administrator may require a complete resubmittal due to changing conditions of the area, new policies, or other considerations. No plan shall be extended beyond a total of six (6) years from the original approval date.

G. Commencement of Construction

The Engineer of Record shall notify the Administrator and affected utility organizations two (2) working days prior to commencement of construction.

H. Distribution of Submittals

The submittal information shall be electronically distributed as follows:

1. Planning and Growth Management Department - 4 paper copies total, for intradepartmental distribution as follows:
 - natural resources (1 paper copy),
 - transportation,
 - stormwater management (2 sets of stormwater calculations),
 - utilities,
 - zoning,
 - file (1 paper copy), and
 - concurrency (if determined necessary).

2. Copies may also be required for the following entities:
 - Environmental Protection Commission (1 paper copy),
 - Fire Department,
 - Parks Department,
 - Florida Department of Transportation, and
 - Public Works Department (1 paper copy).

I. Building permit applications may be accepted by the County after the Development Review Committee (DRC) date set forth in the Development Review Procedures Manual, Section 4.1.5.1.2.E. The final position of the building footprint must be established for the building permit applications to be accepted.

Building permits will not be released until the Site Development Plan and subsequent Natural Resources Permit have been released and the financial guarantees set forth in the Land Development Code Section 10.01.06 are submitted to the Administrator.
 (Res. No. R05-289, § 1(Item #5), 12-13-05, eff. 1-1-06; Res. No. R07-196, § 1(Item #1), 10-9-07, eff. 1-1-08; Res. No. R08-181, Items C, E, 12-9-08, eff. 1-1-09; Res. No. R10-032, § 1(10-0305), (10-0313), 3-17-10; Res. No. R14-016, § 1(Exh. A), 1-30-14; Res. No. R14-141, § 1(Exh. A, Item B-1b), 10-23-14; Res. No. R15-095, Exh. A, 6-9-15)

Sec. 4.1.5.1.3 Minor Site Development Review**A. General Description**

Minor reviews represent minor site improvements not requiring a preliminary site development review followed by a construction plan review. The minor review requires only the submittal of a construction plan. A proposed development may qualify for a minor review provided the following criteria are satisfied:

1. Any development proposed within land zoned as AM, A, AR, AS-0.4, AS-1, ASC-1, and A-I, with the exception of those commercial and industrial uses or activities exceeding either ten (10) acres in size or 10,000 square feet of additional or new impervious area.
2. Projects on lands with zoning other than listed above shall qualify for a minor review if the following criteria are satisfied:
No more than one thousand (1,000) square feet of new or additional impervious improvements shall be proposed, and
No more than one hundred fifty (150) additional average daily trips (ADT) shall be generated from the proposed improvements, and
The site does not contain any wetland or environmentally-sensitive areas as determined by EPC and PGMD, or the proposed development of the site clearly does not affect such areas in a manner to require review by the EPC, the county, or other regulatory agencies for compliance with regulations pertaining to wetlands or environmentally sensitive areas, and
The site does not take access from a roadway under the jurisdiction of the Florida Department of Transportation (FDOT), or it has been determined that no permit for access to the property must be approved by FDOT, and no modification of existing utilities is proposed.
3. If additional water or wastewater flows are generated, a service application shall be submitted and approved prior to submittal of the minor site development construction plan.

B. Cross Reference to Land Development Code

Section 10.01.06.C

C. Submittal Requirements

1. Fee Payment - referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - referenced in Section 3.0 of the Development Review Procedures Manual.
3. Transmittal Letter.
4. Owner Affidavit.
5. Supplemental Forms Required:
 - natural resources application,
 - adequate public facilities application - if applicable (3 copies), and

- right-of-way use application - if applicable.
- 6. Current Aerial with Contours (2 copies).
- 7. Copy of the following Information:
 - vesting letter - if applicable, and
 - utilities commitment letter from providing entity, if not being served by Hillsborough County Utilities.
- 8. Completed Water and Wastewater Department of Environmental Protection (DEP) forms (4), if applicable.
- 9. Site Development Construction Plans - signed, sealed and dated (appropriate number of copies to be determined at the presubmittal conference).
- 10. Deed - copy of recorded deed.

D. Information Required on Minor Site Development Construction Plans

1. Title Block - including the following:
 - title of the project,
 - name of the owner(s) and applicant,
 - date,
 - north arrow,
 - legal description, and
 - scale.
2. Location and/or Identification of the following:
 - buildings,
 - off-street vehicular use areas,
 - parking spaces (number required and number provided),
 - access ways,
 - retention/detention ponds and easements,
 - identification of adjacent uses and zoning,
 - gross floor area,
 - amount of building coverage,
 - amount of open space,
 - amount of impervious coverage,
 - building height(s),
 - number of floors,
 - floor elevations,
 - use of structures,

- signage,
 - fences and walls,
 - locations of sidewalks,
 - refuse collection facilities,
 - all required screening, and
 - type of paving.
3. Utilities - identify existing or proposed public and private utilities; proposed points of connection, lift stations and/or treatment facilities and the location and general dimensions of septic tanks, drain fields, and wells, if applicable.
 4. Conditions of Approval - if the site is zoned planned development (PD) include the following:
 - rezoning petition number, and
 - conditions of approval shall be contained in accompanying documentation.
 5. Vicinity map.
 6. Tree survey - showing the location of all trees five (5) inches in diameter or greater measured at four and one-half (4½) feet above the ground.
 7. Fire Flow - identify source of flow (i.e., hydrants, size of main, tanks, etc.). If fire flow is not provided through a public water system, the required fire flow shall be in accordance with the National Fire Protection Association Standards 1231.
 8. Contours - existing and proposed one foot contours shall be shown within the parcel boundaries, and existing contours shall also be shown to a minimum of 25 feet outside the parcel boundaries. Contours shall be based on the North American Vertical Datum 1988 (NAVD 88), unless otherwise approved by the County Surveyor.
 9. Stormwater - information specified in the Stormwater Technical Manual shall be shown.
 10. Landscaping and Irrigation - identify landscaping and irrigation on plan as required to comply with the landscaping regulations. If the landscaping plan is submitted separately, three (3) copies of the landscaping plan are required.

E. Review Procedures

1. Within three (3) working days of receipt of a completed application package, copies of the package submitted for review shall be forwarded to the reviewing entities.
2. Ten (10) working days will be given to the entities for review. Within nine (9) working days from the end of the comment period, the Development Review Committee shall meet with the applicant. The minor site development construction plan shall be either approved, approved with conditions, or required to be resubmitted. Green Development, Affordable Housing, and Economic Development projects shall be granted a review in half of the normal working time. A completed checklist for the project which

is proposing to meet a green development certification from the USGBC (U.S. Green Building Council), FGBC (Florida Green Building Coalition), or NHBA (National Home Builders Association) must be included with the submittal at the time of application for green development projects. Persons or corporations who fail to keep their commitments may be deemed ineligible for any future expedited reviews as determined by the Administrator and with a concurrence of the Director of the Planning and Growth Management Department.

3. If the minor site development construction plan requires resubmittal, the applicant shall submit revised plans to the Administrator to be reviewed by the applicable reviewing entities. The applicant shall specify the revisions in response to the review entity comments made on a transmittal letter attached to the revised plans. The reviewing entities shall review the plans within five (5) working days.
4. The applicant shall obtain all necessary local, state, and federal permits for the construction of the proposed improvements. No construction activity shall be permitted within existing rights-of-way until a right-of-way use permit is obtained.
5. Upon approval of the minor site development construction Plans by all the reviewing entities, the applicant shall be notified in writing by the Administrator within three (3) working days following the designated reviewing period. Approval of the minor site development construction plans shall not relieve the Engineer of Record of any responsibility.
6. No land alteration or construction activity shall be permitted on the property until a natural resources/landscaping permit has been issued based on the following:
 - construction plan approval,
 - proof of a protective tree barricade inspection, if applicable, and
 - approved SWFWMD permit or predevelopment permit, if applicable.
7. The approved construction plans shall be released to the applicant upon payment of all applicable fees.

F. Approval Duration and Extension

Minor site development construction plan approval shall be effective for a period of two (2) years and automatically expire if construction is not complete within the two (2) year period. In cases of unforeseen circumstances, the applicant may apply for an extension of the construction plan approval prior to the expiration date of the original approval. The approval status may be extended two (2) years if a written request is received by the Administrator at least thirty (30) days prior to expiration. The extension shall be for the original site and configuration only. The applicant may request an extension after the expiration date if the request is received within six (6) years of the original approval and an updated concurrency application is filed and approved. The Administrator may require a complete resubmittal due to changing conditions of the area, new policies, or other considerations. No plan shall be extended beyond a total of six (6) years from the original approval date.

G. Commencement of Construction

The Engineer of Record shall notify the Administrator and affected utility organizations two (2) working days prior to commencement of construction.

H. Construction Inspection

The Administrator's inspection section shall conduct random, as well as scheduled, inspections during construction to ensure the site is constructed in accordance with the approved plans and to avoid delays in issuance of Certificates of Occupancy upon completion.

I. Distribution of Submittals

1. Planning and Growth Management - 3 paper copies total, for intradepartmental distribution as follows:
 - natural resources (1 paper copy),
 - transportation,
 - stormwater management,
 - utilities,
 - zoning), and
 - file (1 paper copy).
2. Copies may also be required for the following entities:
 - Public Works,
 - Environmental Protection Commission (1 paper copy),
 - Fire Department,
 - Concurrency,
 - Parks Department,
 - Florida Department of Transportation, and
 - Streets and Addresses.

J. Building permit applications may be accepted by the County after the Development Review Committee (DRC) date set forth in the Development Review Procedures Manual, Section 4.1.5.1.3.E. The final position of the building footprint must be established for the building permit applications to be accepted.

Building permits will not be released until the Site Development Plan and subsequent Natural Resources Permit have been released and the financial guarantees set forth in the Land Development Code Section 10.01.06 are submitted to the Administrator.

(Res. No. R07-196, § 1(Item #1), 10-9-07, eff. 1-1-08; Res. No. R08-181, Item C, 12-9-08, eff. 1-1-09; Res. No. R10-032, § 1(10-0310), (10-0303), 3-17-10; Res. No. R14-141, § 1(Exh. A, Item B-1b), 10-23-14; Res. No. R15-095, Exh. A, 6-9-15)

Sec. 4.1.5.1.4 Post-approval/As-built Certification and Acceptance of Improvement Facilities

A. General Description

This section describes procedures for submittal and review of improvement facilities. This process is applicable to improvements for both subdivision and site development.

B. Cross Reference to Land Development Code

Sections 10.01.05.5 and 10.01.06.G

C. Submittal Requirements

After construction completion, the applicant shall submit the required as-built drawings for review and submit in writing to the Administrator a request for acceptance of improvement facilities for maintenance and the following documentation:

1. As-Built Paving and Stormwater Improvement Plans - (Site Developments and Subdivisions)
 - letter requesting acceptance,

b. Letter of Credit

If the applicant chooses to fulfill the performance bond requirements by use of an irrevocable letter of credit, said letter of credit shall provide for performance to be completed within a two (2) year period. The expiration date of the letter of credit shall be a minimum of thirty (30) days beyond the last day of the period established for construction. The additional thirty (30) day period is required to allow appropriate time for the Administrator to determine whether or not the applicant has completed construction of the improvement facilities in accordance with the subdivision regulations and in accordance with the approved plans.

c. Surety Bond

If the applicant chooses to fulfill the performance bond requirements by use of a surety bond, said surety bond shall be conditioned upon completion of the improvement facilities in accordance with the subdivision regulations and in accordance with the approved plans, within the aforementioned two (2) years. The expiration date of the bond shall be a minimum of thirty (30) days beyond the last day of the period established for construction.

d. Extension of Performance Bond

The applicant may request that permission to construct be extended for two (2) years and that a new two-year performance bond be accepted, provided the following is adhered to:

- The Administrator must be notified by proof of mailing of the request from the applicant not less than sixty (60) days prior to the last day of the period established for construction.
- The Administrator must receive the new performance bond not less than thirty (30) days prior to the last day of the period established for construction.
- If the applicant chooses to fulfill the performance bond requirements incident to such extension by use of an irrevocable letter of credit, the expiration date of the irrevocable letter of credit shall be a minimum of thirty (30) days prior to the last day of the period established for construction.
- The applicant must provide an amendment to the Subdivider's Agreement.

e. Calling of Performance Bond

If after two (2) years following acceptance of the performance bond by the BOCC, it is determined by the Administrator that the work covered by the bond has not been completed and that the applicant has not requested and received an extension pursuant to this section, the Administrator will inform the applicant by certified letter that the permission to construct has expired and that the performance bond will be called.

f. Release of Performance Bond

Upon completion of construction, the applicant shall submit a letter to the Administrator requesting acceptance of improvement facilities for maintenance. Within three (3) days after action by the BOCC, the Administrator shall notify the applicant in writing of the action taken by the BOCC. Where the BOCC has

previously authorized the release of the performance bond pursuant to the terms of an agreement for construction of required improvements, the Administrator may, without additional BOCC action, release the performance bond simultaneously with the issuance of a letter of compliance authorizing certificates of occupancy to be released.

3. Warranty Bond for Platting and Improvement Facilities Acceptance After Construction

When the applicant requests platting and acceptance of improvement facilities for maintenance after construction, the applicant shall submit to the Administrator a warranty bond on a bonding company acceptable to Hillsborough County in the amount of ten (10) percent of the cost of the construction of the improvement facilities. This warranty bond shall be accompanied with a cost breakdown of each of the improvement facilities construction items. The cost breakdown shall be certified by the Engineer of Record. The bond shall be furnished as a warranty against failure, deterioration, or damage resulting from defects in workmanship or materials of the improvement facilities, including internal sidewalks abutting unbuildable lots, green or common areas, detention and retention ponds, and external sidewalks.

a. Duration of Warranty Bond

The applicant shall warrant the aforementioned construction for a period of twenty-five (25) months following the date of acceptance of the improvement facilities for maintenance by the BOCC.

b. Letter of Credit

If the applicant chooses to fulfill the warranty bond requirement by use of an Irrevocable letter of credit, the expiration date of the irrevocable letter of credit shall be a minimum of thirty (30) days beyond the last day of the warranty period. The additional thirty (30) day period is required to allow appropriate time for the Administrator to determine whether or not the applicant has corrected any failure, deterioration or damage resulting from defects in workmanship or materials of the improvement facilities which arose during the warranty period.

c. Surety Bond

If the applicant chooses to fulfill the warranty bond requirement by use of a surety bond, said surety bond shall be conditioned upon:

- The principal warranting the construction of the improvement facilities for a period of two (2) years from date of acceptance of the improvement facilities for maintenance by the BOCC, and
- The principal correcting within the warranty period any failure, deterioration or damage resulting from defects in workmanship or materials of the improvement facilities that arose during the warranty period.

d. Calling of Warranty Bond

If after two (2) years following acceptance of the warranty bond by the BOCC, it is determined by the Administrator that any failure, deterioration, or damage resulting from defects in workmanship or materials of the improvement facilities has not been corrected, the Administrator will inform the applicant by certified letter that the warranty bond will be called.

e. Release of Warranty Bond

Two (2) years after the date of acceptance of the warranty bond by the BOCC, the Administrator may present the bond to the BOCC for release. Where the BOCC has previously authorized the release of the warranty bond pursuant to the terms of an agreement for warranty of required improvements, the Administrator may, without additional BOCC action, release the warranty bond simultaneously with the issuance of a letter of compliance upon a finding that any failure, deterioration, or damage resulting from defects in workmanship or materials of the improvement facilities has been corrected. Within three (3) days after action by the BOCC or the issuance of a letter of compliance, the Administrator shall notify the applicant in writing of the action taken by the BOCC or the release of the warranty bond.

4. Performance and Warranty Bond for Platting Prior to Construction

To plat prior to construction and avoid the necessity of returning to the Board of County Commissioners for Acceptance of Improvements for Maintenance, an applicant may elect to submit to the Administrator a performance bond as referenced in E 2, along with a warranty bond as referenced in E 3, and an executed original of the Subdivider's Agreement for Construction and Warranty of Required Improvements. The performance and warranty bonds must be accompanied by a cost breakdown of each of the improvement facilities construction costs. The cost breakdown shall be certified by the Engineer of Record.

5. Procedure for Bond Forfeiture

If bond forfeiture is necessary in accordance with this manual, the following procedures shall be followed when calling the bonds:

- a. The Administrator will notify the applicant by certified mail of the action of calling the bond and the amount required under the bond to complete the required construction.
- b. Upon receipt of funds from said bond, the Administrator will notify the applicant that said funds have been placed in an escrow account maintained by Hillsborough County BOCC Accounting.
- c. The applicant will have sixty (60) days from the date of receipt of bond funds by the County to correct project deficiencies. On satisfactory completion of the corrections, the Administrator shall recommend the BOCC authorize release of said funds.
- d. In the event the project deficiencies have not been corrected in accordance with the subdivision regulations and approved plans, the Administrator shall recommend that the BOCC release said funds to the appropriate County departments for the purpose of completing the required construction.

(Res. No. R05-289, § 1(Item #5), 12-13-05, eff. 1-1-06; Res. No. R15-095, Exh. A, 6-9-15)

COMPARATIVE TABLE

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R13-138	9-10-13	1(Exh. A)	2.3 9.7 A.
R13-159	10-16-13	1(Exh. A)	4.1.6.1.1.D.

DEVELOPMENT REVIEW PROCEDURES MANUAL

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R14-021	2-20-14	1(Exh. A) Added	5.2.1.10
R14-065	6-12-14	1(Exh. A)	6.2.1.C.4.
R14-141	10-23-14	1(Exh. A, Item B-1b) Added	4.1.5.1.2.I. 4.1.5.1.3.J.
		(Exh. A, Item B-2b) Added	4.1.6.1.3.E.
		(Exh. A, Item C-1)	4.1.4.1.2.2.2.C. 4.1.5.1.1.C.
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