

# Vested Rights and Vested Rights Extension 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](mailto: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](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.

### 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](mailto: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. 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. 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.



# Vested Rights 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"/>	<u>Property/Applicant/Owner Information Form</u>
2	<input type="checkbox"/>	<input type="checkbox"/>	<u>Affidavit(s) to Authorize Agent</u> (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"/>	<u>Sunbiz Form</u> (if applicable). This can be obtained at <a href="http://Sunbiz.org">Sunbiz.org</a> .
4	<input type="checkbox"/>	<input type="checkbox"/>	<u>Property/Project Information Sheet</u> All information must be completed for each folio included in the request. Also, please make a note of any partial folios included.
5	<input type="checkbox"/>	<input type="checkbox"/>	<u>Identification of Sensitive/Protected Information and Acknowledgement of Public Records</u>
6	<input type="checkbox"/>	<input type="checkbox"/>	<u>Copy of Current Recorded Deed(s)</u>
7	<input type="checkbox"/>	<input type="checkbox"/>	<u>Legal Description</u> for the subject site

**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





**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 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 Vested Rights/Vested Rights Extension

## Vested Rights Under the Comprehensive Plan

Due to changes in land use regulations, certain land development rights of property owners may be vested with respect to the Future of Hillsborough Comprehensive Plan, the land development regulations adopted to implement the plan, and the requirements for the determination of capacity of public facilities and availability of public facilities (concurrency). These regulations set forth a procedure for the determination of vested rights. Any person claiming vested rights to develop property shall make application for a Vested Rights Order pursuant to these regulations.

This section provides information on items that must be addressed/submitted for Vested Rights/Vested Rights Extension 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 as provided for in DRPM Section 6.2.1.1.A. 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

**IMPORTANT:** All revisions should be notated with removed text ~~stricken through~~ and added text underlined.

### Additional Submittal Requirements for Vested Rights

- 1  **Written Statement**
- 2  **Plot Plan or Survey** (Digital copy in PDF format with paper size set to no smaller than 24" x 36" with a minimum resolution of 300 dpi, if digital file is signed/certified or otherwise locked, an identical unlocked file shall also be submitted)
- 3  **General Location Map** (showing the location of the site)
- 4  Vested Rights Information Form

### Additional Submittal Requirements for Vested Rights Extension

- 1  **Copy of Vested Rights Order** (including an extensions that have been granted)
- 2  **Supporting Documentation for Extension Request** (as outlined in [LDC Section 11.02.04.C](#) that includes a statement as to why the extension is reasonable and necessary in light of the development approved)



# Vested Rights Information Form

1. Date the property was acquired (attach supporting documentation): \_\_\_\_\_

2. Current use(s) of the property:

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3. Describe the vested rights to develop the property being claimed, including the nature, extent, and density or intensity of each use for which vested rights are being claimed:

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4. Specify each and every act of Hillsborough County that authorized the specific development for which this claim of vested rights is asserted, and the date of each act. Include permit or ordinance numbers, (where known), and attach copies of approvals and permits:

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5. Specify the amount, date and purpose of each expenditure or obligation incurred in reliance on the acts identified above (include copies of contracts):

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6. Construction/Improvements:

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# Vested Rights Information Form

7. Land Acquisition/Ren:

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8. Taxes/Fees:

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9. Specify the date, nature, and extent of each physical improvement that has been made to the property:

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10. Attach a pro forma statement of the expenses and revenues for the development for which a determination of vested rights is sought if a statement or estimate of expenses and revenues is available:

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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 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: Sierra LePore, Director of Planning / Tampa International Airport

Phone: (813) 217-1806 E-Mail: [slepore@tampaairport.com](mailto:slepore@tampaairport.com)

