Minor Modification to PD (PRS) 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 include 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.

A Sufficiency Meeting may also be required to ensure all application requirements have been met.

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

(PRS) 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 the 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
Development Services

Property/Applicant/Owner Information Form

Official Use Only

Application No:_____ Intake Date: _____

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

Date: _____ Type: _____ Intake Staff Signature:_____

Property Information

Address: _____ City/State/Zip:_____

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

Folio(s): _____

Property Owner Information

Name: _____Daytime Phone: _____

Address: _____City/State/Zip:_____

Email:_____ Fax Number: _____

Applicant Information

Name: _____Daytime Phone: _____

Address: _____City/State/Zip:_____

Email:_____ Fax Number: _____

Applicant's Representative (if different than above)

Name: _____Daytime Phone: _____

Address: _____City/State/Zip:_____

Email:_____ Fax Number: _____

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

_____
Signature of the Applicant

_____
Type or print name

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

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

_____
Type or print name

Hillsborough County Florida
Development Services

Affidavit to Authorize Agent

(If applicant is other than owner)

State of Florida
County of Hillsborough

_____

(Name of all property owners), being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:

   Address or general location:_____Folio No(s): _____

2. That this property constitutes the property for which a request for a: _____

   _____ (Nature of request) is being applied to the Board of County Commissioners, Hillsborough County.

3. That the undersigned (has/have) appointed_____ as (his/their) agent(s) to execute any permits or other documents necessary to affect such permit.

4. That this affidavit has been executed to induce Hillsborough County, Florida, to consider and act on the above-described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

_____ Signed (Property Owner)

_____ 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
Development Services

Property/Project Information Sheet

Official Use Only

Application No:_____

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

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

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

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

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

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

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

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

** Section/Township/Range

Hillsborough County Florida
Development Services

Identification of Sensitive/Protected Information and Acknowledgement of Public Records

Pursuant to Chapter 119 Florida Statutes, all information submitted to Development Services is considered public record and open to inspection by the public. Certain information may be considered sensitive or protected information which may be excluded from this provision. Sensitive/protected information may include, but is not limited to, documents such as medical records, income tax returns, death certificates, bank statements, and documents containing social security numbers.

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

Additionally, parcels exempt under Florida Statutes §119.071(4) will need to contact Hillsborough County Development Services to obtain a release of exempt parcel information.

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

I hereby confirm that the material submitted with this application

❑ Includes sensitive and/or protected information.

Type of information included and location_____

_____

❑ Does not include sensitive and/or protected information.

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

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

Signature: _____

(Must be signed by applicant or authorized representative)

Intake Staff Signature: _____ Date: _____

Hillsborough County Florida
Development Services

Specific Submittal Requirements for Minor Modifications to PD (PRS)

This section provides information on items that must be addressed/submitted for a Planned Development Minor Modification (PRS) 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.

Part B: Project Information

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

Additional Submittal Requirements for a Minor Modification to PD (PRS)

1 ☐ **Project Description/Written Statement**

2 ☐ **Variation for Site Design and Variation Criteria Response Form** (if applicable)

3 ☐ **Proposed Plan Development Site Plan** (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.) Must include the following:

- **Land Use Information Within the Project**
- **Land Use Information Outside the Project**
- **Transportation Information**
- **Utilities Information**
- **Environmental Information**

4 ☐ **Required Transportation Analysis**

5 ☐ **Supplemental Information** (optional/if applicable. This may include: a) Reports, b) Special Surveys, Approvals, or Reports Required Where Development is Dependent on Such Surveys, Approvals or Reports, c) Indications as to the Nature and Succession of Staging, d) Proposals on Provision and Continuing Operation and Maintenance of Facilities for Common Use, e) Commitment for Completion and Adherence to Approved Plans, and f) Compliance with F.S. Chapter 723.)

Hillsborough County Florida
Development Services

Specific Submittal Requirements for PD Minor Modifications (PRS)

Revised General Site Plan Requirements

(If the area of the Minor Modification does not encompass the entire existing PD boundary the below information shall at a minimum be provided for the area of modification.)

Included	N/A	Requirements
❑	❑	The name and type of the proposed PD and the names of the developer(s), architect(s), engineer(s), and planner(s) associated with the project.
❑	❑	Scale with scale bar and scale statement (i.e., 1 inch = 50 feet), date and north arrow. Engineering scale shall be utilized.
❑	❑	Legal description of the PD. Additionally, the border of the area to be modified, if not encompassing the entire PD boundary, shall be graphically delineated with a distinct line labeled "Major Modification Area".
❑	❑	A vicinity map showing the location of the project within Hillsborough County.
❑	❑	Community Planning Area(s) in which the project is located. If the project is located in more than one planning area or is not completely contained within a planning area, the boundaries of the planning area(s) within the project shall be graphically delineated.
❑	❑	Overlay district(s) in which the project is located. If the project is located in more than one overlay district and/or is not completely contained within an overlay district, the boundaries of the overlay district(s) within the project shall be graphically delineated.
❑	❑	Special zone(s), including but not limited to the Coastal High Hazard Area, Wellhead Resource Protection Area, Surface Water Resource Protection Area and Potable Water Wellfield Protection Area, in which the project is located. If the project is located on more than one special zone or is not completely contained within specified zones, the boundaries of the special zones' lines within the project shall be graphically delineated.
❑	❑	Designated scenic roadway corridors within the project or adjacent to the project.
❑	❑	A "Project Data Table" with the following information. The table shall be formatted and annotated in a manner that facilitates cross reference with the plan graphics.
❑	❑	Gross acreage in the proposed PD and Comprehensive Plan designation of the property. If there is more than one Plan designation, the acreage in each Plan designation shall be separately identified.
❑	❑	Acreage of natural water bodies. If the project has more than one Plan designation, the acreage of natural water bodies in each Plan designation shall be separately identified.
❑	❑	Acreage of environmentally sensitive areas, by type, and man-made water bodies. If the project has more than one Plan designation, the acreage of environmentally sensitive areas, by type, and man-made water bodies in each Plan designation shall be separately identified.
❑	❑	If residential uses are proposed, the type and number of requested dwelling units and gross density. If non-residential uses are proposed, the amount of requested floor space and gross FAR for each type of use (retail, office, etc.). If more than one use is proposed, the acreage of each use pocket/area/tract shall be identified along with the amount of natural water bodies, environmentally sensitive areas and man-made water bodies in each use pocket/area/tract and gross density/intensity of the pocket. Additionally, if the project has more than one Plan designation, the designation of each use pocket shall be identified.

Land Use Information Within the Project

Included	N/A	Requirements
❑	❑	Current zoning(s) and Comprehensive Plan designation(s) of all property within the project. If a Com prehensive Plan boundary flex is requested, the proposed flex line shall be delineated and the flex shall be reflected in the Project Data Table calculations.
❑	❑	The location, boundaries, acreage, proposed use and density/intensity of each discrete portion, pocket and/or phase of the proposed project, if applicable.

Specific Submittal Requirements for PD Minor Modifications (PRS)

Land Use Information Within the Project (continued)

Included	N/A	Requirements
❑	❑	If specific architectural designs for nonresidential or multifamily structures are proposed, building elevations or renderings shall be shown on the plan.
❑	❑	All plats, parcel lines, rights-of-way, easements and property folio numbers within the project. If a plat, or portion thereof, is proposed to be vacated, a note shall appear on the plan stating such intent. Easement labels shall include information describing the nature of the easement and providing OR Book and Page or Instrument Number(s) of the document(s) containing the easement. Any labels describing previously vacated rights-of-way shall include the relevant ordinance number and hearing date on which the right-of-way vacation was approved.
❑	❑	Location, footprint and proposed use of existing structures, if any, that are to remain under the proposed development. If the structures are to be utilized for nonresidential purposes, the floor space of each structure shall be identified. If the structures are to be utilized for residential purposes, the number of dwelling units in each structure shall be identified. If the structures are to be utilized for a Public, Private or Charter School, Child Care Center, Community Residential Home, Church/Synagogue or other similar use, the maximum number of seats or beds shall be identified.
❑	❑	Development standards for all proposed uses, including minimum lot size, minimum lot width, required yards (front, side and rear), maximum building height, maximum FAR (nonresidential uses), maximum building coverage and maximum impervious surface.
❑	❑	The general location and nature of fences, walls, and buffering to be provided with specific attention to the project periphery. Landscape buffer alternative(s), if proposed, shall be identified and depicted on the plan.
❑	❑	Location, boundaries and acreage of proposed common open space/recreation areas.
❑	❑	Location, boundaries and acreage of areas proposed for public park lands or public school sites.
❑	❑	Location, boundaries and acreage of water bodies and identification of each body as natural or man-made.
❑	❑	Building envelopes for nonresidential and multifamily structures proposed within two hundred (200) feet of the PD boundary.
❑	❑	"Typical lot layouts" showing required front, rear and side yards for single- and two- family lots proposed within two hundred (200) feet of the PD boundary. If such lots have varying yard requirements, then a typical layout for each lot type must be shown.
❑	❑	Designated historic landmarks and other historical or archaeological sites and structures, and notation of whether said resources are to remain.

Land Use Information Outside the Project

Included	N/A	Requirements
❑	❑	Current zoning(s) and Comprehensive Plan designation(s) of all property within 150 feet of the project boundaries.
❑	❑	All plats, parcel lines, easements and property folio numbers within 150 feet of the project boundaries. Easement labels shall include information describing the nature of the easement and providing OR Book and Page or Instrument Number(s) of the document(s) containing the easement. Any labels describing previously vacated rights-of-way shall include the relevant ordinance number and hearing date on which the right-of-way vacation was approved.
❑	❑	Current uses of properties, including location and general footprints of existing structures, drive aisles, sidewalks, parking, etc. within 150 feet of project boundaries, except where such properties are zoned PD and the 150 feet of project boundaries, except where such properties are zoned PD and the existing land conditions do not reflect the currently approved development pattern, the approved development pattern (as provided for on the applicable Certified General Site Plan) shall be shown on the plan. Additionally, the PD rezoning number, and latest modification number if applicable, shall be identified.

Specific Submittal Requirements for PD Minor Modifications (PRS)

Land Use Information Outside the Project (continued)

Included	N/A	Requirements
❑	❑	Designated historic landmarks and other historical or archaeological sites and structures within 150 feet of project boundaries.

Transportation Information

Included	N/A	Requirements
❑	❑	Existing and proposed points of ingress and egress for principal pedestrian, vehicular, mass transit and waterway facilities, and the general circulation patterns within the PD district for such facilities indicating the hierarchy (i.e., local, collector or arterial roadway), if applicable, of project roadways. General circulation patterns shall demonstrate connectivity between project phases, pockets or areas.
❑	❑	Existing points of ingress/egress that are to remain, be closed or modified shall be identified and labeled as appropriate. Alternatively, where such connectivity is not provided, the applicant shall submit written justification as to why such connectivity cannot be provided within a section titled "Internal Connectivity" within the project narrative.
❑	❑	Existing and proposed Shared Access Facilities shall be identified. The label shall include the folio number(s) of the adjacent parcel(s) sharing such facility (e.g., "Shared Access Facility with Folio 12345.0123)". This requirement does not apply to adjacent parcels within the same PD zoning.
❑	❑	A note shall appear on the plan stating if project roads will be public or private and, if the latter, whether they will be gated. If driveways are provided, a note shall appear on the plan stating that the project driveways are to be privately maintained and whether they will be gated.
❑	❑	Existing and proposed cross access points between the project site and adjacent properties. The nature of such cross access shall be labeled (e.g., "Proposed Pedestrian Cross Access" or "Proposed Vehicular and Pedestrian Cross Access"). If cross access is constrained by physical barriers, the barriers shall be shown on the plan. Alternatively, where such required cross access is not provided the applicant shall submit written justification as to why such connectivity cannot be provided within a section titled "External Connectivity" within the project narrative and submit the required Section 6.04.02.B. Administrative Variance Request.
❑	❑	The approximate amount of right-of-way to be preserved by the project, if applicable, in order to comply with the Hillsborough County Corridor Preservation Plan shall be shown. The area shall be labeled "+/- ____ Feet of Right-of-Way Preservation per Hillsborough County Corridor Preservation Plan".
❑	❑	The applicant shall provide one or more of the following, as applicable: • A statement within a section of the project narrative titled "Transportation Infrastructure Serving the Site" naming the roadway(s) being accessed, stating whether the roadways meet standards found within the Hillsborough County Transportation Technical Manual (TTM), and which TTM Typical Section the applicant believes each road conforms to. • If the applicant believes the project should qualify for the County Engineer's de minimis criteria, they shall include such statement within a section titled "Substandard Roads" within the project narrative and summarize project and roadway details necessary for staff's consideration. Projects generating 10 or fewer peak hour trips in total are generally exempted, at staff's discretion, from improving a substandard road to current County standards between the project driveway(s) and nearest roadway meeting standards provided the facility being accessed meets minimum life safety standards (i.e., 15 feet of pavement within a 20-foot wide clear area). • If roadway(s) accessed do not meet County standards, and the applicant does not believe the project meets the de minimis criteria, then the applicant shall include a statement within a section of the PD narrative titled "Developer Commitments" committing that they will improve the roadway network between each project access and the nearest standard roadway, which may require the developer to dedicate or otherwise obtain additional right-of-way.

Specific Submittal Requirements for PD Minor Modifications (PRS)

Transportation Information (continued)

Included	N/A	Requirements
		• Should the applicant request a Section 6.04.02.B Administrative Variance from the Section 6.04.03.L requirement (in the case they are seeking a waiver of substandard road requirements), or a Design Exception in accordance with Section 1.7.2. and other applicable sections of the Transportation Technical Manual (TTM), in the event they are seeking relief from a Typical Sections standard found within the TTM, then developer shall include such statement within the project narrative in a section titled "Substandard Roads".
❑	❑	Most Transportation Related Administrative Reviews must be processed concurrently with a PD zoning or PD zoning modification. The applicant shall submit requests for the following together with a "Supplemental Information for Transportation Related Variances (SITRAR)" form which can be obtained from Development Services:
❑	❑	• Section 6.04.02.B Administrative Variances (i.e., variances to most portions of Section 6.04 of the LDC;
❑	❑	• Design Exception Requests (i.e., deviations from technical standards in accordance with Section 1.7.2. and other applicable sections of the TTM); and,
❑	❑	• Requests for Determinations of Required Parking for Unlisted Uses pursuant to Sections 6.05.02.G.1. and G.2. of the LDC.
❑	❑	The approximate amount of right-of-way to be dedicated and conveyed to Hillsborough County or another governmental entity (for reasons which may include proffering by an applicant or as otherwise required), if applicable, shall be shown and labeled as appropriate (e.g., "+/- ___ Foot Right-of-way Conveyance Area – See Conditions of Approval".)
❑	❑	Where applicable, the following information shall be provided on the Site Plan for all roadways, alleyways and driveways adjoining, traversing, or within one hundred fifty (150) feet of the project boundaries:
❑	❑	• Points of ingress and egress and/or driveways and curb-cuts.
❑	❑	• Roadway names and type of facility (i.e., public or private; and roadway, alleyway or driveway)
❑	❑	• Rights-of-way, both public and private shall be shown. Additionally, width information shall be provided. Where right-of-way width varies, the locations of the minimum and maximum widths shall be shown and dimensions provided. Where right-of-way has been established via maintenance, such information shall be shown on the plan and, where possible, the Book and Page or Instrument Number of approved Maintained Right-of-Way Maps, as recorded within the Official Records of Hillsborough County, shall be provided.
❑	❑	• Lane and shoulder widths, or where no lane markings are present, label and show pavement widths.
❑	❑	• Type of surface (i.e., concrete, asphalt, gravel, etc.).
❑	❑	• Number of lanes and configuration of roadway segments and intersections.
❑	❑	• Location of all existing sidewalks, bikeways, and transit facilities. Proposed transit facilities required shall be identified on the plan.
❑	❑	• Location and type of all existing and proposed raised separators, medians, median openings and modifications thereof.
❑	❑	• Location and types of all existing and proposed traffic control devices (i.e., stop signs, traffic signals, striped crosswalks, school zones, Rectangular Rapid Flashing Beacons (RRFBs), etc.).

Utilities Information

Included	N/A	Requirements
❑	❑	Identification of type of water/wastewater service utilized by project. Location of IWWTP, if applicable.

Hillsborough County Florida
Development Services

Specific Submittal Requirements for PD Minor Modifications (PRS)

Environmental Information

Included	N/A	Requirements
❑	❑	A general interpretation, based on aerial photographs and soil surveys, of the location of all water courses, lakes, conservation areas, preservation areas, wooded areas, upland habitat areas, or other such natural physical features within the project boundaries. Additionally, all such areas outside the project within one hundred fifty (150) feet of the project boundaries shall be shown.

Required Transportation Analysis

Included	N/A	Requirements
❑	❑	For projects generating 50 or fewer total (cumulative) peak hour trips, a letter shall be submitted which provides trip generation information and a statement similar to the following: "Pursuant to the Development Review Procedures Manual, this project is not required to submit a transportation analysis. Project trip generation is attached hereto."
❑	❑	A trip generation and site access analysis shall be provided with the initial application submittal if the total (cumulative) project peak hour trips are greater than 50. The analysis shall be Signed & Sealed by a Professional Engineer (PE), a Professional Transportation Planner (PTP) or American Institute of Certified Planners (AICP) accredited professional.
❑	❑	If the application is for a Public-School Facility, Private or Charter School, the applicant shall be required to meet with Development Services staff to determine a methodology for additional analysis which may be required. For Private and Charter Schools, such analysis shall include the additional requirements contained within Section 6.03.13 of the Hillsborough County Land Development Code. Methodology meeting notes shall be attached to the Transportation Study.
❑	❑	Where required, trip generation and site access analyses shall follow the below format, and include the below information, unless otherwise approved by staff:
❑	❑	• Within a section titled "Project Overview" include: 1. A brief description of the project (location, size, acres). 2. A description of the project's existing and proposed entitlements. 3. For projects with existing constructed uses, a description of the amount and type of the uses proposed to remain, if any. 4. An overview map of project location. 5. Information regarding the purpose of the report.
❑	❑	• Within a section titled "Proposed Access Summary and Study Methodology" include: 1. A description of roadways and other transportation facilities where access is proposed, including posted speed limits. 2. A description of the nature of each access (i.e., pedestrian only, or vehicular and pedestrian; right-in/right-out only vs. full access, etc.). 3. A description of the project study area. 4. A general methodology statement, including documentation of any deviations from best practices.
❑	❑	• Within a section titled "Traffic Count Data" include: 1. A summary of data collection efforts in support of the project. 2. A description of the type of count conducted (i.e., manual collection, video collection, tube count, TMC, etc.) for each facility. 3. A description of the dates and times counts were collected (including the day of the week, i.e., Monday, Tuesday, etc.). 4. A description of any peak season adjustment factors applied, and data sources utilized. 5. A statement as to whether any anomalies were present within the transportation facility being studied (i.e., construction, special events, road closures, etc.) that would have potentially impacted data collection efforts, as well as any data anomalies identified during the collection process. If any were identified and if there were any mitigating factors, further describe.

Specific Submittal Requirements for PD Minor Modifications (PRS)

Required Transportation Analysis (continued)

Included	N/A	Requirements
❑	❑	• Within a section titled "Trip Generation Summary" include: 1. A tabular summary of trip generation data for each proposed use. Where possible, include the Institute of Transportation Engineer (ITE) Land Use Code, ITE Land Use Description, and whether average rates or equations were utilized. 2. A tabular summary of internal capture and pass-by trip adjustments applied, if any. 3. A description of the data sources used for trip generation, internal capture and pass-by rates. 4. Statements regarding special considerations and supporting data, if any, necessary to support trip generation for uses not included within the Institute of Transportation Engineer's Trip Generation Handbook, latest edition, or where a land use code selected wasn't an exact match for a proposed use but was the closest analog available.
❑	❑	• Within a section titled "Trip Distribution Summary" include: 1. A tabular and/or map summarizing directional distribution percentages. 2. A description of the data sources and methodology used to determine directional distribution. 3. When trip distribution deviates from traffic count data and/or where engineering judgement was utilized, the specific observations, data and analysis used to support such deviation shall be provided.
❑	❑	• Within a section titled "Safety Considerations" include: 1. A statement regarding whether or not the applicant is aware of any special safety considerations for the proposed project access, and the extent to which any agencies were consulted regarding same (e.g., for projects occurring within or nearby a school zone, whether the Hillsborough County Public Works Department Traffic Operations Section was consulted, and if so, provide documentation regarding the substance and outcome of such conversations). 2. Where projects provide stub outs for future roadway extension, the analysis shall include a discussion regarding the configuration and design of internal roadway networks (i.e., how the project will be designed to minimize unplanned cut-through traffic), design/safety considerations relative to the proposed access/cross-access, and quantification of trips likely to use such access/cross-access and any safety/design considerations or recommendations related thereto (i.e., proposed traffic control devices, traffic calming or other design recommendations), which shall also be included in the access "Recommendations Section".
❑	❑	• Within a section titled "Access Recommendations" include: 1. A description of all recommended site access and any other proposed roadway or intersection improvements, median modifications, etc. 2. A description of recommended new traffic control or traffic calming devices, if any, whether internal or external to the project. 3. A table summarizing access management recommendations which includes: a. Number of Trips by Specific Movement b. Turn Lane Warranted for Each Specific Movement (Yes/No) c. Minimum 95% Queue Length per Synchro d. Minimum Queue Required Per TTM e. Minimum Turn Lane Length Required f. Minimum Turn Lane Length Proposed

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Specific Submittal Requirements for PD Minor Modifications (PRS)

Required Transportation Analysis (continued)

Included	N/A	Requirements
❑	❑	• Required Graphics/Tables: 1. Existing (Background) Traffic (AADT) 2. Existing (Background) Trips (AM Peak)* 3. Existing (Background) Trips (PM Peak)* **Can be combined into one graphic if desired.* 1. Proposed Distribution Percentages (Inbound and Outbound, AM Peak) 2. Proposed Distribution Percentages (Inbound and Outbound, PM Peak) 3. Gross Project Traffic (AM Peak)** 4. Gross Project Traffic (PM Peak)** ***Can be combined into one graphic if desired.* 1. Existing + Project (Total) Traffic (AADT) 2. Existing + Project (Total) Traffic (AM Peak)*** 3. Existing + Project (Total) Traffic (PM Peak)*** ****Can be combined into one graphic, but do not separate pass-by traffic. Although not required, can provide additional graphics showing pass-by if desired.*
❑	❑	For all other applications, transportation review staff may require additional analysis if, in staff's sole discretion, project development may create traffic safety issues or otherwise result in potentially unsafe conditions, or where necessary to properly analyze project access. All such additional required analyses shall be Signed and Sealed by a Professional Engineer (PE), or prepared by a Professional Transportation Planner® (PTP) or American Institute of Certified Planners (AICP) accredited professional.
❑	❑	Any additional support information which may be required as determined by Hillsborough County.
❑	❑	Requests for exceptions to any of the above identified requirements shall be made in writing to the County Engineer or their designee.

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Variations for Site Design

Non-district LDC regulations that may be considered for variation as part of a Planned Development request include Part 6.05.00 (Parking/Loading), Part 6.06.00 (Landscaping/Buffering), and Part 6.07.00 (Fences/Walls). Does the request include a variation from non-district regulations? ❑ No ❑ Yes If yes, indicate each variation being requested in the space below. *(example: A variation to Section 6.06.06 to allow a 10-foot buffer where a 20-foot buffer is required.)*

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Variations Criteria Review Form

For each variation being requested, you must provide a detailed response to each of the following criteria. If additional space is needed, please attach extra pages to this application.

1. Explain how the variation is necessary to achieve creative, innovative, and/or mixed-use development that could not be accommodated by strict adherence to current regulations.

2. Explain how the variation is mitigated through enhanced design features. Design features must be clearly indicated on the site plan and the applicant must demonstrate how the feature is proportionate to the degree of variation being requested.

3. Explain how the variation is in harmony with the purpose and intent of the Hillsborough County Land Development Code.

4. Explain how the variation will not substantially interfere with or injure the rights of the adjacent property owners.

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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

