

What's new in my community?



The Site and Subdivision process in Hillsborough County Explained

How does the development Process in Hillsborough County work?

Typically, new projects in Hillsborough County follow a 3-step process*:

- 1. Zoning:** The project is reviewed to ensure that the proposed use(s) and development standards (height, setbacks, bulk, etc.) meets the Land Development Code (LDC) requirements. If it does not, applicants may request modifications or propose specific uses for the property. An [application](#) of rezoning, variance or special use is submitted by the proponent for review by staff, a Land Use Hearing Master and/or the Board of County Commissioners. An advertised Public Hearing is required to approve these changes. This is also the part of the process with the most opportunities for [public input and participation](#) exist.
- 2. Site/Subdivision Review:** Once the project's zoning development rights are in place, an engineering review of the project's proposed site/subdivision must take place. County staff and engineers will look at the proposal and determine if it meets code requirements and infrastructure county standards or if additional infrastructure must be put in place to meet the new demands the project will place on roads and transportation, utilities, natural resources, drainage, etc.
- 3. Building Permitting:** Once the site review has been completed and approved, the permitting process will begin for the structures to be placed on the property. All building plans are reviewed for compliance with the Florida Building Code. Required safety inspections are completed during the construction process. After completion of all necessary steps, a Certificate of Occupancy is issued certifying that the buildings are suitable for occupancy.

*The processes described are generally the path a project may follow. However, specific processes and requirements are determined based on the unique nature of each project and may differ from those described.

What is the Site/Subdivision review process?

The process differs depending on whether the project is residential or commercial in nature in addition to the purpose of the project. Prior to formally beginning the process, a [complimentary pre-submittal conference](#) with staff to determine the feasibility and scope of the project. Generally, a preliminary submission is required during which compliance with existing regulations and zoning requirements is assessed. Following approval of a preliminary application, a follow-up construction application must be submitted which provides a complete design of the project including any necessary infrastructure improvements.

Each project is unique and may follow a different path depending on the intended goal and type of [application](#) submitted. Additionally, the type of reviews may vary depending on different factors, such as location and the existing infrastructure. The following types of applications may be submitted:

Residential

Minor Subdivision

Used to plat, or subdivide, parcels within the rural service area that would not qualify for a Certified Parcel review.

Pro Tip

You can view a map of all submitted Site and Subdivision applications in your area.

Preliminary Plat

Used for the initial review of a platted subdivision to determine if the development concept complies with subdivision regulations and provides any necessary infrastructure for a planned subdivision.

Subdivision Construction

Used to submit for the construction of necessary infrastructure for a planned subdivision. The construction plan must comply with all technical standards and the previously approved Preliminary Plat.



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Final Plat

Used to submit and record the final lot and street layout of a subdivision.

Platted No Improvement

Used to plat, or subdivide, parcels within the urban service area that would not qualify for a Certified Parcel review and do not propose the construction of any infrastructure.

Commercial

Preliminary Site

Used to develop the 'horizontal' plan for the site to assure conformance with general zoning requirements such as setbacks, parking, buffers, etc. Provides a 'first look' at the proposed site plan.

Site Construction

Used to review the site design for compliance with technical requirements of Hillsborough County. Follows a Preliminary Site application in order to provide a complete design of the proposed development.

Minor Site

Like Site Construction, for developments proposing improvements of less than 1,000 SF, this type of review does not require a preliminary site development review.

Straight to Construction

Like Site Construction, however no preliminary site review is required when part of a master plan development. Used for projects that are applying for building permits concurrently with the necessary Site review applications. These projects must meet specific criteria to skip the preliminary review and/or have building plan review.

Other

Certified Parcel

Commonly used for lot splits and limited to the creation of two lots.

Easement Access

Used to obtain an easement to access a County-owned and maintained right-of-way where one currently does not exist.

Minor Wall

Used for improvements involving only the construction of a wall or fence.

Utilities Only

Used for projects that are only requesting to connect to County utilities.

What types of Reviews?

There are numerous reviews that projects may be subject to depending on the relevant details. Each project is unique and may require a combination of some of the following common reviews:

Did you know?

Sufficiency checklists for different types of Site and Subdivision applications are available on our website.

Natural Resources

Looks for adherence to wetland and conservation area setbacks. Identifies potential impacts to Natural resources in the area and ensure proper mitigation systems are in place.

Utilities

Ensures appropriate connections to utilities are in place and any necessary upgrades to the utilities infrastructure are accounted for.

Site Engineering

Ensures there's appropriate access for the proposed development for vehicles and pedestrians. Ensures the site has appropriate lighting.



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Transportation

Ensure roadways are sufficient for the anticipated impact development will have on the area and that any necessary upgrades are accounted for.

Zoning

Ensures Zoning category allows for proposed use. Ensures established setbacks are adhered to.

Right-of-Way

Ensures appropriate access points are in place.

Stormwater

Ensures appropriate flow of runoff/rainwater to mitigate flooding.

Environmental Protection Commission (EPC)

Ensures the protection of environmentally sensitive areas adjacent to the project.

Fire Marshall

Ensure proposed development allows for the free flow of emergency equipment as necessary.

Streets and Addresses

Reviews the proposed layout and street names and ensures the availability of addresses for all proposed buildings.

School Board

Ensures the appropriate coverage of schools for proposed neighborhoods and identifies instances where additional educational facilities may be required.

Parks and Recreation

Ensures that adequate outdoor and recreational spaces are available for proposed neighborhoods and assesses whether additional spaces are required.

Helpful Links

Click on the hyperlinks below to visit the resources listed.

[Site and Subdivision Applications & Sufficiency Checklists](#)

[Review the Land Development Code](#)

[Site and Subdivision Map & Activity Dashboard](#)

[Application Details and Records Database](#)
HCFLGov.net/PGMStore

[Database \(PGM Store\) Search Instructions](#)

[HillsGovHub Online Permitting Portal](#)
HCFLGov.net/HillsGovHub

[HillsGovHub Tutorials and Help](#)
HCFLGov.net/HillsGovHubHelp

[Hillsborough County Navigation Program](#)

Still Need Help?

We're here to help! Call us
at (813)272-5600 or email
siteplanadmingtasks@hcflgov.net



**Hillsborough
County Florida**
Development Services

