Hillsborough County Florida
Development Services

SITE & SUBDIVISION REVIEW
Straight to Construction Submittal Instructions

Items listed below are required for a complete submittal. Submittals will not be accepted if all required items are not included with the initial submittal package. To submit your application, visit HCFL.Gov/HillsGovHub. Additional submittal instructions are available as well as an illustrated user guide. Please ensure that all files are labeled as shown in the required file name column (file names or portions of file names listed in *italics* should be customized for each file/version). Files should be submitted in PDF format.

Requirements for Review:

Required Submittal Items	Required File Name
Certificate of Complete Submittal	Cert of Complete Submittal
Owner Affidavit	Owner Affidavit
Recorded Deed	Deed
Plant and Wildlife Survey	Wildlife Survey
Transmittal Letter	Transmittal Letter
Stormwater Calculations	Stormwater Calculations
Landscaping Plan	Landscaping Plan
Signed and Sealed Site Plan	SS Site Plan *Version X*
Must include:	
Table of contents on first page of plans	
Title Block – including the following: Title of project Name of owner(s) and applicant, if different Date	
Professional Engineer's Title Block – including the following: Name and license number (address required if not practicing through duly authorized business) Name, address, and certification or authorization number of engineering business	
North arrow	
Legal description	
Scale	
All information required to be shown of Preliminary Site Plan	
Roadway/driveway layout and paving type and information specified in Transportation Technical Manual	
Existing & proposed contours – contours shall be one foot within parcel boundary, to a minimum of 25 feet outside boundaries, and based upon NAVD 88 unless approved by County Surveyor	
Stormwater information specific in Stormwater Technical Manual	
Off-Site Improvements	
Excavation – if applicable, indicate the following: Cubic yards of material to be hauled off-site Truck haul route, if >500 cubic yards to be hauled; Land Excavation Permit, if >10,000 cubic yards to be hauled	
Upland and/or Wetland Conservation and/or Preservation Areas, if applicable	
Identification of the pertinent Wetland Conservation and/or Preservation Area Setback	

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Requirements for Review (continued):

Required Submittal Items	Required File Name
Water, Wastewater and Reclaimed Water Utilities – existing and proposed public and/or private utilities and information specified in Water, Wastewater, and Reclaimed Water Technical Manual	
Location of power poles – adjacent to site and off-site improvements	
Documentation of application for SWFWM or EPC permit or exemption letter	
Identification of all Grand Oaks	
Conditions of Approval (if applicable)	Approval Conditions
Exterior Lighting Plan (if applicable)	Ext Lighting Plan
Florida Department of Environmental Protection Application (if applicable)	FDEP Application
Geotechnical Soil Report (if applicable)	Soil Report
Governance and Restrictions (if applicable)	Governance and Restrictions
Grand Oaks Pruning Affidavit (if applicable)	Grand Oak Pruning
Grand Oaks Report (if applicable)	Grand Oaks Report
Invasive Plant Species Removal (if applicable)	Invasive Plant Removal
Irrigation Design Certificate (if applicable)	Irrigation Design Cert
Irrigation Plan (if applicable)	Irrigation Plan
Municipal Utility Commitment Letter (if applicable)	Utility Commitment Letter
No Tree Affidavit (if applicable)	No Tree Affidavit
Tree Survey (if applicable)	Tree Survey
Utilities Master Plan (if applicable)	Utilities Master Plan
Wetland Delineation Letter (if applicable)	Wetland Delineation Letter
School Board Concurrency Application (if applicable)	School Concurrency
Presubmittal Documents (if applicable)	Presub Docs
Other Supporting Documents (if applicable)	*Provide Brief Description*

Initial $50 review fee due at time of submittal. This will be applied to total review fees. Total review fees will be assessed upon submittal based on the current fee schedule.