Hillsborough County Florida
Development Services

SITE & SUBDIVISION REVIEW
Easement Access Review 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
Recorded Deed	Deed
Owner Affidavit	Owner Affidavit
Right of Way Application	ROW Application
Signed and Sealed Survey	SS Survey
Must Include:	
Easement Dimensions and Description	
Number of lots accessing easement	
Ingress and Egress of an Easement Affidavit	Ingress Egress Affidavit
O&E Report	O&E Report
Transmittal Letter	Transmittal Letter
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.