General Special Use 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.

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

(SU-GEN) 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 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. Also, please make a note of any partial folios included.
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 General Special Use

This section provides information on items that must be addressed/submitted for a General Special Use 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 General Special Use

1 ☐ **Project Description/Written Statement**

2 ☐ **Proposed 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.)

3 ☐ **Transportation Analysis or Letter demonstrating no need for this analysis based upon the established criteria** (50 or less peak hr. trips).

4 ☐ **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.)

Additional Requirements for Certain Special Uses

In addition to the submittal requirements listed above, the following supplemental information shall be provided for applications regarding the following:

Community Residential Home

1. For Type B and C homes, a survey showing all other Type B and C community residential homes within 1,200 feet of the proposed home, and all areas of non-agricultural single-family zoning with 500 feet of the proposed home.
2. The printed listing of the existing community residential homes from the **Agency for Health Care Administration (AHCA)** located within 1,200 feet radius from the proposed Facility address. To obtain this information, visit www.floridahealthfinder.gov. Print the results related to the following types of facilities: Assisted living facilities, Adult family care homes, Residential treatment facilities and Intermediate care facilities.
3. A letter from the **Department of Children and Families (DCF)** stating if "any of their licensed group homes are within a 1,200 foot radius". To obtain this letter, please contact: HQW.Licensing.ProximityInquiries@myflfamilies.com.
4. The complete and current listing of community residential homes from the **Agency for Persons with Disabilities (APD)**. To obtain this information, please contact: John Showers at John.Showers@apdcares.org or (813) 233-4356. APD listings are not available online.

Correctional Facility

1. Documentation of the measures to be utilized to prevent the escape of inmates.

Farm Worker Housing

1. An affidavit from the property owner or housing provider stating the proposed project will provide housing only for farm workers or their dependents.

Specific Submittal Requirements for General Special Use

Additional Requirements for Certain Special Uses (Continued)

2. For farm worker housing in Comprehensive Plan areas other than AM, A, AR, AE, RES-1 and RES2-P, documentation the proposed housing will be located within one mile of a commercially productive farm.

Landfills, Class I, II and III

1. For all landfills, a survey showing all properties occupied by a school, house of worship or hospital within 1,000 feet of the proposed landfill.
2. For landfills adjacent to property or properties occupied by a dwelling, a survey showing the distance from the proposed fill area to the nearest part of the dwelling(s) and the nearest private potable water well(s).
3. For Class I and II landfills, documentation the proposed landfill is at least 10,000 feet away from any licensed and operating airport runway used by turbine powered aircraft, and at least 5,000 feet from any licensed and operating airport runway used by piston powered aircraft only, or documentation the proposed landfill will be designed and operated in a manner that does not pose bird hazards to aircraft.

Non-Industrial Uses in Industrially Designated Areas

1. For uses proposed in PD districts, documentation of the amount of conforming development within the PD for which building permits or certificates of occupancy have been lawfully issued.
2. For uses proposed outside of PD districts, documentation of the amount of conforming development within the same block and the blocks contiguous or across the street.

Wastewater Treatment Plants and Facilities

1. Certification from the Engineer of Record that the design of the proposed plant/facility includes odor and noise nuisance control and mitigation measures approved by Hillsborough County.
2. For Type 1 plants, a survey or site plan showing the proposed facility will be at least 150 feet from any off-site property zoned or used for agricultural or residential purposes, and at least 150 feet away from any on-site platted residential lot or dwelling unit.
3. For Type 2 plants, a survey or site plan showing the proposed facility will be at least 250 feet from any off-site property zoned or used for agricultural or residential purposes, and at least 250 feet away from any on-site platted residential lot or dwelling unit.
4. For master pump/lift stations serving 3,000 EDUs or greater, a survey or site plan showing the proposed facility will be at least 50 feet from any residential structures or building envelopes.

Radio and Television Transmitting and Receiving Facility

1. Documentation showing the Hillsborough County Aviation Authority has reviewed the proposed facility as required by Airport Zoning Regulations (HCAA Resolution 2010-54, April 1, 2010, as revised) to determine if there is any potential impact on public airports in Hillsborough County.
2. When a facility is proposed for the purposes of wireless communications, the application shall include adequate documentation, signed by an appropriate accredited engineer, demonstrating why the proposed antennas (WCA) cannot be located on an existing or approved wireless communications support structure (WCSS), public structure or other existing structure. This requirement shall not apply to facilities proposed for the transmission of radio and/or television signals.

Schools, Private and Charter (K-12) Supplemental Site Plan Requirements

1. The site plan provided with applications for Schools, Private and Charter (K-12) shall demonstrate substantial compliance with length of onsite vehicular circulation relating to Private and Charter Schools Vehicle Circulation, Queuing and Parking as provided in Land Development Code Section 6.03.13.

Hillsborough County Florida
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Specific Submittal Requirements for General Special Use

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.
☐	☐	• 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.

Specific Submittal Requirements for General Special Use

Required Transportation Analysis (continued)

Included	N/A	Requirements
❑	❑	• 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
❑	❑	• 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.

Hillsborough County Florida
Development Services

Specific Submittal Requirements for General Special Use

Required Transportation Analysis (continued)

Included	N/A	Requirements
☐	☐	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.

Hillsborough County Florida
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Transportation Analysis Requirements

Is the project anticipated to generate greater than one (1) percent of the Level of Service "C" capacity of adjacent streets or 50 peak hour trips, whichever is greater? ☐ Yes ☐ No

If no, you must submit a letter with our application documenting the project does not warrant study based upon the criteria above.

If yes, you must submit a detailed transportation analysis that is signed and sealed by a professional engineer. The transportation analysis shall be prepared using generally accepted traffic analysis standards and should include the following information:

a. An overview of the project containing, at a minimum,
   i. A brief description of the project (location, size, acres).
   ii. An overview map of project location.
   iii. A description of the project's existing and proposed land use.
   iv. Roadways where access is proposed.
   v. Purpose of the report.

b. Defining the study area - The standards for level of service shall be applied to all regulated roads within one quarter-mile, of any point on the proposed development boundary. For regulated roads, the table below shall determine the development's area of influence:

Proposed Project Daily Trip Generation	Maximum Radius of Development's Area of Influence
0-200	Address only the segments of regulated roads that are directly accessed by the proposed project
201-500	0.5 miles
501-1,000	1.0 miles
1,001-5,000	2.0 miles
5,001-10,000	3.0 miles
10,001-20,000	4.0 miles
Over 20,000	5.0 miles

   i. The radius shall be measured from each project entrance with each regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway.
   ii. Include all signalized and unsignalized intersections on the links to be studied within the area of influence.
   iii. Include all unsignalized intersections of regulated roadways, roadways identified on the MPO Needs Plan, and roadways identified on the Hillsborough County Corridor Plan.
   iv. Include the project entrance with a regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway.
   v. If the study radius ends between intersections identified in ii. & iii. above, the study area shall extend to the next regulated roadway intersection.

c. The detailed traffic analysis shall be prepared using generally accepted traffic analysis standards and guidelines including but not limited to the following:
   i. Traffic Analysis
      - Conduct intersection analysis for each intersection utilizing acceptable traffic analysis software which is consistent with the techniques of the latest edition of the Highway Capacity Manual (HCM) published by the Transportation Research Board.

- Conduct a roadway facility analysis utilizing the Florida Department of Transportation (FDOT)ART-Plan and/or HIGH-Plan software.

ii. Existing Traffic
- Include a brief description of the existing morning peak hour, afternoon peak hour, and daily traffic analysis periods.
- Existing A.M. Traffic – Include existing and peak season adjusted volumes, provide peak season factor
- Existing P.M. Traffic – Include existing and peak season adjusted volumes, provide peak season factor

iii. Project and Passerby Traffic
- Include the source of the trip generation information.
- Include a description of the total trips generated by the project.
- Include types and sizes of land uses (and ITE code) evaluated.
- Include a description for the morning peak hour, afternoon peak hour, and daily traffic analysis periods.
- Indicate passerby and internal capture rates.

iv. Project and Passerby Traffic Distribution
- Report the percent distribution of traffic onto impacted roadways and project driveways, and provide documentation for determining distribution.
- Report project and passerby as separate numbers for both AM and PM analysis.

v. Existing Plus Project Traffic
- Existing Plus Project Traffic A.M. – Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
- Existing Plus Project Traffic P.M – Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.

vi. Future Plus Project Traffic
- For future year analysis, the AADT shall be grown by a growth rate or vested trips as provided by Hillsborough County. If growth rates are utilized, the analysis shall extend to one (1) year beyond the project's buildout.
- Future Plus Project Traffic A.M. – Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
- Future Plus Project Traffic P.M. – Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.

d. The transportation analysis shall include a summary which contains the following:

i. A description of the project's impact as it relates to the purpose of the report.

ii. A description of all recommended roadway and intersection improvements, including the widening of existing roadways which provide project access, consistent with the requirements of the latest edition of the Hillsborough County Transportation Technical Manual.

ii. A description of right-of-ways to be dedicated to meet minimum right-of-way criteria as identified in the latest edition of the Hillsborough County Transportation Technical Manual and/or MPO Needs Plan and Hillsborough County Corridor Plan.

iv. A description of proposed access points, auxiliary lanes, and median openings.

v. A description of recommended new traffic control devices.

vi. A description of pedestrian, bicycle, and transit facilities to be constructed.

e. If required, in order to make a capacity determination, additional analysis shall be conducted for all roadways and intersections as required by current County Standards and/or requested by County Staff.

f. All data must be field collected, unless otherwise stated. No Default values will be allowed, unless otherwise stated. The applicant shall not use data from the current Hillsborough County LOS Report. The Report is only for initial review purposes. The applicant may request data from staff where the Report indicates that a detailed analysis has been conducted or as indicated below.

g. Arterial and intersection analysis shall be prepared consistent with the guidelines established in the latest editions of the Highway Capacity Manual and the FDOT Level of Service Handbook.

h. The detailed transportation analysis shall include the following background and support documentation:
   i. ITE Trip Generation Printout and/or Alternative Trip Generation Analysis.
   ii. Traffic and Intersection Counts (Traffic Data shall not be older than one (1) year from the date of Transportation Analysis submittal to Hillsborough County Development Services.
   iii. Hard and electronic copies of all traffic analysis, AADT, and TMC's.

Hillsborough County Florida
Development Services

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

