Hillsborough County Florida
Development Services

SITE & SUBDIVISION REVIEW
Certified Parcel 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
Survey	Survey
Must include:	
Legal description of original certified parcel	
Legal description of proposed lots	
Proposed lot lines and lot dimensions	
Existing structures	
Any existing legally recorded easements or right-of-ways	
Transmittal Letter	Transmittal Letter
Exhibit	Exhibit *(Brief Description)*
Signed Approval Letter (if applicable)	Approval Letter
Certificate of Complete Submittal (if applicable)	Cert of Complete Submittal
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.