Hillsborough County Florida
Development Services

SITE & SUBDIVISION REVIEW
Minor Site 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
Certificate of Complete Submittal	Cert Complete Submittal
Owner Affidavit	Owner Affidavit
Recorded Deed	Deed
Signed and Sealed Site Plan	SS Site Plan *Version X*
Must include:	
Certification - Engineer of Record certification of registration, competency, and professional liability insurance	
Title Block – including the following:Title of Project, Name of owner and applicant (if different), Date	
Signed, sealed and dated construction plans consisting of improvement facilities design drawings and calculations	
North arrow	
Scale	
Legal Description	
Buildings	
Off-street vehicular use areas	
Parking spaces (number required and number provided)	
Retention/detention ponds and easements	
Identification of adjacent uses and zoning	
Gross floor area	
Amount of building coverage	
Amount of open space	
Amount of impervious coverage	
Building height(s)	
Number of floors	
Floor elevations	
Use of structures	
Signage	
Fences and walls	

Requirements for Review (continued):

Required Submittal Items	Required File Name
Location of sidewalks	
Refuse collection facilities	
All required screening	
Type of paving	
Utilities – existing and proposed public and private utilities, point of connection, lift stations, treatment facilities, and location & general dimensions of septic tanks, drain fields, and wells, if applicable	
Planned Development (PD) Conditions of Approvals including the rezoning petition number	
Vicinity map	
Tree Survey – showing location of all trees 5 inches in diameter or greater at breast height (DBH)	
Identification of all Grand Oaks	
Fire flow	
Contours – existing and proposed one foot	
Stormwater – all information required by Stormwater Technical Manual	
Landscaping Plan in accordance with Section 6.06, LDC	
Irrigation Plan in accordance with Section 6.06.03.F, LDC, if applicable	
Transmittal Letter	Transmittal Letter
Governance and Restrictions (if applicable)	Governance & Restrictions
Grand Oaks Pruning Affidavit (if applicable)	Grand Oaks Affidavit
Irrigation Design Certificate (if applicable)	Irrigation Design Cert
Municipal Utility Commitment Letter (if applicable)	Utility Commitment Letter
No Tree Affidavit (if applicable)	No Tree Affidavit
Right-Of-Way Permit (if applicable)	ROW Permit
Tree Survey (if applicable)	Tree Survey
Copy of Vesting Letter (if applicable)	Vesting Letter
Exterior Lighting Plans (if applicable)	Ext Lighting Plan
Presubmittal Documents (if applicable)	Presub Docs
Supporting Documents	*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.