

# Land Development Code Text Amendment Application Package



**Hillsborough  
County Florida**  
Development Services

## Important Instructions to All Applicants:

Please email your completed application to [ZoningIntake-DSD@HCFL.Gov](mailto:ZoningIntake-DSD@HCFL.Gov).  
All requirements listed on the submittal checklist must be met. Incomplete applications will not be accepted.

## Applicant Information

Applicant: \_\_\_\_\_

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 \_\_\_\_\_

## Request Information

Land Development Code Section(s) proposed to be amended:

\_\_\_\_\_  
\_\_\_\_\_

**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 Applicant**

\_\_\_\_\_  
**Type or Print Name**

## Official Use Only

Intake Staff Signature: \_\_\_\_\_

Intake Date: \_\_\_\_\_

Application No: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submitted for LDC Amendment Round: \_\_\_\_\_

Cut-Off Deadline: \_\_\_\_\_ PC Workshop: \_\_\_\_\_

PC Public Hearing: \_\_\_\_\_

BOCC Workshop: \_\_\_\_\_ 1<sup>st</sup> Public Hearing: \_\_\_\_\_

2<sup>nd</sup> Public Hearing: \_\_\_\_\_





# 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 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 applicant 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: \_\_\_\_\_



# Submittal Requirements for a Proposed Land Development Code Text Amendment

*Incomplete applications will not be accepted.*

Included	N/A	Requirements
1	<input type="checkbox"/>	<b><u>Application requesting change to the Land Development Code</u></b>
2	<input type="checkbox"/>	<b><u>Affidavit(s) to Authorize Agent</u></b> (if applicable) NOTE: All property owners must sign either the Application form or the Affidavit to Authorize Agent. This includes property owners of parking locations. If property is owned by a corporation, submit the Sunbiz information indicating that you are authorized to sign the application and/or affidavit.
3	<input type="checkbox"/>	<b><u>Identification of Sensitive/Protected Information and Acknowledgement of Public Records</u></b>
4	<input type="checkbox"/>	<b>Written Statement.</b> At a minimum, the written statement must include the information below. Failure to address each item below may cause the application to be continued to the next round of LDC Text Amendments. <ol style="list-style-type: none"><li>1. The reason why said regulation(s) should be amended, supplemented, or deleted;</li><li>2. Any public purpose that the amendment would serve;</li><li>3. How the proposed modification is applicable County-wide in lieu of addressing a singular parcel or incident;</li><li>4. How the proposed amendment is consistent with the intent and purpose of the Hillsborough County Comprehensive Plan. This shall include reference to specific goals, objectives, and policies of the Comprehensive Plan; and</li><li>5. Statistics, studies, background data, and/or analysis in support of the modification as well as how the proposed regulation will be enforced by Hillsborough County.</li></ol>
5	<input type="checkbox"/>	<b>Pre-Application Meeting form</b> signed by the applicant (required for all privately initiated amendments).
6	<input type="checkbox"/>	<b>All required data/analysis as indicated on the Pre-Application Meeting form</b> (if applicable)
7	<input type="checkbox"/>	<b>Proposed revised Land Development Code language</b> (in required strike through/italicized format)
8	<input type="checkbox"/>	<b>Sunbiz Form</b> (if applicable). This can be obtained at <a href="https://www.sunbiz.org">Sunbiz.org</a> .



Properties located within the map areas depicted below may be subject to a separate Airport Height Zoning Permit approval process of 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 with 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](http://TampaAirport.com/Airport-height-zoning)

Contact: Tony Mantegna / Tampa International Airport

Phone: (813) 870-7863 E-Mail: [TMantegna@TampaAirport.com](mailto:TMantegna@TampaAirport.com)

