

Conditional Use Application Package



**Hillsborough
County Florida**
Development Services

Procedures for Issuance of Development Permits (Administrative Review)

A. General Information

This application is for certain Conditional Uses which require the submittal of Supplemental Information as identified in Section C of this application. This application is administratively reviewed by staff in accordance with the procedures found in [LDC Section 10.01.00](#).

B. Application Submittal

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@HCFLGov.net. Incomplete submittals will receive an email indicating the documents that are missing and will require a full resubmittal. Payment instruction shall be emailed to the applicant after verification of a complete application submittal.

For questions regarding the application process or requirements, please email ZoningIntake-DSD@HCFLGov.net.

C. Application and Fees

Applications will be assigned for review when all submittal requirements are met and payment of the [application fee](#) is received. Submittal requirements are described in this application.

D. Completeness Review

Permit reviews for application submittals which are determined to be incomplete may be delayed or terminated as prescribed herein unless appropriate information is submitted to bring application into conformance with submittal requirements herein.

E. Review Period

Please allow 30 business days (approximately six calendar weeks) for the review to be completed. Decisions will be emailed to the applicant.

Conditional (Specified) Uses

DRPM Sec. 4.1.3

A. General Description

Specified Uses require additional design standards to ensure compatibility with adjacent uses and the surrounding neighborhood. The standards for each use shall supplement the standards and criteria otherwise required in the Land Development Code.

Unless otherwise required in [Part 6.11.00 - Special And Conditional Uses](#), compliance with the supplemental standards shall be determined during development review and shall not require any additional procedural steps or review processes. The Uses listed below are required to submit a separate a Conditional Use (CU) permit in addition to Site Development permits. All other Conditional Uses may be reviewed as part of the Site Development review application process without a separate zoning review.

LDC Sec. 6.11.09. - Agricultural Stands CU Permit Only*

LDC Sec. 6.11.26. - Carnivals/Circuses CU Permit Only

LDC Sec. 6.11.29. - Communication Facilities, WirelessCU and Site Development Permits*

LDC Sec. 6.11.35. - Eating Establishment (Dog Friendly Restaurant) CU Permit



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LDC Sec. 6.11.37. - Family Farm	CU Permit Only
LDC Sec. 6.11.38. - Family Lot	CU Permit Only*
LDC Sec. 6.11.39. - Farm Worker Housing	CU and Site Development Permits*
LDC Sec. 6.11.53. - Land Application Disposal	CU and Site Development Permits*
LDC Sec. 6.11.64 - Neighborhood Fair	CU Permit Only*
LDC Sec. 6.11.66. - Non-Residential Uses in Office-Residential District	CU and Site Development Permits
LDC Sec. 6.11.69. - Parks Security Mobile Home	CU Permit Only
LDC Sec. 6.11.95. - Temporary Manufactured Home Facilities.....	CU Permit Only
LDC Sec. 6.11.108 - Farm, Plant	CU and Site Development Permits
LDC Sec. 6.11.109. - Landscaping Contractor’s Nursery	CU and Site Development Permits
LDC Sec. 6.11.111. - Outdoor Paintball Fields	CU and Site Development Permits
LDC Sec. 6.11.113. - Temporary Labor Pools	CU Permit Only
LDC Sec. 6.11.117. - Agricultural Reservoirs.....	CU and Site Development Permits*
LDC Sec. 6.11.127 - Medical Marijuana Dispensing Facility	CU and Site Development Permits
LDC Sec. 6.11.128. – Microbreweries.....	CU and Site Development Permits

*Requires a Special Use permit approval if certain criteria or standards are not met.

B. Cross Reference to Land Development Code:

LDC Section 6.11.00

C. Required Supplemental Information for Conditional Uses

In addition to the items listed in the submittal checklist, additional information may be necessary to properly review the application. Below are some of the most frequently requested Conditional Uses, however other uses may apply.

DRPM Sec. 4.1.3.1 Adult Care Facility Supplemental Information

In addition to the required information for specified uses listed in Section 4.1.3.C., applications for adult care facilities, shall include the following information.

1. Documentation of total building volume and site volume ratio of all buildings located within 200 feet of the proposed adult care facility.

DRPM Sec. 4.1.3.3 Agricultural Stand Supplemental Information

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for agricultural stands shall include the following:

1. Written statement specifying the dates of operations, daily business hours and types of agricultural products to be sold.
2. Proof of current Agricultural Classification for the host parcel as determined by the Hillsborough County Property Appraiser, if applicable.
3. Valid building and/or tent permits from Hillsborough County, if applicable.
4. Valid occupational license for “retail sales” if produce not grown on the parcel is to be sold.



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DRPM Sec. 4.1.3.4 Boarding House Supplemental Information

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for boarding houses shall include the following supplemental information.

1. For boarding houses to be located within two lots or 100 feet from the boundary of a single-family residential zoning district with lesser permitted density than the zoning district of the proposed boarding house, documentation of total building volume and site volume ratio of all buildings located within 200 feet of the proposed boarding house.

DRPM Sec. 4.1.3.5 Communication Facilities, Wireless Supplemental Information

In addition to the required information for conditional uses listed in Section 4.1.3.C, applications for wireless communication facilities shall include the following:

1. An executed natural resources permit or “no tree removal” affidavit.
2. Adequate documentation, signed by an appropriate accredited engineer, demonstrating why the proposed wireless communications facility cannot locate its antennas (WCA) on an existing or approved wireless communications support structure (WCSS), public structure or other existing structure.
3. A letter of commitment from the owner of the proposed tower to allow shared use of the structure by other wireless communications providers within the requirements of LDC Section 6.11.29.F. Said letter shall be filed with the Office of the County Clerk and a stamped copy verifying the filing shall be provided with the application.
4. Proof of notification to other potential users of the proposed tower informing them of the opportunity for collocation.
5. 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.

DRPM Sec. 4.1.3.6 Housing for Older Persons Supplemental Information

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for housing for older persons (elderly housing) shall include the following:

1. Documentation the project will provide significant facilities and services specifically designed to meet the physical or social needs of older persons, or will provide important housing opportunities for older persons, and that at least 80 percent of the dwelling units will be occupied and/or reserved for persons 55 years of age or older.

DRPM Sec. 4.1.3.7 Temporary Manufactured Home Supplemental Information

1. For medical hardship applications, documentation from an attending physician of a medical condition which requires the infirm resident to have continuous supervision.
2. For security residence applications, documentation the property cannot be adequately protected by periodic security patrols (police reports, etc.), and that the residence will be removed after a limited period of time.
3. For agricultural office applications, documentation the property has an Agricultural Classification for property tax purposes, as determined by the Hillsborough County Property Appraiser.

LDC Sec. 6.11.64 Neighborhood Fair Supplemental Information

The temporary outdoor use of land by nonprofit organizations offering entertainment in form of games of chance and skill, educational exhibits, rides, accessory musical entertainment, and the like. Outdoor refers to the use outside of existing permanent structures. Activities listed for neighborhood fair, but located entirely inside an existing building, such as in a school or church, are permitted uses and require no additional zoning approval.



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Permits for neighborhood fairs are valid for five separate fairs, provided no changes to site conditions are proposed. No less than seven days prior to each future fair, notification shall be provided to the County with certification that there are no changes to site conditions.

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for Neighborhood Fair shall conform to the requirements listed in [Section 6.11.64](#) and include the following:

1. Documentation providing proof of non-profit status.
2. Documentation providing proof of current Hillsborough County Fire Marshal inspection approvals.

Please Note: No fee is required for the **first event's** Temporary Alcoholic Beverage (TAB) license sign-off provided it is **submitted at the same time as the Conditional Use application** for a Neighborhood Fair. TAB license sign-offs for each subsequent event allowed under the Neighborhood Fair permit shall require payment of a separate [fee](#) for each sign-off.

No Site Development Plan review permit is necessary for Neighborhood Fairs.

DRPM Sec. 4.1.3.9 - Medical Marijuana Dispensing Facility Supplemental Information

In addition to the required information for conditional uses listed in Section 4.1.3.C, applications for medical marijuana dispensing facilities shall conform to the requirement of [LDC Section 6.11.127](#) and include the following:

1. Scaled Certified Survey of the Area to Receive the Medical Marijuana Dispensing Facility Conditional Use Permit Must be prepared by a Florida registered engineer or surveyor within 30 days prior to application submittal depicting the following:
 - a. Zoning of subject and adjacent parcels,
 - b. Area proposed for dispensing facility,
 - c. Legal description of dispensing facility area,
 - d. Straight line distances from the property line of the dispensing facility to the property line of any real property that comprises a public or private elementary school, middle school, or secondary school,
 - e. Certification language shall be as follows:
 - i. This is to certify that a visual inspection has been made of all property for the following existing uses: public or private elementary schools, middle schools or secondary schools within 500 foot straight line distance from the proposed site and the findings are indicated on the survey.

LDC Sec. 6.11.26 - Carnivals/Circuses Supplemental Information

Carnival/Circus: The temporary use of land offering entertainment such as thrill rides, games of chance and skill, accessory musical entertainment, educational exhibits, display of oddities and the like.

All events that are sponsored by a for profit organization, open to the public, shall be reviewed in accordance with [LDC Sec. 6.11.26](#).

In addition to the required information for specified uses listed in Section 4.1.3.C, applications for Carnival/circuses shall conform to the requirements listed in [Section 6.11.64](#) and include the following:

1. Documentation providing proof of current Hillsborough County Fire Marshal inspection approvals.

Please Note: No fee is required for the **first event's** Temporary Alcoholic Beverage (TAB) license sign-off provided it is **submitted at the same time as the Conditional Use application** for a Carnival Circus.

No Site Development Plan review permit is necessary for Carnivals/Circuses.



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LDC Sec. 6.11.128. - Microbreweries Supplemental Information

Microbrewery: An establishment in which the principal purpose is the production of malt liquors or beer, including the fermentation, bottling and distribution of beer. In commercial zoning districts, this use shall be permitted only in connection with the on-premises consumption of the beer produced at the location. Microbreweries sell to the general public by one or more of the following methods: The traditional three-tier system (brewer to wholesaler to retailer to consumer); the two-tier system (brewer acting as wholesaler to retailer to consumer); and, directly to the consumer for consumption on the premises or for retail carryout sale. For the purposes of this Code, microwineries shall constitute a microbrewery.

Microbreweries shall be reviewed in accordance with [LDC Sec. 6.11.128.](#)

Wholesale distribution is permitted in the Commercial General (CG), Commercial Intensive (CI) and Manufacturing (M) Districts. Wholesale distribution is not allowed in the Commercial Neighborhood (CN) District.

The owner or operator of a microbrewery or microwinery from which alcoholic beverages are produced, shall maintain records to verify that total yearly production at the establishment are as required by the permit category. Within 14 days of a request by Hillsborough County, the owner or operator shall provide the summary production report generated for the State for review to verify the establishment's sales for the period of time requested. Failure to provide the production report when requested, or failure of the owner or operator to adequately demonstrate the facility has produced less than the required amount of alcoholic beverage on a yearly basis, shall constitute grounds for the Board of County Commissioners to revoke the Conditional Use Permit of the property on which the microbrewery operates.

Please Note: A separate Alcoholic Beverage (AB) permit application is required subject to the standards from [LDC Sec. 6.11.11](#) for the sale and consumption of alcoholic beverages on the premises.

LDC Sec. 6.11.35 - Eating Establishment Supplemental Information for Dog Friendly Restaurants only

No dog shall be in an Eating Establishment unless allowed by state law and the Eating Establishment has been issued and maintains an unexpired permit pursuant to [LDC Sec. 6.11.35](#) allowing dogs in designated outdoor areas of the establishment. It shall be a violation of state law for Eating Establishments to allow dogs on their premises without first obtaining a permit pursuant to this section.

In addition to the required information for conditional uses listed in the Development Review Procedures Manual, applications shall include the following information:

- a. Name, location, mailing address, and Division of Hotels and Restaurants-issued license number of the Eating Establishment.
- b. Name, mailing address, and telephone contact information of the permit applicant. The name, mailing address, and telephone contact information of the owner of the Eating Establishment shall be provided if the owner is not the permit applicant.
- c. A diagram and description of the outdoor area to be designated as available to patrons' dogs, including dimensions of the designated area; a depiction of the number and placement of tables, chairs and restaurant equipment, if any; the entryways and exits to the designated outdoor area; the boundaries of the designated area and of the other outdoor dining areas not available for patrons' dogs; any fences or other barriers; surrounding property lines and public rights-of-way, including sidewalks and common pathways; and such other information as is reasonably deemed necessary by the Administrator. The diagram shall be accurate and to scale but need not be prepared by a licensed design professional. A copy of the approved diagram shall be attached to the permit.
- d. A description of the days of the week and hours of operation that patrons' dogs will be permitted in the designated outdoor area.
- e. Division of Hotels and Restaurants-issued license number for the Eating Establishment.



Conditional Use Application

Office Use Only		
Application Number:	Received Date:	Received By:

Property Information

Address: _____ City/State/Zip: _____

TWN-RN-SEC: _____ Folio(s): _____ Zoning: _____ Future Land Use: _____ Property Size: _____

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.

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



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 _____, _____, by _____
(year)

(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 _____, _____, by _____
(year)

(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



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 Service Area City of Tampa City of Temple Terrace

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



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: _____



Alcoholic Beverage Sales Sign Off/Verification

Office Use Only

Application Number: _____

Received Date: _____

Received By: _____

Customer Information:

Applicant's Name: _____

Applicant is: Property Owner Representative
 Tenant Other (please specify): _____

Phone Number: _____ Email: _____

Site Information:

Folio Number: _____

License Address (including suite numbers): _____

Name of Establishment: _____ Previous name: _____

1. What is the requested license series? _____

2. Is the establishment located within Unincorporated Hillsborough County? Yes No

If you answered No, and the establishment is located in the City of Tampa, Temple Terrace or Plant City, you must contact that jurisdiction's Zoning Department for verification.

3. Have alcoholic beverages previously been sold or consumed on these premises? Yes No

If you answered No, then the property will need to receive an Alcoholic Beverage (AB) Special Use Permit from the County. Additionally, please note that AB Permits, commonly known as wet zonings, are typically granted for individual premises and/or structure, not for an entire parcel. If alcoholic beverages have not been sold or consumed on the exact premises in question, or if you are seeking a more intense license series or are increasing/expanding the size or footprint of the existing licensed premises, you will likely need a new AB Permit (wet zoning). Please contact [Zoning Counseling](#) for assistance.

4. Is this the initial verification (new "wet zoning"), or a transfer of a license into an existing "wet zoned" establishment?
 New Transfer

5. Do you have a copy of the AB Permit (wet zoning) approval for the premises? (Administrative approval or Land Use Hearing Officer Decision.) Yes (Attach copy) No

6. Submit a neatly drawn site plan showing all buildings on the parcel where the licensed premises will be located. Additionally, the footprint of the licensed premises shall be depicted on the site plan. Also include a diagram of the premises floor plan which includes the exterior dimensions of the premises and the size of the premises in square feet. Included

Applicant Signature: _____ Date: _____



Submittal Requirements for Conditional Use

Incomplete applications will not be accepted.

Included	N/A	Requirements
1	<input type="checkbox"/>	<u>Complete Conditional Use application form</u>
2	<input type="checkbox"/>	<u>Affidavit(s) to Authorize Agent</u> (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	<input type="checkbox"/>	<u>Sunbiz Form</u> (if applicable). This can be obtained at Sunbiz.org .
4	<input type="checkbox"/>	<u>Property/Project Information Sheet</u> . All information must be completed for each folio included in the request.
5	<input type="checkbox"/>	<u>Identification of Sensitive/Protected Information and Acknowledgement of Public Records</u>
6	<input type="checkbox"/>	Copy of Current Recorded Deed(s) for the subject property
7	<input type="checkbox"/>	Project Description/Written Statement
8	<input type="checkbox"/>	General Location Map
9	<input type="checkbox"/>	Proposed Site Plan
10	<input type="checkbox"/>	<u>Supplemental Information</u> (as referenced on pages 2 & 3 of this application package)