

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. 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: _____

1st Public Hearing: _____

2nd Public Hearing: _____



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)

Signed (Property Owner)

Type or Print Name

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



**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 **Submittal Requirements for a Proposed Land Development Code Text Amendment**

Development Services

Incomplete applications will not be accepted.

Included	N/A	Requirements
1	☐	<u>Application requesting change to the Land Development Code</u>
2	☐	<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. 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	☐	Sunbiz Form (if applicable). This can be obtained at Sunbiz.org .
4	☐	<u>Identification of Sensitive/Protected Information and Acknowledgement of Public Records</u>
5	☐	Written Statement. 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. 1. The reason why said regulation(s) should be amended, supplemented, or deleted; 2. Any public purpose that the amendment would serve; 3. How the proposed modification is applicable County-wide in lieu of addressing a singular parcel or incident; 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 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.
6	☐	Pre-Application Meeting form signed by the applicant (required for all privately initiated amendments).
7	☐	All required data/analysis as indicated on the Pre-Application Meeting form (if applicable)
8	☐	Proposed revised Land Development Code language (in required strike through/italicized format)



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@tampairport.com

