Hillsborough County Florida
Development Services

Supplemental Information for Transportation Related Administrative Reviews

Instructions:

- This form must be provided separately for each request submitted (including different requests of the same type).
- This form must accompany all requests for application types shown below. Staff will not log in or assign cases that are not accompanied by this form, or where the form is partially incomplete.
- A response is required in every field. Blank fields or non-responsive answers will result in your application being returned.
- All responses must be typed.
- Please contact Eleonor de Leon at deleone@HCFL.gov or via telephone at (813) 307-1707 if you have questions about how to complete this form.

Request Type (check one)	☐ Section 6.04.02.B. Administrative Variance ☐ Technical Manual Design Exception Request ☐ Alternative Parking Plan Request (Reference LDC Sec. 6.05.02.G3.) ☐ Request for Determination of Required Parking for Unlisted Uses (Reference LDC Sec. 6.05.02.G.1. and G.2.)
Submittal Type (check one)	☐ New Request ☐ Revised Request ☐ Additional Information
Submittal Number and Description/Running History (check one and complete text box using instructions provided below)	☐1. ☐4. ☐2. ☐5. ☐3. ☐6.

Important: *To help staff differentiate multiple requests (whether of the same or different type), please use the above fields to assign a unique submittal number/name to each separate request. Previous submittals relating to the same project/phase shall be listed using the name and number previously identified. It is critical that the applicant reference this unique name in the request letter and subsequent filings/correspondence. If the applicant is revising or submitting additional information related to a previously submitted request, then the applicant would check the number of the previous submittal.*

Project Name/Phase

Important: *The name selected must be used on all future communications and submittals of additional/revised information relating to this variance. If request is specific to a discrete phase, please also list that phase.*

Folio Number(s)

☐ Check This Box If There Are More Than Five Folio Numbers

Important: *List all folios related to the project, up to a maximum of five. If there are additional folios, check the box to indicate such. Folio numbers must be provided in the format provided by the Hillsborough County Property Appraiser's website (i.e., 6 numbers, followed by a period, followed by 4 additional numbers, e.g. "012345.6789"). Multiple records should be separated by a semicolon and a space e.g. "012345.6789; 054321.9876").*

Name of Person Submitting Request

Important: *All Administrative Variances (AV) and Design Exceptions (DE) must be Signed and Sealed by a Professional Engineer (PE) licensed in the State of Florida.*

Current Property Zoning Designation

Important: *For example, type "Residential Multi-Family Conventional – 9" or "RMC-9". This is not the same as the property's Future Land Use (FLU) Designation. Typing "N/A" or "Unknown" will result in your application being returned. This information may be obtained via the Official Hillsborough County Zoning Atlas, which is available at https://maps.hillsboroughcounty.org/maphillsborough/maphillsborough.html. For additional assistance, please contact the Zoning Counselors at the Center for Development Services at (813) 272-5600 Option 3, Option 1.*

Pending Zoning Application Number

Important: *If a rezoning application is pending, enter the application number proceeded by the case type prefix, otherwise type "N/A" or "Not Applicable". Use PD for PD rezoning applications, MM for major modifications, PRS for minor modifications/personal appearances.*

Related Project Identification Number (Site/Subdivision Application Number)

Important: *This number is assigned by the Site Development Intake Team for all Certified Parcel, Site Construction, Subdivision Construction, and Preliminary/Final Plat applications. If no project number exists, please type "N/A" or "Not Applicable".*