Hillsborough County Florida
Development Services

SITE & SUBDIVISION REVIEW
Preliminary Plat 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 of Complete Submittal
Recorded Deed	Deed
Owner Affidavit	Owner Affidavit
Transmittal Letter	Transmittal Letter
Plant and Wildlife Survey	Wildlife Survey
Preliminary Drawings	Preliminary Plat *Version X*
Must include:	
Title Block – including the name of proposed subdivision; county and state; date of preparation; name, address, and phone number of the subdivider; name, address and phone number of the applicant/agent	
North arrow	
Scale	
Total Acreage – include total acreage of site	
Minimum lot size	
Total number of lots	
Legal description – including township and range and the section or part of sections to be platted	
Existing features – indicate location, name, and size of the following features, both on or contiguous to subdivision: Platted property lines Streets Sidewalks Bridges Railroads Public and private rights-of-way and easements – including proposed easements and common areas Parks & other open spaces Stormwater features Approximate Wetland and upland conservation & preservation area boundaries	
Land to be dedicated or reserved for public or private use, together with limitations/conditions of dedication or reservation	
Lot lines and lot numbers	
Smallest lot, regular and irregular shaped lots – including building envelope	
Topography – one foot contours to minimum of 25 feet outside project boundaries, vertical datum based on NAVD 88 and horizontal datum based on NAD 83, in feet, latest adjustment unless otherwise approved by County Surveyor	

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Requirements for Review (continued):

Required Submittal Items	Required File Name
Identify and Locate: All FEMA designated flood hazard areas & floodways, flood zone designations & elevations Onsite stormwater basins & offsite basins contributing to site Pre-development curve number (CN) based on soil types Pre-development impervious area in square feet Proposed medians and guardhouses Existing platted areas within proposed subdivision Number and type of dwelling units proposed Location of all utility poles adjacent to subdivision boundaries Identification of all Grand Oaks	
Statement regarding how water & wastewater service will be provided	
Electric utility transmission easements	
Building Elevations (if applicable)	Building Elevations
Conditions of Approval (if applicable)	Approval Conditions
No Tree Affidavit (if applicable)	No Tree Affidavit
Utilities Master Plan (if applicable)	Utilities Master Plan
Wetland Delineation Letter (if applicable)	Wetland Delineaton
Presubmittal Documents (if applicable)	Presub Docs
Other Supporting Documents (if applicable)	*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.