Hillsborough County Florida
Development Services

Community Residential Home Local Zoning Form Sign-Off Application

Important Instructions to all applicants:

- Please submit this form and required documents to ZoningIntake-DSD@HCFL.gov.
- You will receive a confirmation email within three business days that will also include payment instructions.
- Verification letters are processed in the order received. Please allow 30 business days for the review to be completed. Applications lacking the required information may delay verification.
- Once the review is complete, you will receive your verification letter via email.

Official Use Only

Application No:_____Intake Date:_____Receipt Number:_____Intake Staff Signature:

Applicant's Name: _____Date: _____

Applicant's e-mail: _____Applicant's phone number: _____

Facility address: _____

Facility Name: _____Tax Folio Number: _____

Please provide the following items:

☐ **1. This sheet with the completed information (above), applicant's signature and date (below).**
- *To obtain the Folio Number of the property, visit www.HCPAFL.org.*

☐ **2. A printed listing of the existing community residential homes from the Agency for Health Care Administration (AHCA) located within a 1,000-foot radius from the proposed Facility address.**
- *To obtain this information, visit www.floridahealthfinder.gov. Print the results related to the following types of facilities: Assisted living facilities, Adult family care homes, Residential treatment facilities and Intermediate care facilities.*

☐ **3. A letter by the Department of Children and Families (DCF) confirming that child-caring facilities licensed by the Department of Children and Families are not within 1000 feet of your property.**
- *Contact HQW.Licensing.ProximityInquiries@myflfamilies.com to request the letter.*

☐ **4. A complete and current listing of community residential homes from the Agency for Persons with Disabilities (APD).**
- *This list is available online using APD's Provider Search.*
  1. *Select "**Start Search**"*
  2. *Select "**Group Home**" and "**Foster Home**" and enter the zip code for the address of the location you wish to be licensed.*
  3. *Select "**Submit Search**". The search results will include all APD-licensed residential settings within the zip code selected.*
  4. *Using the Map Developers Website, map the distance from the proposed licensed setting with each address to determine if the proposed setting is within 1000 feet (or 1200 feet) from each other. Use the proposed facility address as the starting address and each of the group home/foster home addresses returned in the search.as the ending address.*
- *If you require assistance, please contact: Julie Green at Julie.Green@apdcares.org.*

☐ **5. In the event the State Agency (AHCA, DCF or APD) requires an extra form to be signed by this office (local zoning), the applicant must provide it with this application package.**
- *It is the applicant's responsibility to submit the correct and accurate forms to this office.*

Any re-signature or re-verification will require new and current State Agency letters, listings, application and fees.

_____ _____

Signature of Applicant Date

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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: _____

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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@tampaairport.com

