



**Hillsborough
County Florida**
Development Services

Site & Subdivision Pre-Submittal Conference Application

The Hillsborough County Development Services Department is pleased to offer a Pre-Submittal Conference to anyone seeking help in determining the scope and feasibility of their development proposal. This service is offered free of charge and we highly encourage all applicants to take advantage of it.

While this is a voluntary step in the review process, it still requires a substantial investment of time on the part of various county review personnel. For this reason, we have developed specific minimal submission requirements to ensure that the information submitted by you to the county is sufficient for an adequate review. By providing the information as outlined in the submission requirements, county staff will be able to provide you with quality information in a timely fashion that you can use to move your project forward.

The Goal of Development Services is to provide you with courteous and professional service in a timely manner. Thank you for investing your time in a presubmittal conference.

Important Contact Information

Zoning Counselors	ZoningHelp@HCFLGov.net
Pre-Submittal Line	(813) 272-5600 option 2, then 2
Fax	(813) 307-4443
Email	siteplanadmintasks@hillsboroughcounty.org

Instructions

1. Complete the Pre-Submittal Conference Application and Project Information Form. If you need assistance completing the bottom portion of the form please seek assistance from a Zoning Counselor by submitting a [Zoning Information Request](#).
2. To schedule a pre-submittal date please submit your completed package by e-mail to: siteplanadmintasks@hillsboroughcounty.org. Please be advised that incomplete submittals will be rejected.
3. Submit your application and completed submittal package to the Site Intake Section of Development Services via email. At that time you will be given the date of your Pre-Submittal Conference and any additional instructions. Please note that the conference will be conducted virtually.

This section is provided for your use:

Appointment Date and Time: _____



Site Pre-Submittal Conference Package Requirements

All Site Pre-Submittal Conference Packages shall, at a minimum, contain the following items. INCOMPLETE packages WILL NOT be accepted for processing. Pre-application Submittal Packages shall be submitted to the Site Intake Coordinator in the Department of Development Services via e-mail to siteplanadmintasks@hillsboroughcounty.org There are no fees associated with a pre-submittal conference.

REQUIREMENTS: The Site Intake Coordinator shall check for the following items in the submittal package:

- 1) **Presubmittal Conference Application & Project Information Form** completely filled out prior to submittal.
- 2) Digital set of preliminary development plans. (See below for items to be included on drawing). These preliminary plans do not need the signature and seal of the engineer.
- 3) A narrative explaining the proposed development. Include information on of size of property, # of lots, zoning district, future land use category, water and sewer services, wetland impacts, density transfers, access, storm water management, phasing, etc.

The development plan must be drawn to scale, labeled and include the following items:

1. Draw or sketch the property boundaries to scale or, to the extent possible, proportionally to its dimensions. Include the actual dimensions (length) of each side of the property. Using a dotted line, show the required building setback lines.
2. Draw to scale and label all structures that are located on the property, both existing and proposed. List the current and proposed use of the structures.
3. Show the total square footage (length x width) of each existing or proposed structure.
4. (a) Show the total square footage (length x width) of existing and proposed impervious areas (areas that cannot absorb water; e.g., concrete, asphalt buildings, other structures). (b) Show these dimensions on the site plan (distances of length and width). (c) Include distances of impervious areas to the property line.
5. Show the driveways and parking area dimensions, label as existing or proposed, and indicate the type of material that they are constructed or will be constructed of (concrete, asphalt, dirt, gravel, grass, etc.). Include the number of parking spaces existing and proposed.
6. Show all existing streets and existing or proposed driveway connections to the site.
7. Show the approximate locations of any existing or proposed fire hydrants, signs, sidewalks, power poles, etc.
8. Show distances of all structures to the property line.
9. Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan.
10. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate to the extent possible where the storm water from the property flows.
11. Show all outside waste facilities. These would include dumpsters, solid waste storage areas, proposed or existing septic tank areas or indication of sanitary sewer availability.
12. Label all existing or proposed landscaping areas. Grassed areas are considered landscaped areas. Show the location of all trees on the property and indicate if these trees are proposed to be preserved or removed.
13. North arrow.



Subdivision Pre-Submittal Conference Package Requirements

All Subdivision Pre-Submittal Conference Packages shall, at a minimum, contain the following items. INCOMPLETE packages WILL NOT be accepted for processing. Pre-application Submittal Packages shall be submitted to the Site Intake Coordinator in the Department of Development Services or e-mailed to siteplanadmintasks@hillsboroughcounty.org There are no fees associated with a pre-submittal conference.

REQUIREMENTS: The Site Intake Coordinator shall check for the following items in the submittal package:

- 1) **Presubmittal Conference Application & Project Information Form** completely filled out prior to submittal.
- 2) Digital set of preliminary development plans. (See below for items to be included on drawing). These preliminary plans do not need the signature and seal of the engineer.
- 3) A narrative explaining the proposed development. Include information on of size of property, # of lots, zoning district, future land use category, water and sewer services, wetland impacts, density transfers, access, storm water management, phasing, etc.

The development plan must be drawn to scale, labeled and include the following items:

1. Folio number(s).
2. Total acreage of the parent parcel (pre-subdivision parcel) being divided.
3. The area (acreage) of each lot being created.
4. Total number of lots.
5. Dimensions of the parent parcel.
6. Dimensions of each new lot including dimensions along roadways.
7. North arrow.
8. Name(s) of all roadways adjacent to the parent parcel.
9. Existing right(s)-of-way widths and widths of any proposed right(s)-of-way.
10. Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate to the extent possible where the storm water from the property flows.
11. A note indicating whether streets are to be dedicated to the public or remain private.
12. A note detailing the availability of public water and sewer and the proposed method for proving services to each lot.
13. A note detailing the locations of fire hydrants located within 500 feet of the parent parcel property boundary.
14. Any significant natural feature(s) of the land including but not limited to trees, waterways, slopes, ditches, wetlands, water bodies, etc.
15. Any known easements including but not limited to access easements, utility easements, conservation easements, etc.
16. Any other information deemed by you to be important to the site including disclosure of any knowledge of endangered species, significant historical or archeological features, past waste disposal, etc.



Pre-Submittal Conference Application & Project Information

Section A: Applicant/Land Use Information

- 1. Applicant/Owner/Agent: _____ 1a. Email: _____ @ _____
- 2. Mailing Address: _____ State: _____ Zip: _____
- 3. Company: _____ 3a. Phone: () _____ 3b. Fax: () _____
- 4. Project Name: _____
- 5. Address/Location of Site: _____ 5a. Acreage _____
- 6. Parcel(s) Folio Number (required): _____
- 7. Section/Township/Range: _____
- 8. Proposed Land use: _____
- 9. Is the site currently developed? yes no If yes, describe improvements: _____

- 10. Select Type of Submittal: Subdivision Site Straight to Construction Minor Site
- 11. Potable Water: existing proposed Provider: _____
- 12. Wastewater: existing proposed Provider: _____
- 13. Reclaimed Water: existing proposed Provided: _____

Site Plan Project Submittal data

- Sq. Ft. of Bldg. Footprint: _____
- Gross Floor Area of Bldg: _____
- Total site impervious area: _____
- Any trees (5" DBH or larger): yes no
- # Parking Spaces: _____ existing _____ new

Subdivision Project Submittal Data

- Total # Phases: _____ Total # Lots: _____
- # Phase 1 Lots: _____ # Phase 2 Lots: _____
- # Phase 3 Lots: _____ # Phase 4 Lots: _____

Section B: Regulatory Information (Please submit a [Zoning Information Request](#) if you need assistance)

- FLU(s): _____ Zoning: _____ Urban Service Area: yes no
- Overlay: _____ Flood Zone(s): _____ Lot of Record: yes no
- Proposed use allowed in district: yes no Proposed use allowed in FLU: yes no
- Is a conditional use, variance, rezoning or FLU amendment required? yes no
- If yes, indicate type and case # (if applicable): _____