



**Hillsborough County
City-County
Planning Commission**

Comprehensive Plan Amendment Application

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Jurisdiction in which proposed Comprehensive Plan Amendment is located:

- Unincorporated Hillsborough County City of Plant City
- City of Tampa City of Temple Terrace

Type of Comprehensive Plan Amendment:

- Map Amendment Text Amendment

IMPORTANT: If the subject property is 10 acres or greater, the Pre-Application Conference that must be conducted **must be dated within 6 months of the application submission and at least fifteen (15) days prior to the filing deadline** for the Comprehensive Plan Amendment application. **Applications for amendments subject properties less than 10 acres** can be submitted anytime.

Comprehensive Plan Amendment Initiated by:

- Private Sector Public Sector

Property Owner(s):

Name (s): _____

Address: _____

Phone: _____ E-mail: _____

Agent/Representative (if applicable):

Name: _____

Address: _____

Phone: _____ E-mail: _____

Affidavit to Authorize Agent (if applicable): Where the applicant is not identified as the owner(s) of the property as specified on the deed(s) submitted with the request, a signed Affidavit to Authorize Agent is required.

Site Location Information (for Map Amendments only):

Site Location Address(es): _____

Plan Amendment Request (for Map Amendments only):

Attach additional property folio numbers on additional page if needed.

Property Information		Future Land Use Designation	
Folio Numbers	Acres	Current	Requested

Justification for the proposed Map Amendment (i.e., infrastructure; supporting Policies, transit availability, etc.):

Development trends in the area (*within one mile of site in the cities and five miles of the site for unincorporated Hillsborough County*):

Is there a pending action regarding the subject property in process related to the subject property (i.e., concurrent Rezoning, Land Development Code Amendment, others):

Checklist of required documentation to be submitted with the application

For Future Land Use Map Amendments

1. Completed Application
2. Copy of signed Pre-Submittal Conference Document. **The Pre-Submittal Conference document must be dated within 6 months of the application submission** and at least fifteen (15) days prior to the filing deadline for the Comprehensive Plan Amendment application.
3. Deed(s) - Provide the deed for the subject property. The Folio number(s) **MUST** be reflected on the associated deed(s).
4. Legal Description – The legal description must be provided to Planning Commission staff electronically in WORD document format no later than 7 days after the application has been submitted. If the Comprehensive Plan Amendment proposes to make parts of the property subject to more than one land use classification, then separate legal descriptions for each parcel and/or part of a tax folio parcel proposed for a different land use classification must also be submitted.
5. Survey - If the amendment involves only a portion of a parcel, a Certified Survey must be submitted defining the subject area or shape file(s) compatible with the Planning Commission's Geographic Information System (GIS).
6. (If applicable) Where the applicant is not identified as the owner(s) of the property as specified on the deed(s) submitted with the request, a signed Affidavit to Authorize Agent is required. A copy of the Affidavit can be obtained online at www.planhillsborough.org or in Appendix C of this manual.
7. A graphic depiction of the site with the parcel(s) outlined, clearly showing the property boundaries and labeled with the folio number(s). The map should be at a minimum letter size and no larger than legal size.
8. Photographs of the subject property from the road and views from the property looking at adjacent uses. This may be provided on electronic media in jpg or tiff format, or in hard copy.

For Text Amendments

1. Completed Application
2. Justification for the Text Amendment
3. Provision of the an electronic (Word file) and attach a hard copy of the proposed Text Amendment. If revising existing text, using strikeout/underline format via Track Changes.

AFFIDAVIT TO AUTHORIZE AGENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

(NAME OF ALL PROPERTY OWNERS- Attach list if more than one), 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(ES) OR GENERAL LOCATIONS: _____

FOLIO(S) No. _____

2. That this property constitutes the property for which a request for a:

(NATURE OF REQUEST)

3. That the undersigned (has/have) appointed _____ as (his/her/their) agent(s) to execute any permits or other documents necessary to affect such application.

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)

STATE OF FLORIDA COUNTY OF HILLSBOROUGH This foregoing instrument was acknowledged before me this (DATE) _____ by _____ (Property Owner) Personally known to me _____ Florida Driver's License _____ And who did ____ did not ____ take an oath. _____ (Signature of Notary taking acknowledgment) _____ (Type or Print Name of Notary Public) _____ Commission Number _____ Expiration Date _____	
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STATE OF FLORIDA COUNTY OF HILLSBOROUGH This foregoing instrument was acknowledged before me this (DATE) _____ by _____ (Property Owner) Personally known to me _____ Florida Driver's License _____ And who did ____ did not ____ take an oath. _____ (Signature of Notary taking acknowledgment) _____ (Type or Print Name of Notary Public) _____ Commission Number _____ Expiration Date _____	
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MAILING NOTICE OF PUBLIC HEARING DECLARATION

(To be completed by the Owner or Agent)

IMPORTANT: This Declaration and associated Buffer Map highlighting the noticed property owners. This Map shall be obtained from the Property Appraiser must be submitted to the Planning Commission Office at least ten (10) days in advance of the Public Hearing.

Planning Commission Public Hearing Notice

Note: Each Mailing Notice of Public Hearing Declaration must be received at least ten (10) days prior to the Public Hearing.

I hereby certify that the required Mail Notice(s) for the Planning Commission Public Hearing on amendment(s) _____ has/have been prepared mailed to the most current address(s) within 250 feet of the amendment site, at least fourteen (14) days before in advance of the Planning Commission’s Public Hearing.

DECLARATION

I, _____ solemnly declare all above statements contained in all of the exhibits transmitted herewith, are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the _____
this _____ day of _____

SIGNATURE OF OWNER OR AGENT

MAILING OF NOTICES OF PUBLIC HEARING

The Notice of Public Hearing was mailed to the following property addresses (provide Proof of Mailing from the Post Office) and Neighborhood Associations (If applicable). Please attach a separate sheet.

STATE OF FLORIDA	
COUNTY OF HILLSBOROUGH	
This foregoing instrument was acknowledged before me this	
(DATE) _____	by _____
	(Property Owner)
Personally known to me _____	
Florida Driver’s License _____	
_____ (Signature of Notary taking acknowledgment)	
_____ (Type or Print Name of Notary Public)	
Commission Number _____	Expiration Date _____

MAILING NOTICE OF PUBLIC HEARING DECLARATION

(To be completed by the Owner or Agent)

IMPORTANT: This Declaration and associated Buffer Map highlighting the noticed property owners. This Map shall be obtained from the Property Appraiser must be submitted to the Planning Commission Office at least ten (10) days in advance of each Public Hearing.

Local Government Public Hearing Notice

I hereby certify that a copy of the Notice of a Public Hearing regarding the following amendment(s) _____ has/have been prepared and mailed at least thirty (30) days before in advance of the local government Public Hearings.

I hereby certify that I have prepared and sent mailed notices in accordance to the requirements of the **COMPREHENSIVE PLAN AMENDMENT PROCEDURES MANUAL FOR UNINCORPORATED HILLSBOROUGH COUNTY AND THE CITIES OF TAMPA, PLANT CITY AND TEMPLE TERRACE, Section VII (D).**

Name of Owner/Agent: _____
(Please Print)

DECLARATION

I, _____ solemnly declare all above statements contained in all of the exhibits transmitted herewith, are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the _____
this _____ day of _____

SIGNATURE OF OWNER OR AGENT

MAILING OF NOTICES OF PUBLIC HEARING

The Notice of Public Hearing was mailed to the following property addresses (provide Proof of Mailing from the Post Office) and Neighborhood Associations (If applicable). Please attach a separate sheet.

STATE OF FLORIDA	
COUNTY OF HILLSBOROUGH	
This foregoing instrument was acknowledged before me this	
(DATE) _____	by _____
	(Property Owner)
Personally known to me _____	
Florida Driver's License _____	
_____ (Signature of Notary taking acknowledgment)	
_____ (Type or Print Name of Notary Public)	
Commission Number _____	Expiration Date _____

SIGN-DECLARATION FORM
(To be completed by the Owner or Agent)

IMPORTANT: A copy of this Declaration must be submitted to the Planning Commission Office at least ten (10) days in advance of each Public Hearing for property owner initiated Map Amendments only.

I certify that I have installed Notice Sign(s) at the plan amendment site, in accordance with the **COMPREHENSIVE PLAN AMENDMENT PROCEDURES MANUAL FOR UNINCORPORATED HILLSBOROUGH COUNTY AND THE CITY OF TAMPA. Section VII (D).**

- The sign(s) shall be installed at least fourteen (14) days prior to the Planning Commission's Public Hearing, and at least thirty (30) days prior to the each of the local government's Public Hearings.

I hereby certify that the required Notice Sign(s) has/have been installed at the proposed Plan amendment site. The Notice Sign(s) was/were posted at the plan amendment location at:

Plan or Text Amendment Number: _____

I further agree to remove the sign(s) within seven (7) days after the application(s) is/are approved, denied or withdrawn.

Signature of Owner or Authorized Agent

Name of Signatory (Please Print)

Company

Date

Date Notice Sign (s) was/were installed _____

For Office Use Only
Verified by: (to be completed by Staff)
Date

Please provide photographic proof of EACH installed sign(s)