

**Comprehensive Plan Amendment Application**

**FOR OFFICE USE ONLY**

File Number: PC/CPA 16-02 Date Received: 6/23/16  
Planning Commission Staff: Jay Collins Date: 6/23/16

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Date of Pre-Submittal Conference with Planning Commission staff: \_\_\_\_\_

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

Comprehensive Plan Amendment Initiated by:

- Private Sector     Public Sector

Property Owner(s)

Name: N/A  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Agent/Representative (if applicable)

Name: N/A  
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. See Appendix C.

**Site Location Information (for Map Amendments only):**

Site Location Address: N/A

General Location of Property: \_\_\_\_\_

Folio Number(s): \_\_\_\_\_

Current Future Land Use Designation: \_\_\_\_\_

Requested Future Land Use Designation: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Property Size: \_\_\_\_\_

Type and Number of Buildings: \_\_\_\_\_

Size of Building(s): \_\_\_\_\_

Current use: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Name of all Property Owner(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Neighborhood Association (County) or Neighborhood Registry (City of Tampa) - Please list and attach to the application.**

**Text Amendment(s) - Please attach text to this application**

**Reason for Map Amendment or Text Amendment:**

State statute requires that comprehensive plans be updated within 18 months of an updated Regional Water Supply Plan through the Water Supply Facilities Work Plan process. The WSFWP report and associated text amendment are attached.

**Previous Comprehensive Plan Amendment and/or Zoning activity on site:**

N/A

\_\_\_\_\_

\_\_\_\_\_

Please see Appendix B for required documentation to be submitted with the Comprehensive Plan Amendment application.

**APPENDIX - B- Comprehensive Plan Amendment Application Submission Checklist**

**The Planning Commission**  
**Comprehensive Plan Amendment Application Submission Checklist**  
**Unincorporated Hillsborough County, Tampa, Plant City and Temple Terrace**

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. ....  N/A
3. Deeds and Legal Description - Provide the deed and legal description for the subject property. *\*Write folio number on the associated deed(s)* 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.....  N/A
4. 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). ....  N/A
5. (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.theplanningcommission.org](http://www.theplanningcommission.org) or in Appendix C of this manual.....  N/A
6. A copy of an Aerial Maps with parcel lines clearly depicting the property boundaries. **CLEARLY DELINEATE THE SUBJECT PARCEL WITH A COLORED MARKER AND LABEL WITH FOLIO#.** The map should be at a minimum letter size and no larger than legal size. ....  N/A
7. 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 jpeg or tiff format, or in hard copy. (Preferred) .....  N/A

**Note: Multiple Map Amendment requests are prohibited on an individual parcel(s), regardless of whether it is a portion or the entire tract. This does not prohibit multiple land use category changes on or within parcel boundaries, as long as there is no overlap.**