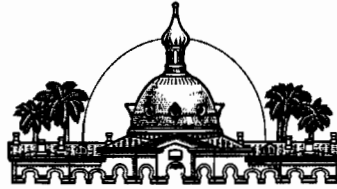


Site and Subdivision Process Meeting  
April 25, 2008  
1:30 PM, 26<sup>th</sup> Floor Conference Room A

## A g e n d a

- A Traffic Calming through Subdivision Design
- B Letters of Approval for Construction Plans (Working Group)
- C Finished Floor Elevations Rick Cabrera
- D Signing and Sealing Plans for Review and Number of Sets Really Needed
- E Email Address for Appointments (Cancellation Policy)
- F Notification System for Appointment Cancellation
- G Flow Charts and Written Procedures for Design Exceptions
- H Letter on Subsequent Reviews - Policy
- I Other



Hillsborough County  
Florida

Office of the County Administrator  
Patricia G. Bean

ITEM B

BOARD OF COUNTY COMMISSIONERS

Brian Blair  
Rose V. Ferlita  
Ken Hagan  
Al Higginbotham  
Jim Norman  
Mark Sharpe  
Kevin White

Deputy County Administrator  
Wally Hill

Assistant County Administrators  
Kenneth C. Griffin  
Carl S. Harness  
Manus J. O' Donnell

NOTICE OF APPROVAL

TRANSPORTATION AND LAND DEVELOPMENT REVIEW DIVISION  
PLANNING AND GROWTH MANAGEMENT

TO: \_\_\_\_\_  
EMAIL ADDRESSES: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
FOLIO #: \_\_\_\_\_  
RIGHT OF WAY # \_\_\_\_\_  
DATE E-MAILED \_\_\_\_\_ HAND OUT \_\_\_\_\_ FAXED \_\_\_\_\_

Construction plans for the above project have been approved. The approval plans and complete approval package will be released upon receipt of the following items:

- |  |   |
|--|---|
| _____ Barricade Inspection Affidavit of Compliance | _____ Signed and Sealed Plans             |
| _____ Right of Way Permit Fee \$                   | _____ Municipal Utility Commitment Letter |
| _____ Certificate of Capacity Fee - \$45.00        | _____ SWFWMD                              |
| _____ Grand Oak Fees \$                            | _____ 5 Lot Grading Plans                 |
| _____ Environmental Restoration Fund \$            | _____ Notice of Intent/EPA                |
| _____ Reservation on Utility Capacity-\$150.00     | _____ Other _____                         |
| _____ Receipt for AGRF fees – S.R. #               |   |
| _____ Local Habitat Mitigation Bank \$             |   |

Issuance of building permits will require presentation of a Notice of Release of Approved Project (“Project Release”), which will be provided to you upon receipt of the above items. Note that receipts evidencing payment of AGRF fees will be required to obtain a Project Release.

PLEASE CONTACT KAREN ESTO AT (813) 276-8340 [estok@hillsboroughcounty.org](mailto:estok@hillsboroughcounty.org) IF YOU HAVE ANY QUESTIONS CONCERNING THIS MATTER.

Sincerely,

Lee Ann Kennedy, Senior Supervisor  
Site Plan and Subdivision Review Section

Revised 04/22/08 LAK

**HILLSBOROUGH COUNTY**  
**STORMWATER MANAGEMENT TECHNICAL MANUAL**

February 24, 2003

**2.4 FLOOD DAMAGE CONTROL REGULATIONS (LDC, SECTION 3.06.00)**

The Hillsborough County Flood Damage Control Regulations provide standards for "all areas of special flood hazards" within Hillsborough County. Standards outlined in this ordinance are intended to: (1) restrict or prohibit property uses which could cause excessive water accumulation or erosion due to increased flood heights and velocities, (2) protect construction areas and adjacent properties from flooding, (3) control the alteration of natural floodplains, channels and barriers and (4) regulate developments which could increase erosion or flood damage. Requirements are specified for residential and commercial construction, mobile homes, floodways, and coastal high hazard areas.

**CHAPTER 4 SMALL SITE DESIGN CRITERIA**

**4.1 GENERAL DEVELOPMENT REQUIREMENTS**

**B. FINISHED FLOOR ELEVATION REQUIREMENTS**

Finished floor elevations shall be at or above the appropriate FEMA or County-adopted (by the BOCC or County Administrator) 100-year flood elevation or a minimum of 12 inches (for living space) or 6 inches (for non-living space) above any recorded flood elevation if reliable 100-year flood information is not available. Flood elevation data can be obtained from agencies such as the County, SWFWMD, FDOT, and the USGS.

All living space must be a minimum of 1.5 feet above the lowest point of the crown of the street adjacent to the respective property, with all other floor elevations being 1.0 foot above this point. Waivers to these requirements may be granted when the condition and/or topography of the site is such that no practical purpose would be served by their enforcement.

A request for a waiver from these requirements may be submitted. Waivers will be approved provided the County Engineer agrees the risks are minimal with respect to the flooding potential of surrounding buildings and the land in question. Exceptions to the formal waiver approval may be granted if all of the following conditions are met:

1. The proposed project is an addition less than 500 square feet; and
2. The proposed slab is no lower than the existing floor; and
3. Conditions and/or topography of the site indicate the risk of flooding is minimal.

**Design Exception Delegations Memorandum – Stormwater**

**DATE: 6 June 2006**

**From: Scott Cottrell, PE, Director, Engineering Division, PWD(excerpt)**

15. (4.1.B) Living spaces must be a minimum of 1.5' above the crown of the adjacent road. This may be waived by the PGMD when other conditions or topography of the site is such that no practical purpose would be served by the enforcement.

**HILLSBOROUGH COUNTY CONSTRUCTION CODE**  
**ORDINANCE NO. 05-12**  
**PLANNING AND GROWTH MANAGEMENT DEPARTMENT BUILDING**  
**SERVICES DIVISION**  
**Effective October 1, 2005**

An Ordinance establishing a Construction Code for Hillsborough County; incorporating the regulatory implementation of the National Flood Insurance Program through the Flood Damage Control Regulations within Chapter 3 of this Code; incorporating the Florida Building Code – Building, 2004 Edition, and including Appendices; incorporating the Florida Residential Code, 2004 Edition, and including Appendices; incorporating the Florida Existing Building Code, 2004 Edition, and including appendices; incorporating the Florida Building Code – Plumbing, 2004 Edition, and including Appendices B, C, D, and E; incorporating the Florida Building Code – Mechanical, 2004 Edition, and incorporating the Florida Building Code – Fuel Gas, 2004 Edition, and including Appendices; providing power, duties, and operating procedures of the Hillsborough County Building Services Division; providing for Contractor Certification; providing for a Building, Plumbing, Mechanical, Electric and Gas Boards of Adjustment, Appeals and Examiners, including membership; providing for severability; providing for violations and penalties; providing for the identification of the Wind-Borne Debris Region and Basic Wind Speed lines; and providing for the amendment of the Hillsborough County Ordinance 01-33 as amended by 01-34.

**101.4.15 Words Defined**

\* **Design Flood Elevation** - See Freeboard.

\* **Freeboard** - The additional height that adds a factor of safety above the base-flood elevation (or flood level) for purposes of floodplain management. “Freeboard” tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.

\* **The Freeboard requirement for unincorporated Hillsborough County is six (6) inches.**

\* **Floodplain Management** - Process of operation of an overall program of preventive and corrective measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, floodplain management regulations (including Chapter 3 of this Code), land development regulations, and plans associated with floodplain management and mitigation.

\* **Floodplain management regulations** - Chapter 3 of this ordinance and other zoning ordinances, subdivision regulations, construction and building codes, health regulations, special purpose ordinances (such as the land-development code or the stormwater technical manual), and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for the purposes of flood damage prevention and reduction.

\* **Floodproofing** - Any combination of structural and nonstructural additions, changes, or adjustments to structures, which eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents. Floodproofing is not an alternative for meeting residential design-flood elevation requirements.

For additional, specific information, please reference:

\* **CHAPTER 3 - FLOOD DAMAGE CONTROL REGULATIONS**  
**HILLSBOROUGH COUNTY CONSTRUCTION CODE**

## **Discussion Draft Potential Review Plans Submission**

- “Only signed, sealed, and date construction plans ... and calculations shall be submitted” DRPM
- Each reviewing entity has different review requirements so they each does not need to receive a complete set of construction plans. The following is a list of what each entity needs for their respective reviews:
  - The following require complete plan sets:
    - Stormwater
    - Transportation
    - Traffic
    - Utilities
    - Natural Resources
    - EPC
  - Zoning - cover sheet, dimensional plan, and paving and grading plan (sheet that clearly depicts parking areas)
  - Lighting - cover sheet, dimensional plan, paving and grading plan & lighting plan sheets\
  - Concurrency - cover sheet, dimensional plan, paving and grading plan, and sheets covering off-site improvements
  - School Board - cover sheet and site plan showing location
  - Streets & Addresses - cover sheet and site plan showing location and number and type of buildings
  - Fire - cover sheet, site plan and utility plan
  - Parks and Recreation - cover sheet, site plan with location map
  - Hartline - cover sheet & site plan with location map (including zoning conditions)
  - FDOT - cover sheet & site plan
  - Real Estate/Survey - cover sheet and site plan (including survey information)
  - Public Works - Cover sheet, off-site roadway improvement plans, and plans for on-site major collector roadways
- County would like electronic PDF copy of plan submissions at 200 dpi

ITEM D



PLANNING AND GROWTH MANAGEMENT DEPARTMENT
TRANSPORTATION AND LAND DEVELOPMENT REVIEW DIVISION
SITE AND SUBDIVISION REVIEW INTAKE CHECKLIST
Checklist Information Good for 90 Days From Date of Meeting

PROJECT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

FOLIO #: \_\_\_\_\_ PROJECT TYPE: \_\_\_\_\_

- Transmittal Letter
Site/Subdivision Application
Owner Authorization Form (Affidavit)
Right Of Way Use Permit Application
Natural Resources Permit Application
No Tree Affidavit or No Tree Removal Affidavit
Concurrency Application
Water/Wastewater Application (with fixture count sheet)
Letter of Commitment for water and/or wastewater and reclaimed water service (providers other than Hillsborough County)
Check in the amount of \$
Hillsborough County Aerial with property outlined and abutting roads labeled (1"=200') (may be obtained on 21st Floor)
SWFWMD Aerial with property outlined and abutting roads labeled
4 copies of SWFWMD aerial depicting flood zone elevation and lot layout
2 set of Drainage Calculations
2 copies Pavement Calculations
Copy of Zoning conditions
Certification of Complete Submittal (construction/minor only)
Tree Survey as required by the LDC including off-site areas with proposed improvements
Ownership & Encumbrance Report (O & E)
Copy of Deed(s)
Copies of Boundary Survey
Lot Grading Plans
Copy of vesting letter
DEP forms (water)
DEP forms (wastewater)
SWFWMD Letter (if Platted No Improvement)
Lighting Plan

Table with 7 columns: FEES, REVIEW, COPY, ENTITY, REVIEW, COPY, ENTITY. Rows include: NATURAL RESOURCES (2 copies), RE/SURVEY (1 copy), TRANSPORTATION (1 copy), STREETS & ADDRESSES (1 copy), FIRE (1 copy), UTILITIES (1 copy), FDOT (1 copy), ZONING (1 copy), SCHOOL BOARD (1 copy), CONCURRENCY (1 copy), PARKS DEPARTMENT (1 copy), EPC (1 copy), HEALTH DEPARTMENT (1 copy), PW - DESIGN (1 copy), HARTLINE (1 copy), PW - TRAFFIC (1 copy), GRAND OAK (1 copy), PW - ROW (1 copy), FILE (1 copy).

TOTAL COPIES OF FOLDED, SIGNED & SEALED PLANS NEEDED: \_\_\_\_\_ Fee Schedule Date: \_\_\_\_\_

**Sec. 4.1.4.1.2.2 Subdivision Construction Plan Review****A. General Description**

Construction plans indicate improvement facilities planned for the subdivision designed in accordance with technical standards and in compliance with the approved preliminary plat.

**B. Cross Reference to Land Development Code**

Sections 5.01.02.B.2 and 10.01.05.C.2

**C. Submittal Requirements**

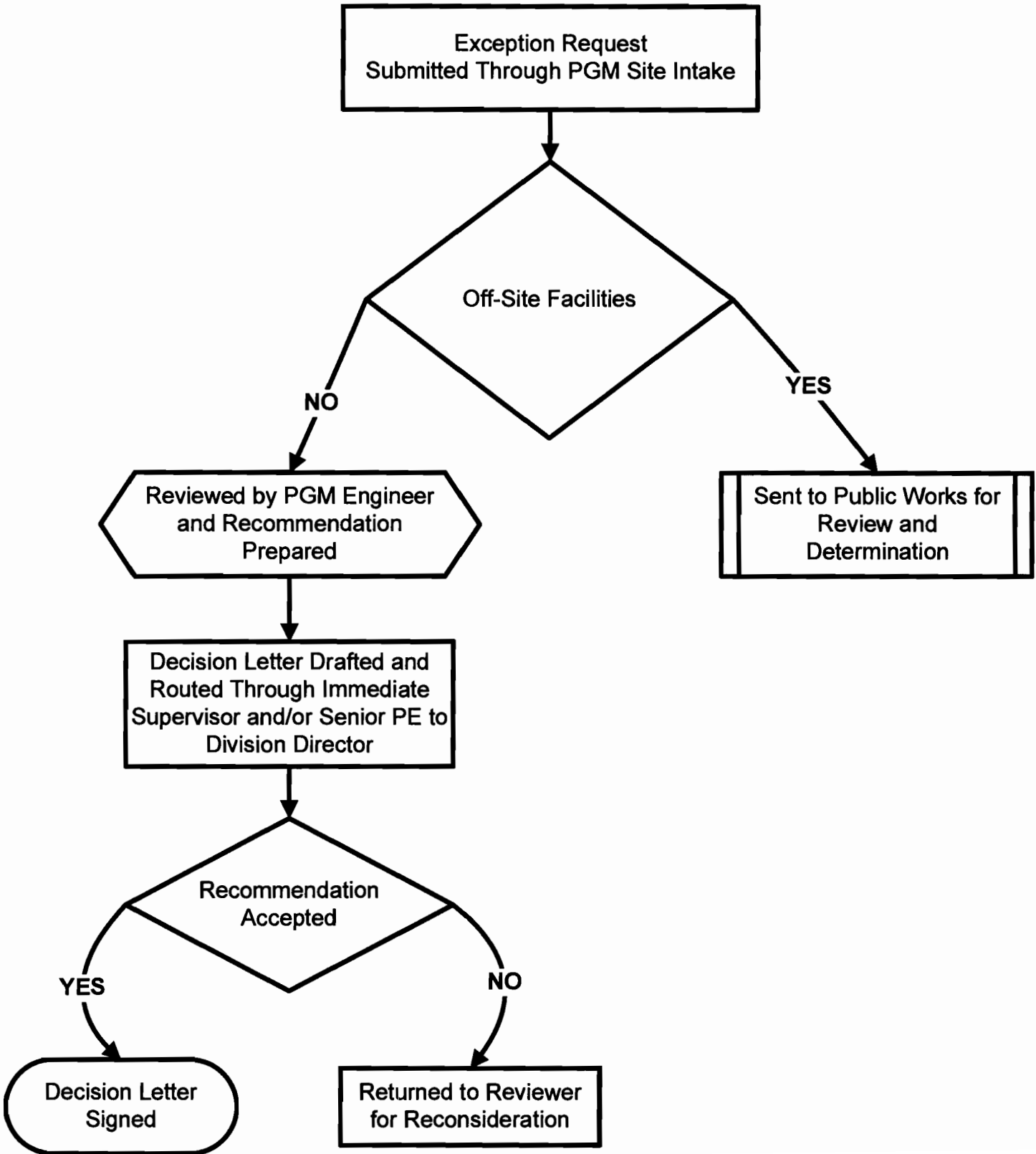
1. Fee Payment - referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - referenced in Section 3.0 of the Development Review Procedures Manual.
3. Transmittal Letter.
4. Owner Affidavit - if applicable.
5. Natural Resources Application - if applicable.
6. Copy of Preliminary Plat Approval Letter and Utilities Service Approval Letter.
7. Right-of-Way Use Permit Application - if applicable.
8. Pavement calculations (2 copies).
9. Soil Report (2 copies).
10. Stormwater Calculations - signed and sealed (2 copies).
11. Signed and Sealed Subdivision Construction Plans - number of copies determined at the Development Review Committee meeting.
12. Lot Grading Plan (4 copies).
13. Certification of Complete Submittal.

**D. Information Required on Construction Plans**

Preliminary plat approval is required prior to submittal of the Construction Plans.

1. Certification - The Engineer of Record (EOR) shall submit certification of Florida registration, competency, and professional liability insurance. In the event there is a change of Engineer of Record, the new Engineer of Record shall submit the above certification and a change of Engineer of Record form. The Engineer of Record shall be solely responsible for all design data and calculations submitted, and for ensuring that the construction plans submitted adhere to the criteria contained in the transportation, stormwater management, and water and wastewater technical manuals.
2. Information Required:
  - Only signed, sealed, and dated construction plans consisting of improvement facilities design drawings and calculations shall be submitted.
  - A legend shall be included.
  - The surveyed boundaries of any conservation or preservation area shall be shown along with any applicable setbacks for these areas or other areas which lie outside the project boundary.

DESIGN EXCEPTION PROCESS FLOWCHART



### **Design Exception Criteria**

The criteria used by Hillsborough County for transportation related exceptions are essentially the same as that used by the Florida Department of Transportation. Section 2.1, Hillsborough County Transportation Technical Manual (TTM), references both the Florida Department of Transportation Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Green Book) and the Plans and Preparation Manual (PPM). These manuals are the basis for our exception procedure.

Design exceptions are covered under Chapter 14, Florida Green Book, and Chapter 23, PPM. It should be noted that the County's and FDOT's procedures differ only in the type of deviation requested. The County requires an exception requests for any proposed deviations to County standards and/or criteria while the DOT only requires an exception request when neither the DOT's or AASHTO's criteria can be met.

Both the Florida Green Book and the PPM provide guidance to the engineer of record regarding the information that needs to be included as part of an exception request along with guidance on providing justification. The procedure for exceptions to the Stormwater Technical Manual (STM) are the same as those for exceptions to the TTM as both require the same level of analysis on the part of the engineer of record as well as the necessity for providing a justification for the request.

There has been a change in responsibility for review of exception requests. Planning and Growth Management now has full decision making responsibility for exceptions to standards when the improvement facilities are on-site. If off-site facilities are involved, Public Works still has full decision making responsibility. PGM no longer provides comments and/or recommendations on exception requests involving off-site facilities. These are internal changes that do not effect how the exception requests are submitted.

Two exception requests bearing the engineer's original signature and raised seal along with all supporting documentation must still be submitted through PGM Site Intake regardless of whether the exception involves on or off-site facilities. All exception requests are logged in and are given an initial review to determine the nature of the request. If it involves only off-site facilities, one copy of the request and supporting documentation is routing to Public Works and one is maintained in PGM as part of the project construction file. All those involving on-site facilities are reviewed by one of the PGM engineers.

The reviewer must initially determine whether the request is subject to the design exception process or to some other process such as a Public Appearance before the Board, Land Use Hearing Officer hearing, Concurrency negotiation, etc. If it cannot be handled through the exception process, the engineer of record is so advised. Requests subject to the exception process are reviewed to make sure that all information necessary for review including but not limited to a description of the project, identification of the specific standard or criteria that could not be met, a justification for the request, and evaluation of impacts is provided.

Once the exception request is deemed complete, it is reviewed against County technical manual standards as well as other published standards and general engineering standards. The reviewer evaluates the request and makes a recommendation regarding disposition. The recommendation is reviewed by the reviewer's immediate supervisor and the Senior PE. If in agreement with the recommendation, it is forwarded to the Division Director for his review. If he agrees, the letter notifying the engineer of record of the decision is signed. Should there be questions about the review, the reviewer is contacted and asked to clarify his/her recommendation. Based upon that clarification, the recommendation is either accepted or sent back for further consideration.

Should an exception be denied and the engineer of record wish to appeal the denial, a written request for reconsideration must be submitted to PGM for on site exceptions and Public Works for off-site exceptions. The request should contain a justification for the initial request along with a rationale for requesting reconsideration.



Hillsborough County  
Florida

Office of the County Administrator  
Patricia G. Bean  
**MEMORANDUM**

BOARD OF COUNTY COMMISSIONERS

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Deputy County Administrator  
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Assistant County Administrators  
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Carl S. Harness  
Manus J. O' Donnell

**DATE:** April 24, 2008

**TO:** Robert Campbell, P.E., Director, Transportation and Land Development Review Division, PGMD

**FROM:** Leigh Ann Pyron, P.E., Director, Engineering Division, PWD

**SUBJECT:** Design Exception Delegation

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As discussed and agreed upon in our meeting of February 20, 2008, the following delegations of design exception authority pertaining to the Stormwater Technical Manual and Transportation Technical Manual is given to the Transportation and Land Development Review Division (TLDR) of the Planning & Growth Management Department (PGMD).

All Transportation and Stormwater design exceptions for on-site issues will be reviewed and responded to by the Transportation and Land Development Review Division unless they relate to the County's Stormwater Management Model (SWMM). The TLDR Division Director will sign-off on all on-site design exception responses. Appeals for on-site issues shall be handled by the TLDR Division Director.

Furthermore, this memo supersedes the delegation memo dated June 6, 2006, Design Exception Delegations – Stormwater, from the Director, Engineering Division, PWD.

LAP:rck:srr

cc: Robert R. Gordon, P.E., Director, PWD  
Peter Aluotto, AICP, Director, PGMD  
JoAnn Herron, P.E., Sr. Professional Engineer, PGMD  
David Olson, P.E., Professional Engineer II, PGMD  
Michael Williams, P.E., Manager, Design & Engineering Support Section, PWD  
Chin Feng Ho, P.E., Sr. Professional Engineer, Stormwater Services Group, PWD  
Frank Deese, General Manager III, Stormwater Services Group, PWD  
Richard Cabrera, P.E., Professional Engineer II, PGMD  
Raoul Campos-Kreutzer, General Manager III, Engineering Division, PWD  
Sharon Rohrer, Administrative Specialist, Engineering Division, PWD

Post Office Box 1110 · Tampa, Florida 33601

Web Site: [www.hillsboroughcounty.org](http://www.hillsboroughcounty.org)

An Affirmative Action/Equal Opportunity Employer

## Recap of Design Exception Meeting held on February 20, 2008

All Design Exception requests will be submitted to the Site Intake Section of the Planning & Growth Management Department (PGM). Site Intake will verify that the request includes a checklist showing if it is an On-Site, Off-Site or Model review and if there are Developer Agreement/Zoning requirements to be considered during the review. Someone from PGM will be responsible to attach the Developer Agreement/Zoning requirements to the review prior to it being distributed.

On-Site Design Exception requests will be reviewed by the appropriate reviewers within PGM.

Off-Site Design Exception requests will be forwarded to the Public Works Department (PW) Engineering Admin Section for distribution to the proper reviewers.

Stormwater Off-Site Design Exceptions - PGM will not need to provide a recommendation prior to forwarding to PW as PW Engineering Admin will include PGM as a reviewer for all Off-Site Design Exceptions. All comments from reviewers (both PW and PGM) will be directed to Raoul Campos who will compile the response for the County Engineer's signature.

Transportation Off-Site Design Exceptions – PGM will not need to provide a recommendation prior to forwarding to PW. PW will review and all reviewer comments will be directed to Raoul Campos who will compile the response for the County Engineer's signature.

All Stormwater Model Design Exceptions – PGM will not need to provide a recommendation prior to forwarding to PW. PW will review and all reviewer comments will be directed to Raoul Campos who will compile the response for the County Engineer's signature.

Once the County Engineer has signed the response a scanned copy will be emailed to PGM to forward to the requestor. If the requestor's email information is provided the requestor will be copied on the email sent to PGM. Original copy will be forwarded to PGM through inter-office mail.

Shawn Perrine and Sharon Rohrer will work together to ensure all PW reviewers have access and are trained on how to use the Optix system. Shawn and Sharon will also work on getting the Design Exceptions to be processed through the Optix system.

**Hillsborough County Review Process  
Review Comments Policy**

**Requested Action:**

Policy that plan reviewers refrain from making new comments on previously submitted plans which are unrelated to their original comments or subsequent changes.

**Response to Request:**

Request cannot be honored.

**Reasons for Rejecting Request:**

- (1.) While it remains our goal to catch all code compliance issues the first time around, we cannot guarantee that we will. We could no more guarantee that than you could guarantee us error-free submissions. If we were to codify such a policy, the implication would be that any item missed in the initial review would receive a pass. This would not comport well with established state and local law which requires code compliance.
- (2.) The code places the responsibility for compliance squarely upon the applicant. This is because the code is open and publicly accessible to all. Licensed design professionals are as able to read the code as we are. Because ours is a service business, we strive to call out every applicable code requirement prior to submission, but are under no legal obligation to do so. Indeed, if staff made no comments at all, the applicant would still be obliged to comply with the code.
- (3.) Just as staff is not permitted to require things that are not in the code, staff may not waive things that are in the code. Although we strive to be complete and accurate in all of our comments, we cannot guarantee this. Hence, anything we say or write which is contrary to code, may not be relied upon to relieve you of the general liability for code compliance. If staff could override the code of their own volition, there would be no way to maintain the integrity of the code over time.

**Staff Direction:**

Staff will refrain from making unnecessary, frivolous, time consuming or unproductive comments.