



# Hillsborough County City-County Planning Commission

## Comprehensive Plan Amendment Checklist

### Required Application Materials (Map Amendments)

- [Completed Online Application](#)
- Deed(s) for all folio number(s) that are included on the application
- Affidavit to Authorize Agent Form (*if applicable*)
- Legal Description in Word Format

A Comprehensive Plan Amendment that requests a change to a portion of a parcel, or more than one land use classification on a given parcel, then a new legal description of the portion of the parcel is required

- Plan Amendment Narrative
- Aerial Map
- Site Photos

If Applicable:

- Transportation Study (*only required for amendments in unincorporated Hillsborough County*)
- Neighborhood Selection Form (*only required for amendments in unincorporated Hillsborough County*)
- Certified survey and/or GIS Shapefile (*only required for map amendments that request a change to a portion of a parcel*)

### Required Application Materials (Text Amendments)

- [Completed Online Application](#)
- Proposed Language in strikethrough and underlined format (*Word document*)

### Fees

All fees are to be made after all required application materials are submitted and the application is considered complete by the Plan Amendment Coordinator. Application and associated noticing fees can be paid online through [Plan Hillsborough's Online Payment System](#). There may be additional fees that are not reflected on this checklist. Please contact the Plan Amendment Coordinator for more information on any applicable fees.

- [Application Fee](#)
- [Adequate Facilities Review Fee](#)
- [Legal Ad Fees](#)

**Modification of the Application after Submittal**

A modification of the original application that either increases or decreases the land area covered by the plan amendment, requests a different future land use designation, and/or substantially changes the originally proposed text that affects the policy direction, as determined by staff, must be received by the Planning Commission no later than thirty (30) days or more in advance of the scheduled Planning Commission public hearing and /or the Plant City Planning Board meeting. Changes to the original application must submit the following:

- Plan amendment revision form