SUBDIVISION REVIEW PROCESS

Application Use Categories:

Subdivision of Land or Lot Line Relocation

1. CONSULT WITH COMMUNITY DEVELOPMENT STAFF (CDD)

Staff reviews zoning and other issues that may affect your property. Staff will answer questions to assist you in completing the Subdivision application.

2. SUBMIT APPLICATION

(With applicable fees)

3. STAFF PERFORMS APPLICATION COMPLETENESS CHECK

Applicant may be contacted for additional information or to make revisions to the application.

4. INTERDEPARTMENTAL REVIEW (IDR)

CDD staff organizes IDR meeting with Police, Fire, Engineering, Building Departments and Applicant.

5. ONCE APPLICATION IS DEEMED COMPLETE

A public hearing is scheduled before the Planning Board (30-45 day timeframe from application submission to public hearing date).

6. PLANNING BOARD PUBLIC HEARING

- Application acceptance by Planning Board.
- Subdivision Plan approved with conditions or denied.
- At completion of 30-day appeal period from date of approval, Planning Board endorses Plan and Development Agreement (if applicable).
- After endorsement of Plan and Development Agreement, both documents are recorded at the Hillsborough County Registry of Deeds (HCRD).