



**Hillsborough  
County Florida**

**DEVELOPMENT SERVICES**

PO Box 1110 Tampa, FL 33601-1110

**NOTICE OF APPROVAL  
Development Services Department  
CONSTRUCTION REVIEW**

**BOARD OF COUNTY  
COMMISSIONERS**

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**INTERNAL AUDITOR**  
Peggy Caskey

**DEPUTY COUNTY  
ADMINISTRATOR**  
Gregory S. Horwedel

TO: Joe Cimino

EMAIL ADDRESSES: jcimino@wraengineering.com

PROJECT NAME: Hidden Lakes Residential

FOLIO #: 74715.0000, 74714.0000 PROJECT ID# 4523

RIGHT OF WAY# ROW-21-0001225

DATE MAILED 11/15/2021

**PLEASE ATTACH THIS TO YOUR CHECKLIST SUBMITAL**

**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:**

- XX Barricade Inspection Affidavit of Compliance
- XX Right of Way Permit Fee \$825.00
- N/A Municipal Utility Commitment Letter
- XX Certificate of Capacity Fee - \$35.79
- N/A SWFWMD
- N/A Grand Oak Fees \$
- N/A 5 Lot Grading Plans
- XX Environmental Restoration Fund \$68,965.00
- N/A Notice of Intent/EPA
- XX Reservation on Utility Capacity-\$301.56
- N/A Other Grand Oak Pruning Affidavit
- XX Utility Impact Fee Election (CAP/IFAP)- S.R. # 20-0111
- N/A 2 Lighting Plans
- N/A Local Habitat Mitigation Bank \$
- XX Digitally Signed and Sealed Plans

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 ROSELIA BADDORF AT (813) 274-6835, [baddorfr@hillsboroughcounty.org](mailto:baddorfr@hillsboroughcounty.org). IF YOU HAVE ANY QUESTIONS CONCERNING THIS MATTER.

## REQUIREMENTS FOR CONVEYANCE OF REAL PROPERTY INTEREST TO HILLSBOROUGH COUNTY (Revised 6/18/2020, KP)

IMPORTANT: Contact a Real Property representative promptly following notice of construction plan approval by contacting Real Property Technical Services, Attn: Kathy Pezone, 813-307-1021 or 813-272-5810, [PezoneK@HCFLGov.net](mailto:PezoneK@HCFLGov.net)

- I. Easements and non right-of-way conveyances must include legal access. Lands covered by the legal access parcel(s), if needed, are subject to the same requirements set forth herein.
- II. All conveyance packages are submitted electronically and should include the following:
  - An executed instrument conveying fee title or easement interest to "Hillsborough County, a political subdivision of the State of Florida". The instrument must be executed by an authorized signatory of the entity conveying the interest, properly witnessed and notarized, and in an unrecorded condition with the date on the first page of the instrument left blank. The date will be completed upon BOCC approval. Documentation for verification of signatory is required.
  - A copy of the applicable documentation from Development Services requiring this dedication, your project's HCPI number, and a copy of the proposed site plan. Please be advised that your submittal will not be deemed complete until all of this information has been provided.
    - A legal description/description sketch (letter-size) signed and sealed by a Florida licensed Professional Surveyor and Mapper, including a closure report for each parcel. (see checklist for specific requirements)
    - An executed release or subordination instrument for any encumbrances affecting the property to be conveyed to the County. The nature of the transaction will determine the appropriate instruments required. For instance, a fee title transaction will require a partial release of any mortgage and other primary interests. The conveyance of an easement interest will require a joinder consent and subordination of any mortgage and other primary interests.
    - A current Title Search Report including all instruments cited in the report. The report must be no more than 60 days old at the time of complete submittal and prepared by a title insurance company. The report should cover only the property to be conveyed in fee title; or, in the case of an easement interest, covering the complete parent tract. The Title Search Report must include the following minimum criteria:
      - 30+ year ownership search along with a chain of title and any and all encumbrances affecting the subject property
      - 20 year judgment search on all names in the chain of title
      - Any reservations, releases, and transfers affecting ownership even if such reservation is prior to 30 years such as Trustees of the Internal Improvement Trust Fund deed
      - All oil, gas and mineral leases, deeds, or royalty transfers that include any surface rights
      - Tax payment information or delinquent tax information
- III. Any delinquent taxes that encumber the property must be cleared prior to acceptance by the County. If the proposed conveyance is a fee simple transaction, Real Property staff will present a discharge for the current year real estate tax obligation applicable to that portion of the property conveyed to Hillsborough County.
- IV. County approved forms (deeds, easements, partial releases, joinder consent, and subordinations, or other necessary instruments) are available at no charge by contacting Real Property Technical Services, Attn: Kathy Pezone, 813-307-1021 or 813-272-5810, [PezoneK@HCFLGov.net](mailto:PezoneK@HCFLGov.net), with a copy to [DalfinoJ@HCFLGov.net](mailto:DalfinoJ@HCFLGov.net). **It is strongly encouraged that all required instruments, subordinations, etc. be provided in word format for staff approval prior to having these documents executed. PLEASE BE ADVISED any alteration of the County's standard forms requires review and approval by the County Attorney's Office.**

**SPECIAL NOTE: Right-of-way (ROW) conveyed to the County for a roadway constructed by the developer must be monumented and tied-in to the State Plane Coordinates System in accordance with criteria established in the Hillsborough County Survey and Mapping Manual. A certified survey is required for this verification along with an electronic Auto CAD for the ROW area.**

- V. Submittal Process (*please note we are unable to review partial submissions*)

- INCLUDE PROJECT ID NUMBER AND PROJECT NAME ON ALL TRANSMITTALS
- Submit an ELECTRONIC conveyance package to [PezoneK@HCFLGov.net](mailto:PezoneK@HCFLGov.net), along with an electronic copy of the conveyance package to Development Services. All approved hard copy originals are required near the end of the acceptance process. The Real Property Specialist assigned to the acceptance will coordinate the intake of all originals.
  - The appropriate Development Review/Transportation staff verifies that the location and configuration of the dedication requirement is consistent with the construction plan approval.
  - Concurrently with Development Review/Transportation staff verification, Real Property Technical Services begins review and analysis of the title condition, transaction instrument(s), and coordinates resolution of any related issues.
  - If the proposed dedication is found to be consistent, a recommendation of acceptance is provided by Development Services to Real Property Technical Services.
  - Upon determination that the real estate conveyance package is acceptable, Real Property notifies the appropriate Development Review/Transportation staff that the developer's real estate requirement has been met.