

**WHAT IS NEEDED FOR WETLAND DELINEATION REQUESTS
AND WHERE TO OBTAIN DOCUMENTS**

A Wetland Delineation Request application packet must include the following items:

- Completed Wetland Delineation Request application form.
- Application base fee of \$150.
- Provide parcel folio number(s) for the site. The folio number(s) can be obtained from the Hillsborough County Property Appraiser website at www.hcpafl.org.
- As verification of the requested property, please provide a property appraiser aerial map with the parcel boundaries shown. This aerial photograph with an overlay of parcel boundaries may be obtained from the Hillsborough County Property Appraiser’s website www.hcpafl.org or at the Environmental Protection Commission Wetlands Management Division.
- Legal description of the subject site required only for sites within a portion of a parcel.
- For multiple adjoining parcel properties under one project area boundary, a legal description for the boundary of the entire project area may be submitted in place of individual parcel legal descriptions.

For Large Projects:

- A current aerial photograph (2000 to current year) is required for the following large projects:

Project Size	Scale required
½ mile Linear Site	1" = 200'
>160 acres/ ¼ Section Site	1" = 200'

This aerial photograph must have the subject site boundary identified with a minimum of 500-feet outside the project limits shown.

Applicants can obtain legal descriptions from:

Hillsborough County Appraiser’s Office
601 E. Kennedy Boulevard, 16th Floor
Tampa, Florida 33602
(813) 272-6100
Website: www.hcpafl.org

Office Hours:
8:00AM – 5:00PM
Monday-Friday

Hillsborough County Clerk of the Circuit Court
501 E. Kennedy Boulevard, 6th Floor
Tampa, Florida 33602
Website: www.hillsclerk.com

Office Hours:
8:00AM – 5:00PM
Monday-Friday

WDR30 - WETLANDS DELINEATION REQUEST

This EPC application is for delineation of wetlands as provided in Section 1-11.04 Wetlands, Rules of the EPC. A \$150 fee for this application is required. PLEASE COMPLETE ALL APPLICABLE SECTIONS. Incomplete applications will not be processed until all missing information is provided. Return completed applications to Environmental Protection Commission (EPC) Attn: Wetlands Division, 3629 Queen Palm Drive, Tampa, FL 33619.

This application is to determine the landward extent of wetlands occurring within Hillsborough County utilizing the methodology set forth by the Florida Department of Environmental Protection (FDEP) Chapter 62-340 F.A.C. as provided in Section 1-11.04, Delineation of Wetlands, Rules of the Environmental Protection Commission (EPC). A delineation of wetlands is required as a first step to the development permitting process for properties.

I, _____, the Owner of the parcel(s) described below, request that the property be inspected for the presence of and delineation of any wetlands that may exist on site. EPC staff has permission to enter the property for that purpose.

1. Property Owner Information

Request to be present at site inspection

First Name _____ Last Name _____

Company Name (if applicable) _____

Street Address _____

City _____ State _____ Zip _____

Owner Phone _____ Fax _____

E-mail _____

2. Agent Information

Request to be present at site inspection

First Name _____ Last Name _____

Company Name (if applicable) _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

3. Site Information

Portion of Parcel(s) (Check box if applicable)

Folio #(s) of Site: _____
(XXXXXX.XXXX)

Section/Township/Range _____/_____/_____

Street Address _____

City _____ State _____ Zip _____

4. Terms of Agreement:

- a. I authorize the agent listed in Item 2 above to submit this application, negotiate modifications or revisions as necessary and accept any stipulations on my behalf.
- b. In addition, I agree to provide entry to the project site for EPC staff for the purpose of making preliminary analyses of the site and to monitor permitted work, if a permit is granted.
- c. Further, I hereby acknowledge the obligation and responsibility for obtaining all required local, state, and federal permits before commencement of any activity.

I certify that I am the record owner of the subject property or am acting as the duly authorized agent to the property owner. I understand that my application will not be processed if there is any missing or invalid information. I am familiar with the information contained in this application and to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activity.

Signature of Owner/Agent: _____ Date: _____

FOR NOTARY USE ONLY

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Signature

Commission Expiration Date

General Application Information

Delineation fees are specified in Chapter 1-6, Services Fee Schedule, Rules of the EPC, as listed below:

Base Fee	\$150.00	Covers all background research, a field visit, and the first 250 linear feet of the wetland line as flagged or verified by the field scientist
Additional Footage	\$0.20/ linear foot	For the length of the wetland line beyond the first 250 linear feet. This amount is assessed at the time surveys are submitted.

Please include your payment of \$150.00 via cash, personal check or money order made payable to Environmental Protection Commission (EPC).

Mail or hand-deliver the completed application with the required materials to the Environmental Protection Commission, ATTN: Wetlands Management Division, Roger P. Stewart Center, 3629 Queen Palm Drive, Tampa, FL 33619.

Additional copies of this application are available online at: www.epchc.org

THE NEXT STEP

Upon completion of the delineation process for the subject site, the owner/applicant must submit a special purpose wetland survey showing the "Wetland Line" with the wetland area(s) labeled as "Wetland" or "Wetland Area" with acreages reported to this agency for review and approval. This wetland survey must be conducted by a Florida Registered Professional Land Surveyor. EPC requires a minimum of 3 surveys (2 for EPC file) all extras are returned to the owner/ applicant. All submitted surveys must be originals with the surveyors seal, signed and dated.

At the time of the wetland survey submittal to EPC, staff will review the submitted surveys for approval and assess the additional footage fee, beyond the first 250 linear feet, based on the surveyed Wetland Line linear footage. Staff will send written correspondence requesting the additional footage fee, if necessary.

Following receipt of the surveys and additional footage fee, if required, EPC staff will issue a formal determination letter for the wetland delineation. **Once the wetland surveys are approved by EPC staff, this wetland line is valid for a period of five (5) years.** Once a wetland delineation has been conducted for a specific property and wetland lines have been formally determined, the wetland line and wetland setback line must be shown on all future site plan submittals, pursuant to the Hillsborough County Land Development Code (LDC).