



## Development and Growth Management Development Coordination Division

### **INSTRUCTIONS FOR APPLICATION – WRITTEN DETERMINATION CERTIFICATION**

Please be aware that these instructions are provided as a guide to assist you in submitting your application online in the City's Accela Citizen Access system.

Application guidelines are derived from Chapter 27 Zoning and City Policy.

### **PLEASE READ INSTRUCTIONS THOROUGHLY**

It is recommended that you contact a representative of Development and Growth Management (DGM) at [TampaZoning@tampagov.net](mailto:TampaZoning@tampagov.net) or (813) 274-3100, option 2, prior to submitting your application to ensure that you will receive the correct letter for your needs.

A certification letter will only confirm the zoning of the property and may include a specific use (example: a medical office being allowed in a commercial district). The request must relate to a specific parcel of real property and is limited to one zoning lot.

### **Submittal of an Electronic Application**

- The application must be submitted online through the City's Accela Citizen Access system at [aca.tampagov.net](http://aca.tampagov.net).
- All information in Accela marked with an asterisk must be completed via the online form.
- All other information required by the application such as exhibits, a survey, or a site plan must be uploaded into Accela to become part of the electronic record.

### **Fees**

- Application (record) fees will be assessed through the Accela system when the application is accepted by staff.
- Fees are determined by City Council by resolution.
- Fees can be paid online via MasterCard, VISA, American Express or Discover or through e-check.
- Personal checks and cash are not accepted.

**Note:** Please check the Plat, Survey, Title Policy and all other documentation relating to your property prior to any application for design and construction. The City of Tampa and its staff DO NOT review for compliance with individual private deed restrictions and covenants.