



## Development and Growth Management Development Coordination Division

### **INSTRUCTIONS FOR APPLICATION -- SPECIAL USE 1 (SU1)** **FOR ANNUAL VENDOR**

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 receive the correct guidance for your needs. Please refer to [Section 27-132](#), Vendor(s).

A Site Plan is required for the Special Use 1 for Annual Vendor application. An example Site Plan with instructions is attached indicating what information should be included.

A Certificate of Compliance signed by the subject property owner is also required for this SU1 application type. The Certificate and an owner/agent authorization affidavit are attached.

#### Submittal of an Electronic Application

- The application must be submitted online through the City's Accela Citizen Access (ACA) 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 information requested or required by the application such as the owner/agent affidavit, any exhibits, a survey, or a site plan must be uploaded into Accela into 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 are payable 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.



# SPECIAL USE 1 (SU1) FOR ANNUAL VENDOR

## AFFIDAVIT TO APPLY FOR A ZONING CODE RELATED APPLICATION and AUTHORIZED AGENT FOR AN APPLICATION TO THE CITY OF TAMPA

Multiple authorizations may be necessary if there is more than one property owner. APPLICATION/RECORD NUMBER:

PROPERTY (LOCATION) ADDRESS(ES): \_\_\_\_\_

FOLIO NUMBER(S): \_\_\_\_\_  
\_\_\_\_\_

"That I am (we are) the owner(s) and record title holder(s) of the property noted herein" Property Owner's Name(s):  
\_\_\_\_\_ \*

"That this property constitutes the subject of an application for the SPECIAL USE 1 (SU1) FOR ANNUAL VENDOR."

I, THE UNDERSIGNED APPLICANT/AGENT, HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE AND HEREBY AUTHORIZE AND ALLOW REPRESENTATIVES OF THE CITY TO ACCESS THE PROPERTY UNDERGOING REVIEW FOR THE ABOVE REFERENCED REQUEST. IF MY PROPERTY IS GATED, I WILL PROVIDE ACCESS TO THE PROPERTY UPON REQUEST FROM THE CITY. I ALSO CONSENT TO THE POSTING OF A SIGN ON MY PROPERTY IF THERE IS A THIRD-PARTY SUBMITTAL OF A PETITION FOR REVIEW.

"That this affidavit has been executed to induce the City of Tampa, Florida, to consider and act on the above described application and that the undersigned has(have) appointed and does(do) appoint the agent(s) stated herein as his/her(their) agent(s) solely to execute any application(s) or other documentation necessary to affect such application(s)" (if applicable).  
AGENT'S NAME: \_\_\_\_\_

The undersigned authorizes the above agent(s) to represent me (us) and act as my (our) agent(s) at any public hearing on this matter (if applicable).

The undersigned authorizes the above agent(s) to agree to any conditions necessary to effectuate this application. Both owner and agent must sign and have their names notarized.

<p>STATE of FLORIDA COUNTY of _____.</p> <p>Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization, this _____ day of _____, 202_, by</p> <p>_____/_____ Printed Name (<b>Owner</b>)      Signature</p> <p>_____ Signature and Stamp of Notary Public</p> <p>Personally known or produced identification:</p> <p>Type of identification</p>	<p>STATE of FLORIDA COUNTY of _____.</p> <p>Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization, this _____ day of _____, 202_, by</p> <p>_____/_____ Printed Name (<b>Agent</b>)      Signature</p> <p>_____ Signature and Stamp of Notary Public</p> <p>Personally known or produced identification:</p> <p>Type of identification</p>
--	--

\* If the applicant/owner is a corporation, trust, LLC, Professional Association or similar type of arrangement, please provide documentation from the corporation, trust, etc., indicating that you have the ability to authorize the application.



Development and Growth Management
Development Coordination Division

Special Use 1 (SU1) Annual

Vendor

Development and Growth Management
Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100

CERTIFICATE OF COMPLIANCE WITH
SPECIAL USE CONDITIONS FOR
ANNUAL VENDOR

"That I am (we are) the owner(s) and record title holder(s) of the following described property:"

Property Owner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

"That this property constitutes a request for an annual special use approval and that the requested annual vendor meets the conditions for approval as stated in Section 27-132, City of Tampa Code of Ordinances or that I must file an appeal with the City Clerk's office to receive a waiver from City Council for said requirements."

No display areas, merchandise, or stored items in association with the vendor or those associated with the principal use on the property, which are displaced due to the vending activity shall encroach onto any right-of-way or onto any adjacent private property without express permission from that property owner in accordance with this section;

The property owner shall state that the vendor shall meet all local, state and federal regulations, ordinance, statutes and laws regarding his/her specific business; and,

The property owner shall state that he understands the regulations governing vendors and will be held responsible, along with the vendor, for any code violations.

The property owner shall state that the property shall be continuously maintained in a neat, clean and orderly manner.

The vending sales area shall not be allowed to utilize more than two parking spaces or six hundred (600) square feet in area, whichever is greater and there is no reduction in the required number of parking spaces;

The vendor shall be allowed to be located and operate on the site from dawn to dusk only.

If the site contains less than a half-acre in area, all equipment and supplies shall be removed from the site at the end of each day;

The vendor shall be prohibited from selling or distributing any type of glass container;

No other annual vendor has been approved for this property;

The maximum sign area allowed for the vending operation shall be twelve (12) square feet;

All vending carts or structures meet the standards stated in Chapter 27-132: and,

All waste and/or refuse shall be removed from the vendor area and placed in an appropriate, legally designated receptacle for the private property on a daily basis for the duration of the sales period.

By signing this "CERTIFICATE OF COMPLIANCE" and the attached and notarized "AFFIDAVIT TO APPLY FOR A ZONING CODE RELATED APPLICATION and AUTHORIZED AGENT FOR AN APPLICATION TO THE CITY OF TAMPA", I do hereby agree to compliance with the above criteria and do grant permission for the referenced vendor to vend on subject site.

Signature of Property owner(s)

EXAMPLE

24" MAX

**SPECIAL USE 1 (SU1) FOR ANNUAL VENDOR**  
 (Please provide full description of proposed use.)  
 (Site Plan Instructions are attached.)

LOCATION  
MAP

**Required Information:**

- Name, location, and width of existing street and alleyrights-of-way, adjacent to the site.
- Width of existing pavement on all streets and alleysadjacent to the site.
- Location, width and type of all easements adjacent to the site.
- Clearly show the property boundaries of the parcel(s)involved in the special use.
- Location, size, height and use of all proposed temporary structures.
- Existing setbacks of any adjacent buildings.
- Location and dimension of existing and proposed driveways,and parking areas include typical parking space.
- Existing and proposed parking.
- Approximate location and size of significant naturalfeatures such as trees, lakes, etc.
- Existing and proposed buffering from adjacent uses.

**LEGAL DESCRIPTION:**

- Folio Number
- Square Footage

**GENERAL NOTES:**

**LEGEND:**

Case No.: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Certified Date                      Zoning Administrator

**TITLE BLOCK:**  
 -Firm's name and address, -The site plan must be to scale. State scale on drawing;  
 -Revision block.; Show North arrow, - Drawing data, -Project name and location

**TITLE BLOCK:**

N



THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX

SU1 SITE PLAN FOR VENDOR TYPE



## Development and Growth Management Development Coordination Division

### SPECIAL USE 1 (SU1) FOR ANNUAL VENDOR APPLICATION SITE PLAN REQUIREMENTS

An SU1 application requires submittal of a Site Plan. The Site Plan must be drawn to-scale, i.e., to an engineer's scale with a ratio such as 1" = 10'.

The application will be evaluated based on compliance with the Tampa Comprehensive Plan in addition to the appropriateness of the site plan based on the requirements of Chapter 27 and other applicable land development regulations.

If the Zoning Administrator or designee grants the request, the Site Plan will be binding upon the owner and his/hersuccessors in title. Development and use of the property shall only occur in strict conformance with the approved site plan. Any proposed changes to the approved Site Plan are subject to the approval of the Zoning Administrator through the Special Use 1 process.

Note: Any development will be reviewed for compliance with all applicable City Codes at time of permitting (if applicable).

#### REQUIRED GENERAL INFORMATION

- North Arrow, legend, scale, dimensions of the lot.
- Business hours of operation
- Location and dimensions of proposed parking and service areas, including typical parking space dimensions.
- Proposed circulation pattern, including access to adjacent streets and/or alleys.
- Location of any existing buildings, temporary buildings and tents, rest room facilities, stages, vehicles and solidwaste stations.

#### EXISTING CONDITIONS

- Approximate location, size, and type of existing trees, water bodies, vegetation and other significant natural features on and within 20' of the subject property.
- Name, location and width of all existing street and alley rights-of-way, within or adjacent to the site.
- Existing type and width of pavement on all streets and alley within or adjacent to the site.
- Location, width and use of all easements within or adjacent to the site.