



DEVELOPMENT and GROWTH MANAGEMENT DEVELOPMENT COORDINATION

Instructions for the submittal of a Temporary Special Use/Temporary Alcoholic Beverage Application

These are guidelines on submitting an application to the City of Tampa.
It is strongly recommended that you contact a member of the
Development Coordination office at 813-274-3100 option 2 prior to submitting the application to
ensure that you are in the correct process.

Submittal of an Application

The application package, including the attached exhibits, must be submitted online
through the City's Accela system at aca.tampagov.net. The applicant must be a non-profit.
All information marked with an asterisk must be completed via the online form.
All other information required by the application, such as the exhibits, a survey or a site plan, must also
be uploaded into the record.

Applications for a Temporary Special Use/Temporary Alcoholic Beverage Application must be submitted
at least ten days prior to the event to ensure adequate review time. If applications are submitted late,
additional fees will apply.

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.
The City will also accept business or bank checks or money orders as payment via mail. Personal checks
and cash are not accepted.

Review Time

Applications for a Temporary Special Use/Temporary Alcoholic Beverage Application should be
completed within 10 days of submittal.

Site Plan

Please provide one copy of the site plan indicating the date and duration of the event; the location of any tents and stages, including their dimensions; the location of generators; the location of any parking areas; location of all rest room facilities; solid waste receptacles; the location where alcohol will be sold, served, stored and/or consumed; the location of any fencing reflecting the location and width of all entrances and exits, along with required signage.

Parking

If you are utilizing off-site parking for the event, please provide signed leases reflecting the number of spaces available and the location of the off-site parking. Off-site parking must be within three miles if providing shuttle service. Compliance with Section 27-283.6 is required for non-shuttle serviced parking.

Proof of Non-Profit Status

Either the statement from the Internal Revenue Service or the statement from the State of Florida showing the nonprofit status. The individual who signs the application must be listed as an officer or authorized agent for the non-profit, as reflected in SunBiz.org.

Additional Information

Please coordinate with the Tampa Police Department at (813) 276-3385 for Extra Duty officers and Tampa Fire Rescue/Fire Marshall's office at (813) 274-7000 for a Fire Watch Officer and Tent Permits. Off-duty officers are required by Code and must be secured before Development and Growth Management is able to approve the request. If providing off-site parking, please contact Transportation at (813) 274-3100



MASTER AFFIDAVIT

AFFADAVIT 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 a Temporary Special Event/Temporary Alcoholic Beverage."

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(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 representative of the non-profit must sign and have their names notarized.

STATE of FLORIDA COUNTY of _____. Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization, this ____ day of ____, 202_, by _____/_____ Printed Name Signature _____ Signature and Stamp of Notary Public Personally known or produced identification. Type of identification _____	STATE of FLORIDA COUNTY of _____. Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization, this ____ day of ____, 202_, by _____/_____ Printed Name Signature _____ Signature and Stamp of Notary Public Personally known or produced identification. Type of identification _____
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* 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.

TEMPORARY SPECIAL EVENT APPLICATION

SITE PLAN REQUIREMENTS

An application for temporary special event application requires submittal of a site plan. The request 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/her successors 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 temporary special event process.

The developer remains responsible for compliance with all applicable City Codes at time of permitting (if applicable).

REQUIRED GENERAL INFORMATION

An As-Built survey (depicting building locations, all necessary dimensions, parking areas, driveways, legal description, etc.) generated within 2-years of application date, may be used in-lieu of a site plan for those applications that involve lands and structures that do NOT propose building additions, increased occupant load, or an increase in intensity of use or change of use.

1. North Arrow, legend, scale, dimensions of the lot.
2. Drawing size (minimum allowed): 24" x 36" (alternate sizes may be permitted by the Zoning Administrator).
3. Business hours of operation, if applicable.
4. Location and dimensions of proposed parking and service areas, including typical parking space dimensions.
5. Proposed circulation pattern, including access to adjacent streets and/or alleys.
6. Location of any existing buildings, temporary buildings and tents, rest room facilities, stages, vehicles and solid waste stations.

EXISTING CONDITIONS

1. Name, location and width of all existing street and alley rights-of-way, within or adjacent to the site.

EXAMPLE

24 MAX

Temporary Special Event Requested

LOCATION MAP:

PROPOSED IMPROVEMENTS (DRAWING) :

- Home, location, and width of existing street and alley rights-of-way, adjacent to the site.
- Width of existing pavement on all streets and alleys adjacent 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 additions and/or new buildings.
- Existing and proposed building setbacks
- Location and dimension of existing and proposed driveways, and parking areas include typical parking space.
- Existing and proposed parking lot landscaping.
- Approximate location and size of significant natural features such as trees, lakes, etc.
- Existing and proposed buffering from adjacent uses.
- Show conceptual layout of proposed retention system.

- Firm's name and address
- Revision block.
- Drawing data.

- The site plan must be to scale. State scale on drawing.
- Show North arrow.
- Project name and location.

TITLE BLOCK;



LEGEND:

LEGAL DESCRIPTION:

- Folio Number
- Square Footage

GENERAL NOTES:

THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX