



## Development and Growth Management Development Coordination Division

### **INSTRUCTIONS FOR APPLICATION -- VARIANCE REVIEW BOARD (VRB)**

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. For Variance information, please refer to Section(s) [27-76](#) and [27-80](#).

#### **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.

A [Site Plan](#) is required for the VRB application. The DGM recommends that the applicant discuss the Site Plan with DGM staff prior to uploading the Site Plan to the electronic record.

#### 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 the 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.

#### Scheduling of Applications

DGM staff will assign a public hearing date at time of submittal. Note that the Board limits itself to ten (10) cases per month and that the deadline is usually eight (8) weeks prior to the hearing. Applications for a Variance Review are generally heard on the second Tuesday of the month. Please schedule your VRB needs accordingly. Please note that DGM staff does not have the authority to exceed the ten cases established by the Board.

To be scheduled for a hearing, the application will need to be determined to be sufficient by DGM staff. A sufficient application must include the following: the owner/agent affidavit, a complete Accela record (aside from public notice) and a to-scale site plan indicating the requested variance. If the Variance Review application information is not deemed sufficient by DGM staff, the application will not be scheduled for a hearing.

#### Public Notice

A VRB application requires public notice in accordance with [Section 27-149](#) of the City of Tampa Code of Ordinances. Staff will provide you with further instructions, the required documents, and public notice sign(s) to complete the notice process once your application has been 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.



# VARIANCE REVIEW BOARD (VRB)

## 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 VARIANCE REVIEW BOARD (VRB) \_\_\_\_\_."

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>
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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.



## Development & Growth Management Development Coordination Division

### **VARIANCE REVIEW BOARD (VRB) – SITE PLAN REQUIREMENTS**

The Variance Review Board 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 of 1' = 10').

The Variance 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 Variance request is granted, 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.

All development will be reviewed for compliance with all applicable City Codes at time of building permitting.

#### **Required General Information**

- North arrow, legend, scale.
- Total acreage of the site.
- Total area.
- Total floor area ratio and total building square footage (if applicable).

#### **Existing Site 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.
- All streets and alley within or adjacent to the site (if applicable).
- Location, width and use of all easements within or adjacent to the site.

#### **Proposed Improvements**

*\*\*For those permit requests that involve change of use, building additions, increases in intensity, aggregation of lands, change in area, etc., the site plan shall provide the following:*

- Location, size, height, and use of all existing and proposed buildings.
- Proposed building setbacks.

#### **Building Improvements**

Elevations of all side of structures required for new construction; if structures are existing, current photographs may be provided in-lieu of building elevations.

EXAMPLE

24" MA

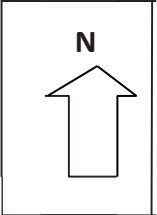
VARIANCE REVIEW BOARD (VRB SITE PLAN)  
(list requested variances)

LOCATION  
MAP:

**PROPOSED IMPROVEMENTS (DRAWING):**

- Name-of existing street and alley rights-of-way 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 existing and 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.
- Approximate location and size of significant natural features such as trees, lakes, etc., on and within 20' of the property

**TITLE BLOCK;**  
-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.



**LEGAL DESCRIPTION:**  
- Address  
  
- Folio Number  
- Square Footage

**GENERAL NOTES:**

LEGEND:

36" MAX

THIS EXAMPLE FOR GENERAL INFORMATION