Development and Growth Management
Development Coordination Division

INSTRUCTIONS FOR APPLICATION -- DESIGN EXCEPTION 1 (DE1)

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

Please contact a representative of Development and Growth Management (DGM) at (813) 274-3100, option 2, or DesignException@tampagov.net prior to submitting your application to ensure that you receive the correct guidance for your needs.

A pre-application meeting is required to determine the scope of the request and what documentation will be necessary to support of the application. A detailed Site Plan or survey, as well as the legal description of the property, may be required.

Please note that Design Exceptions are not automatic and staff cannot instruct you on how to justify the request; you must show compliance with the criteria for DE1 from Section 27-60(e)(5).

Submittal of an Electronic Application

- The application must be submitted online through the City's Accela Citizen Access (ACA) system at 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.

Public Notice and Open Record Period (yard reductions require Public Notice)

The DE application requires public notice in accordance with Section27-149 of the City of Tampa Code of Ordinances. Once your application has been accepted, City of Tampa staff will provide you with instructions, the required documents, sign(s), and scheduling guidance to complete the notice process.

Public notice required for alternative design exceptions requesting a reduction in the required setback. Upon receipt of a complete application for an alternative design exception and payment of the appropriate fee, the reviewing official shall direct the applicant to provide public notice. The procedures for required public notice shall be governed by Section27-149. The required affidavit of compliance shall be filed with the zoning administrator.

APPLICATION REQUIRING NOTICE:
- Seminole Heights District
- Channel District
- Municipal Airport (M-AP) District
- Neighborhood Mixed Use District
  Overlay Districts:
  - Kennedy Boulevard Corridor District
  - East Tampa Overlay District
  - West Tampa Overlay District
  - Westshore Overlay District

REVIEW OF AN APPLICATION

A determination shall be rendered no later than thirty(30) working days after the conclusion of the open record period which shall conclude fifteen (15) calendar days after the date that mailed public notice is postmarked and demonstrated by the certificate of mailing and/or completion of the affidavit of compliance.

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.

DESIGN EXCEPTION 1 (DE1)

**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 DESIGN EXCEPTION 1 (DE1)."

I, THE UNDERSIGNED owner, 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 SUBMITTALOF 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/FIRM NAME:

The undersigned authorizes the above agent/firm (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.

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

* 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.