



Development and Growth Management Development Coordination Division



INSTRUCTIONS FOR APPLICATION -- INCREMENTAL REVIEW (IRW)

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 or (813) 274-3100, option 2, prior to submitting your application or request to ensure that you will receive the correct guidance for your needs.

The Incremental Review application requires a Site Plan. (Please note that this process is different from a building permit and any plans submitted as part of a building permit application may not be available electronically in the Accela system.)

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 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.

Staff Review

Staff will distribute the Site Plan(s) to the Development Review Committee for their review and comment. At the completion of the review period (typically 14 business days), the applicant will be provided a package of comments requesting modifications to the site plan and/or additional information in order for staff to complete the review and issue an approval.

If necessary, this process will repeat with each submittal until the plan can be approved. Upon receipt of the package of comments, the applicant will be required to submit revised plans for a second review of the site plan.

Three (3) submittals (including the initial submittal) may be processed with no additional fee. Upon the fourth submittal (and all subsequent submittals), an additional fee of 25 percent of the original fee will be required.

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.



INCREMENTAL REVIEW (IRW)



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 INCREMENTAL REVIEW (IRW) _____."

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 (Owner) Signature</p> <p>_____ Signature and Stamp of Notary Public</p> <p>Personally known or produced identification: <small>Select</small></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 (Agent) Signature</p> <p>_____ Signature and Stamp of Notary Public</p> <p>Personally known or produced identification: <small>Select</small></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.



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INCREMENTAL REVIEW (IRW) – SITE PLAN REQUIREMENTS

The Incremental Review 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 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.

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

Required General Information

- North Arrow, legend, scale.
- Drawing size (minimum allowed): 24" x 36" (alternate sizes may be permitted by the Zoning Administrator).
- Total acreage of the site.
- Total area.
- Total floor area ratio and total building square footage as applicable.
- Statement of commitment to comply with all applicable City of Tampa development regulations as applicable.

Existing Conditions

- Approximate location, size, and type of existing trees, water bodies, vegetation and other significant natural features.
- 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 (if applicable).
- Location, width and use of all easements within or adjacent to the site.

Proposed Improvements (as applicable)

***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 proposed buildings.
- Proposed building setbacks.
- Total floor area by proposed use "indoor" and "outdoor" and by floor if multiple floors.
- Location and purpose of all areas dedicated or reserved to the public or to the inhabitants of the project.
- 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.
- Proposed parking lot landscaping.
- Proposed buffering from adjacent residential Zoning Districts.
- Proposed location and method of Stormwater retention.
- Proposed location and screening of solid waste containers.
- Proposed location, size, and total amount of required open space.
- Proposed location of new sidewalks and their dimension.

Building Improvements

- State of Florida Building Code definition for types of construction (proposed and existing) (as applicable).
- 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" MAX

Revised 5/2021.

TYPE OF USE REQUESTED

(Indicate reason for request)

LOCATION
MAP:

PROPOSED IMPROVEMENTS (DRAWING):

- Name, 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.

LEGAL DESCRIPTION:

- Address
- Folio Number
- Square Footage

GENERAL NOTES:

LEGEND:

Case No.: _____ Date: _____

THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX

TITLE BLOCK;

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

