



## INSTRUCTIONS FOR APPLICATION – SUBSTANTIAL CHANGE DETERMINATION (SUB)

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) Development Coordination (DC) Division 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.

#### 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, and 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.

#### DESCRIPTION OF REQUEST

Justification for the Substantial Change Determination (SUB) request must be uploaded into Accela identifying compliance with [Section 27-138\(7\)](#).

#### SUBMITTAL REQUIREMENTS

- A copy of the **approved Planned Development (PD)** site plan with elevations must be submitted, and
- A **proposed site plan** is required and must clearly identify the proposed changes under consideration. If changes are proposed to currently approved elevations, revised elevations are required. (Site plan instructions and an example site plan are attached.)

#### Public Notice

The SUB application requires public notice in accordance with [Section 27-149](#) of the City of Tampa Code of Ordinances. Once your application has been accepted, Development Coordination staff will provide instructions, the required documents, sign(s), and scheduling guidance to complete the notice process.

**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.



# SUBSTANTIAL CHANGE DETERMINATION (SUB)



## 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 SUBSTANTIAL CHANGE DETERMINATION (SUB)."

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 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/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.

<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: Select</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>Owner</b>)      Signature</p> <p>----- Signature and Stamp of Notary Public</p> <p>Personally known or produced identification: Select</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.



**SUBSTANTIAL CHANGE DETERMINATION (SUB)**  
**APPLICATION SITE PLAN REQUIREMENTS**

An application for Substantial Change Determination (SUB) 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 Site Plan must identify changes proposed.

**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 floor area ratio and total building square footage, if applicable.
- Business hours of operation, if applicable.
- Statement of commitment to comply with all applicable City of Tampa development regulations.

**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.

**PROPOSED IMPROVEMENTS**

- Location, size, height and use of all proposed structures.
- Proposed or existing location of fire hydrants and distance to structures.
- Location and method of buffering from adjacent residential zoning districts.
- Location and method of screening of refuse stations, storage areas and off-street loading areas.
- Location and method of stormwater retention.
- Location, size and total amount of open space, if applicable.
- Location and dimensions of proposed parking and service areas, including typical parking space dimensions.
- Proposed parking area landscaping.
- Southern Florida Building Code definitions for types of construction proposed and existing.
- Proposed means of vehicular and pedestrian access from the site(s) within the development to adjacent streets and/or alleys, showing all existing and proposed curb cuts and sidewalks.

EXAMPLE

**SUBSTANTIAL CHANGE DETERMINATION REQUEST**  
(please provide a plan narrative.)

**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.

24" MAX

**LEGEND:**

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

\_\_\_\_\_  
Date City Council Chairman

\_\_\_\_\_  
Date City Clerk

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

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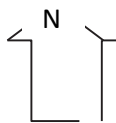
**LEGAL DESCRIPTION:**

- Address
- Folio Number
- Square Footage

**GENERAL NOTES:**

**TITLE BLOCK;**

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



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36" MAX

SUB SITE PLAN EXAMPLE



**Development and Growth Management  
Development Coordination Division**