



DEVELOPMENT and GROWTH MANAGEMENT DEVELOPMENT COORDINATION

INSTRUCTIONS FOR APPLICATION – GENERAL SPECIAL USE 2 (SU2)

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 TampaZoning@tampagov.net prior to submitting your application:

A PRE-APPLICATION COUNSELING is recommended prior to submittal of an SU2_application. Please schedule counseling sessions with a DGM staff member and the City Transportation Division to advise the proper zoning requirements for the intended special use and determine the methodology for transportation analyses, if needed. It is the applicant’s responsibility to obtain the initials of each staff member with whom he/she counsels on the Site Plan.

Information Required by this Application:

- Special Use Site Plan (site plan instructions and example plan attached),
- Sealed Tree/Topo/Boundary Survey,
- Any other required material as stated in [Chapter 27 Article II Division 5](#) and [27-156](#).

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, the 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.

Public Notice

The General SU2 application requires public notice in accordance with [Section 27-149](#) of the City of Tampa Code of Ordinances. Once your application has been accepted, DGM staff will provide instructions, the required documents, sign(s), and scheduling guidance to complete the notice process.

SCHEDULING OF APPLICATIONS

DGM staff will assign a TENTATIVE public hearing date at time of submittal. Once DGM certifies the application, the public hearing date will be officially assigned. DGM routes the certified application to the City Clerk to be placed on the assigned City Council Agenda.

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.



GENERAL SPECIAL USE 2 (SU2)

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 GENERAL SPECIAL USE 2 (SU2)."

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: 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 (Agent) 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.



GENERAL SPECIAL USE 2 (SU2) APPLICATION SITE PLAN REQUIREMENTS

An application for General Special Use-2 (SU2) 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 SU2 request will be evaluated based on compliance with the Transportation Division and 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 City Council grants the SU2 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 by the General Special Use-2 process.

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 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.
- 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

***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 by "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, if applicable.
- Proposed location of new sidewalks and their dimension.

BUILDING IMPROVEMENTS

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



Application for General Special Use 2

Development & Growth Management
2555 East Hanna Avenue
Tampa, FL 33610
(813) 274-3100

**LEGAL DESCRIPTION (use separate sheet if
needed) MUST BE TYPED -- DO NOT ABBREVIATE:**

A large, empty rectangular box intended for the user to type the legal description of the property. The box is currently blank.



Application for General Special Use 2

Development and Growth Management
Development Coordination
2555 East Hanna Avenue
Tampa, FL 33610
(813) 274-3100

Transportation Management Form

Beginning February 1, 1990, the City of Tampa began to implement the concurrency provisions of the State Growth Management Act. This form is to be utilized to monitor traffic volumes generated by development. Please complete the following information. Any application for a development permit will require this form to be completed and submitted to Development and Growth Management.

Current Use(s) of Land: _____

Proposed Special Use: _____

Structure Size or # of Units: _____

Structure Size or # of Units: _____

CERTIFICATION OF COMPLIANCE WITH THE SPECIAL USE CRITERIA

By signing the "AFFIDAVIT TO APPLY FOR A ZONING CODE RELATED APPLICATION and AUTHORIZED AGENT FOR AN APPLICATION TO THE CITY OF TAMPA" I hereby state the following is true and correct

"That I have read the conditions in the Zoning code, Chapter 27, which must be met by this Special Use Application and do hereby provide the following documentation that this property meets the requirements:"

List Documentation: _____

"That have read the conditions in the Zoning code, Chapter 27, which must be met by this Special Use Application and do hereby request a waiver or variance to the following conditions for the following reasons "

(Use additional pages if necessary): _____

EXAMPLE

24" MAX

TYPE OF S2 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.

LEGEND:

Case No.: _____ Date: _____

Date City Council Chairman

Date City Clerk

Certified Date Zoning Administrator


LEGAL DESCRIPTION:

- Address
- Folio Number
- Square Footage

GENERAL NOTES:

TITLE BLOCK;

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



Revised 08/2024 E.C.

36" MAX

FOR S2 SITE PLAN REQUIREMENTS