



# Development and Growth Management Development Coordination Division

## INSTRUCTIONS FOR APPLICATION - FORMAL DECISION (FDN)

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 FormalDecision@tampagov.net or (813) 274-3100, option 2, prior to submitting your application or request 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, 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**

The Formal Decision application requires public notice in accordance with [Section 27-149](#) 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, and sign(s) in order to complete the notice. There is a 15-calendar-day open record period, which does not include the date when mailed and posted notice is completed.

## **Review of an Application**

Determination for a Formal Decision application shall be completed no later than thirty (30) days after the conclusion of the completed application (including all notice documents) and the conclusion of the open record period.

## **Information Regarding a Lot Reconfiguration**

The requirements for a lot reconfiguration (lot split) include a survey of the parent parcel and surveys of the proposed lots, signed and sealed by a surveyor. These can be combined into one document.

## **Information Regarding Nonconformities**

To establish a nonconforming use, it must have been legally established prior to either 1956 (adoption of former zoning code Chapter 43) or prior to the late 1980s, depending on where the use is located in the City. Evidence to support a nonconforming use would include the original Hillsborough County Property Appraiser's card, the Polk Directory, water or electric records, records of past or current owners (leases, tax returns), notarized statements from licensed professionals, and permit records. This is not a complete list.

To establish a nonconforming, platted residential lot, tax rolls from 1980, 1984, 1987, and 1989 through the present year must be submitted.

To establish a nonconforming, unplatted residential lot, tax rolls from 1955, 1980, 1984, 1987, and 1989 through the present year must be submitted.

To establish a nonconforming, non-residential lot, the tax rolls from 1986 through the present year.

This information shall be uploaded into the Accela system and may be in one document.

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 covenant.



**FORMAL DECISION (FDN)**

**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 FORMAL DECISION (FDN)."

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.

STATE of FLORIDA

COUNTY of

Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization,

this

day of

, by

Printed Name (**Owner**) Signature

Signature and Stamp of Notary Public

Personally known or produced identification

Type of identification:

STATE of FLORIDA

COUNTY of

Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization,

this

day of

, by

Printed Name (**Agent**)    Signature

Signature and Stamp of Notary Public

Personally known or produced 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.