



Development and Growth Management Development Coordination Division

INSTRUCTIONS FOR APPLICATION – General Land Use for Lot Split (LND)

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 TampaZoning@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.
- 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.
- Fees are payable online via MasterCard, VISA, American Express or Discover or through e-check.
- Personal checks and cash are not accepted.

Public Notice

General Land Use application does not require public notice.

Review of an Application

Determination for a General Land Use application shall be completed no later than thirty (30) days after the conclusion of the completed application review.

Information Regarding LND Lots Split

Lot splits under an LND application are only for two types of lots:

1. Any lot located in an Overlay District requesting to go back to their original plat. If the lot is not going back to its original plat then you will need to apply for a Formal Decision.
2. Any lot located outside of the Overlay Districts requesting to go back to their original plat, if that original plat meets the current minimum lot size standards stated in code section 27-156. In the City of Tampa Land Development Code. If the lot does not meet the lot size standard per the code, or if the lot is not going back to its original plat then an LND will not be granted, and the applicant may need to apply for a Formal Decision.

The following documents are required to be submitted upon applying for a General Land Use application for a lot split: An existing survey of the parcel, signed and sealed by the surveyor, as well as a signed and notarized owner/authorized agent affidavit (see page 3).

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



General Land Use (LND)

**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 LAND USE (LND)."

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.