Development and Growth Management Development Coordination Division

INSTRUCTIONS FOR APPLICATION – SPECIAL USE 1 (SU1) TEMPORARY VENDOR

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 to ensure that you receive the correct guidance for your needs.

Please refer to Section 27-132, Vendor, (d), Temporary vendor.

A Certificate of Compliance signed by the subject property owner is also required for this SU1 application type. The Certificate and an owner/agent authorization affidavit are attached.

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, graphic, 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.

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.

SPECIAL USE 1 (SU1) TEMPORARY VENDOR

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 SPECIAL USE 1 (SU1) TEMPORARY VENDOR."

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.

Section 1: Owner Certification

STATE of FLORIDA

COUNTY of _____

Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization, this _____ day of _____, 202____, by:

Printed Name (Owner): _____

Signature: _____

Signature and Stamp of Notary Public: _____

Personally known or produced identification

Type of identification: _____

Section 2: Agent Certification

STATE of FLORIDA

COUNTY of _____

Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization, this _____ day of _____, 202____, 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.

Development and Growth Management Development Coordination Division

SPECIAL USE 1 (SU1) TEMPORARY VENDOR

CERTIFICATE OF COMPLIANCE WITH SPECIAL USE CONDITIONS FOR SPORTS AND ENTERTAINMENT VENDOR

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

"That I am (we are) the owner(s) and record title holder(s) of the following described property:"

Property Owner Name(s): _____

Property Address: _____

"That this property constitutes a request for a special use approval and that the requested temporary vendor meets the general and specific conditions for approval as stated in Section 27-132, City of Tampa Code of Ordinances:"

Temporary vendor sales shall be allowed by permit on parcels that are zoned or used for non-residential uses subject to the following provisions:

No more than six (6) permits shall be issued per parcel in any calendar year and the duration of the vending on the parcel shall not exceed forty-five (45) consecutive days per permit issued on parcels that contain less than twenty-five (25) acres; Unlimited permits shall be issued per parcel in any calendar year and the duration of the vending on the parcel shall not exceed forty-five (45) consecutive days per permit issued on parcels that contain twenty-five (25) or more acres;

No display areas, merchandise, or stored items in association with the vendor or those associated with the principal use on the property, which are displaced due to the vending activity shall encroach onto any right-of-

way or onto any adjacent private property without express permission from that property owner in accordance with this section;

The vendor shall be setback a minimum of ten (10) feet from the public right-of-way, including all display area, carts, tents, and trailers. However, at no time may the location violate section 27-283.5, Visibility at intersections;

For purposes of this subsection, allowable signage for temporary vendor tents and/or carts shall be calculated based on the "building sign" factor and method, as set forth in Article VI, Division 6, to find the maximum allowable square-feet of copy area. The maximum copy area that is determined may be utilized as building signs, banners, or freestanding signs, so long as the maximum copy area is not exceeded; and

The property owner shall state that the vendor has permission to vend on that site; that the vendor shall meet all local, state and federal regulations, ordinance, statutes and laws regarding his/her specific business; that he understands the regulations governing vendors and will be held responsible, along with the vendor, for any code violations;

The vendor shall not be allowed to eliminate required parking spaces for the principal use of the property; The vendor shall be prohibited from selling or distributing any type of glass container;

The vendor shall be allowed to be operate on the site between the hours of 7:00 a.m. to 9:00 p.m.;

Only one (1) temporary vendor shall be allowed on any individual zoning lot that contains less than twenty-five (25) acres;

All waste and/or refuse shall be removed from the vendor area and placed in an appropriate, legally designated receptacle for the private property on a daily basis for the duration of the sales period.

By signing this* "CERFIFICATE OF COMPLIANCE*" and the attached and notarized "*AFFIDAVIT TO APPLY FOR A ZONING CODE RELATED APPLICATION and AUTHORIZED AGENT FOR AN APPLICATION TO THE CITY OF TAMPA*", *I do hereby agree to compliance with the above criteria and do grant permission for the referenced vendor to vend on subject site.

_____

Signature of Property owner(s)

EXAMPLE

24" MAX

SPECIAL USE 1 (SU1) FOR TEMPORARY VENDOR REQUEST

(Please provide full description of proposed use.)

(Site Plan Instructions are attached.)

LOCATION MAP

Required Information:

-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 temporary structures.

-Existing setbacks of any adjacent buildings.

-Location and dimension of existing and proposed driveways, and parking areas include typical parking space.

-Existing and proposed parking.

-Approximate location and size of significant natural features such as trees, lakes, etc.

-Existing and proposed buffering from adjacent uses.

TITLE BLOCK:

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

LEGAL DESCRIPTION:

- Folio Number
- Square Footage

GENERAL NOTES:

LEGEND:

Case No.: _____ Date: _____

_____ _____

Certified Date Zoning Administrator

N

THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX

SU1 PLAN FOR VENDOR

Development and Growth Management Development Coordination Division

SPECIAL USE 1 (SU1) TEMPORARY VENDOR SITE PLAN INSTRUCTIONS

If your application requires submittal of a Site Plan or graphic (drawing), the plan should be drawn to-scale, i.e., to an engineer's scale such as 1' = 10'. The request will be evaluated based on compliance with the Tampa Comprehensive Plan in addition to the appropriateness of the plan based on the requirements of Chapter 27 and other applicable land development regulations.

If the Zoning Administrator or designee grants the request, the plan is binding upon the owner and his/her successors in title. Use of the property shall only occur in strict conformance with the approved plan. Any proposed changes are subject to the approval of the Zoning Administrator.

Required General Information

- North Arrow, legend, scale.
- Total acreage of the site.
- Total area.
- Total floor area ratio and total building square footage as applicable.
- Business hours of operation.

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.