



# Development and Growth Management Development Coordination Division

## INSTRUCTIONS FOR APPLICATION - ALTERNATIVE DESIGN EXCEPTION 2 (DE2)

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 [DesignException@tampagov.net](mailto:DesignException@tampagov.net) or **(813) 274-3100**, option 2, prior to submitting your application to ensure that you receive the correct guidance for your needs.

Per Section 27-60 a pre-application meeting is required to determine the scope of the request and what documentation will be necessary to support the application. A Site Plan is required. (Please note that this Site Plan process is different from a building permit and any plans submitted as part of a building permit application may not be available electronically in the Accela system for the design exception application.)

### 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 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 and Open Record Period**

The DE 2 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, sign(s), and scheduling guidance to complete the notice process.

### **REVIEW OF AN APPLICATION**

A determination shall be rendered no later than thirty (30) working days after the conclusion of the open record period which shall conclude fifteen (15) calendar days after the date that mailed public notice is postmarked and demonstrated by the certificate of mailing and/or completion of the affidavit of compliance.

### **ZONING ADMINISTRATOR DETERMINATION**

**The zoning administrator shall apply the following criteria when reviewing the application. These are the criteria that need to be addressed by the application.**

The standard yard (setback) requirements are spelled out in Section 27-156(c), Table 4-2. The reductions allowed administratively are determined by the Planning District the property is located in, per the adopted City of Tampa Comprehensive Plan. Staff can assist you in determining which Planning District applies to your property.

New Tampa, South Tampa and Westshore are limited to a ten percent (10%) reduction in the front, corner and rear yards and a one-foot reduction in the side yards. The maximum increase in the building height is ten percent (10%).

University and Central Tampa are limited to a twenty-five percent (25%) reduction in the front, rear and corner yards and a one-foot reduction in the side yards. The maximum increase in the building height is ten percent (10%).

**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.



**DESIGN EXCEPTION 2 (DE2)**

**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 **DESIGN EXCEPTION 2 (DE2).**”

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.

**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.