



# **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.



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### **DESIGN EXCEPTION 2 (DE2) – SITE PLAN REQUIREMENTS**

The Design Exception 2 (DE2) application 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 SU1 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 Zoning Administrator or designee grants the DE2 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 of the Zoning Administrator through the Design Exception 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 – as applicable**

*\*\*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 existing and proposed buildings.
- Proposed building setbacks.
- Total floor area 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.
- Proposed location of new sidewalks and their dimension.

**Building Improvements:** include State of Florida Building Code definition for types of construction proposed and existing; elevations of all sides of structures required for new construction; if structures are existing, current photographs may be provided in-lieu of building elevations.

EXAMPLE

24" MAX

TYPE OF DE2 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.

LEGAL DESCRIPTION:

- Address
- Folio Number
- Square Footage

GENERAL NOTES:

LEGEND:

Case No.: \_\_\_\_\_ Date: \_\_\_\_\_

Certified Date \_\_\_\_\_ Zoning Administrator \_\_\_\_\_

**TITLE BLOCK;**



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