DEVELOPMENT & GROWTH MANAGEMENT DEVELOPMENT COORDINATION

INSTRUCTIONS FOR APPLICATION – REZONING (REZ)

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. Section(s) used in evaluating Rezoning applications can be found in 27-21, 27-132, and 27-156.

PLEASE READ INSTRUCTIONS THOROUGHLY

Please contact a representative of Development and Growth Management (DGM) at (813) 274-3100, option 2, or TampaZoning@tampagov.net prior to submitting your application:

A PRE-APPLICATION COUNSELING is required prior to submittal of a Rezoning application. The applicant must schedule counseling sessions with a DGM staff member and the City Transportation Division. The sessions are to advise the applicant of the proper zoning district to request for the intended use, ensure compliance with the Tampa Comprehensive Plan, and determine the methodology for transportation analyses, if needed.

It is the applicant's responsibility to obtain the initials of each staff member with whom the applicant counsels on the first Site Plan used in the application process.

Minimum Requirements for Application:

- Site Plan* (site plan instructions and example plan attached),
- Schematic of exterior elevations (all views). (Photographs may be submitted if the existing building is to remain.) Note: for parcels located in the Central Business District and Channel District, elevations shall be in color with pedestrian level views included,
- Sealed Property Survey with boundary / topographic / tree detail,
- Transportation Analysis (form attached): the Transportation Engineer will determine whether or not further analysis is required with submittal of the application.

*All final Site Plan submittals shall include elevations of all sides of proposed structure(s).

Submittal of an Electronic Application

- The application must be submitted online through the City's Accela Citizen Access system (ACA) 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, the survey, and the Site Plan must be uploaded into Accela into the electronic record.

Fees

- Application (record) fees will be assessed through the Accela system.
- Fees are determined by City Council by resolution.
- Fees are payable online through the Accela system online via MasterCard, VISA, American Express or Discover or through e-check.
- Personal checks and cash are not accepted.

Public Notice

The Rezoning 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 further instructions, required documents, signs, and scheduling guidance to complete the notice process.

SCHEDULING OF APPLICATIONS

The public hearing date assigned in Accela is TENTATIVE. City Council's schedule allows for a maximum of ten

(10) new applications to be scheduled each month. Once the maximum number of applications has been reached for a public hearing date, any additional applications will be assigned to the next available public hearing tentative date.

Rezoning application fee detail

An initial fee of $50 will be assessed by the system at the time of submission; once the application has been reviewed for completeness, staff will assess the remainder of the fee.

Non-Site Plan	$1,073 plus $111/acre or portion thereof
Site Plan (PD, PD-A, YC-9, CBD-2, CD-2, SH-PD)	$2642 plus $111/acre or portion thereof
Hillsborough County City-County Planning Commission (All applications)	$150.00
Amendment Fee	$333
Plans Resubmittal (3rd time and up)	25% of the original application fee

REZONING (REZ)

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 REZONING (REZ)."

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.

REZONING (REZ) APPLICATION SITE PLAN REQUIREMENTS

An application for Rezoning to any zoning district (site plans CBD-2, CD-2, YC-9, SH-PD, PD-A, or PD) requires submittal of a Site Plan. The Site Plan must be drawn to an engineer's scale at a ratio such as 1" = 10'.

The Rezoning request will be evaluated based on compliance with the Transportation Division assessment, 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 City Council grants the Rezoning 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 Substantial Deviation Review process.

All development will be reviewed for compliance with all applicable City Codes at time of building permitting.

REQUIRED GENERAL INFORMATION

1. North Arrow, legend, scale.
2. Drawing size (minimum allowed): 24" x 36" (alternate sizes may be permitted by the Zoning Administrator).
3. Total acreage of the site.
4. Total Residential density, if applicable.
5. Total floor area ratio and total building square footage, if applicable.
6. Signature lines for City Council Chairman, City Clerk, and Zoning Administrator on the Site Plan
7. For site plans involving existing buildings with nonconforming structures or characteristics of use, the site plan shall contain the following statement: ***"If the structure(s) are destroyed in excess of 75% of assessed value, the redevelopment of the site regarding setbacks, buffering, parking, and all other land development regulations will require review by the City Council at a noticed public hearing which complies with Section 27-394(c), Public Notice Requirements, as amended."***

8. Statement of commitment to comply with all applicable City of Tampa development regulations such as the Tree and Landscape Code, Stormwater Management regulations, and Fire Codes applicable to the project at the time of permitting.

EXISTING CONDITIONS

1. Existing development within 250 feet of the site (most recent aerial acceptable).
2. All property within 250 feet shall be identified by subdivision name and plat book and page, or if unplatted, shall be so designated.
3. Approximate location, size, and type of existing trees, water bodies, vegetation, and other significant natural features.
4. Name, location and width of all existing street and alley rights-of-way, within or adjacent to the site.
5. Existing type and width of pavement on all streets and alley within or adjacent to the site.
6. Location, width and use of all easements within or adjacent to the site.
7. Existing Flood Plain Map data for the site according to the "100 Year Flood Classification."
8. Delineation of all existing jurisdictional wetlands and/or conservation areas.

PROPOSED IMPROVEMENTS

***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:*

1. Location, size, height, and use of all proposed buildings.
2. Proposed building setbacks.
3. Total floor area by proposed use by "indoor" and "outdoor" and by floor, if multiple floors.
4. Location and purpose of all areas dedicated or reserved to the public or to the inhabitants of the project.
5. Location and dimensions of proposed parking and service areas, including typical parking space dimensions.
6. Proposed circulation pattern, including access to adjacent streets and/or alleys.
7. Proposed parking lot landscaping.
8. Proposed buffering from adjacent residential Zoning Districts.
9. Proposed location and method of Storm water retention.
10. Proposed location and screening of solid waste containers.
11. Proposed location, size, and total amount of required open space, if applicable.
12. Proposed location of new fire hydrants and distance to structures.
13. Proposed location of new sidewalks and their dimension.
14. Proposed location of all new signs including: height, size and compliance with RO, RO-1, and CN limitations, if applicable (per Section 27-352(C)2.(B).

BUILDING IMPROVEMENTS

1. State of Florida Building Code definition for types of construction proposed and existing.

2. Elevations of all side of structures required for new construction; if structures are existing, current photographs may be provided in-lieu of building elevations.

Application for REZONING (REZ)

Development & Growth Management Development Coordination

2555 E Hanna Avenue Tampa, FL 33610

(813) 274-3100

LEGAL DESCRIPTION (use separate sheet if needed) MUST BE TYPED -- DO NOT ABBREVIATE:

Application for REZONING (REZ)

Development and Growth Management Development Coordination

2555 E Hanna Avenue Tampa, FL 33610

(813) 274-3100

Transportation Management Form

Beginning February 1, 1990, the City of Tampa began to implement the concurrency provisions of the State Growth Management Act. This form is to be utilized to monitor traffic volumes generated by development. Please complete the following information. Any application for a development permit will require this form to be completed and submitted to Development and Growth Management.

Current Use(s) of Land: _____ Proposed Special Use: _____

Structure Size or # of Units: _____ Structure Size or # of Units: _____

Office Use Only:

To be filled out by City of Tampa staff:

Transportation staff name: _____

Transportation staff signature: _____

Is a Transportation analysis required? _____

Example

24" MAX

REZONING REQUEST FOR: Property address

Indicate Rezone TYPE from ____to _____

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.

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

LEGEND:

GENERAL NOTES:

LEGAL DESCRIPTION:
- Address
- Folio Number
- Square Footage

Case No.: _____ Date: _____

Date City

Council Chairman

Date City

Clerk

Certified Date

Zoning Administrator

N

Revised 08/2024

THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX

FOR REZ/SU2 SITE PLAN REQUIREMENTS