

# **ALCOHOLIC BEVERAGE SALES SPECIAL USE**

## **SITE PLAN REQUIREMENTS GUIDE**

Created 12/31/2025  
Development Coordination



## Special Use Alcoholic Beverage Sales Site Plan Requirements:

- Must be provided full size (24 inches x 36 inches)
- Must contain at a minimum:
  - Property boundary, building location, right of way (street name and width)
  - North arrow, vicinity map, signature box in bottom right corner
  - Title with the requested AB sales designation, property address and folio number (if more than one, list all)
  - Site data table
  - Clearly labeled AB sales area (for both indoor and outdoor areas)
- Must provide 4 sided elevations for new construction or 4 sided photos for existing buildings to remain





# 1. Title

- List the Alcoholic Beverage Sales request as listed in code Sec. 27-132.
- Provide the AB Sales requested (Restaurant, Bar/Lounge, etc.)
- Provide the type (Consumption on Premises or Package Sales Consumption Off Premises or both)
- Provide if the request is to sale Beer, Beer and Wine, or Beer, Wine and Liquor



## 2. AB Sales Information Required on the Site Plan

- Delineate the AB sales boundary
- Label the area AB sales. Provide Indoor AB sales area square footage (SF), Outdoor AB sales area SF and Total AB Sales Area SF.
- Label the floor where AB sales will be located: 1<sup>st</sup> and 2<sup>nd</sup> Floor, 1<sup>st</sup> Floor only, etc.
- Provide the legal description for the overall site and the AB sales area (Cut Out Legal).
- Show parking provided on site (to include parking spaces, drive aisle and bicycle parking spaces).
- Label all building entrances.
- Add a Waivers Requested section and list all waivers requested.

### 3. Site Plan Site Data Table

- Must include the following at a minimum:

SITE DATA

- \* **Current Zoning:**
- \* **FLU:**
- \* **Current Use:** Retail and Restaurant
- \* **Proposed Use:** Retail and Restaurant
- \* **Proposed Special Use:** Large Venue
- \* **AB Classification:** Beer, Wine and Liquor (Consumption On Premises / Package Sales Consumption Off-Premises)
- \* **Lot Size:**
- \* **Building Height:**
- \* **Folio #**
- \* **Area for Proposed AB sales:** square feet
- \* **Hours of Operation:** Shall be compliant with City Code, Chapter 14
- \* **All permits issued after April 1, 2011, shall keep on site, a copy of the adopted ordinance and associated site plan ("alcoholic beverage sales permit)**

# ALCOHOLIC BEVERAGE SALES SITE PLAN EXAMPLE



**TREE DESCRIPTION**

	OAK TREE
	PALM TREE
	ORNAMENTAL TREE
	DIAMETER AT BREAST HEIGHT
	MAPLE-ELM TREE, MINIMUM SIZE SHOWN

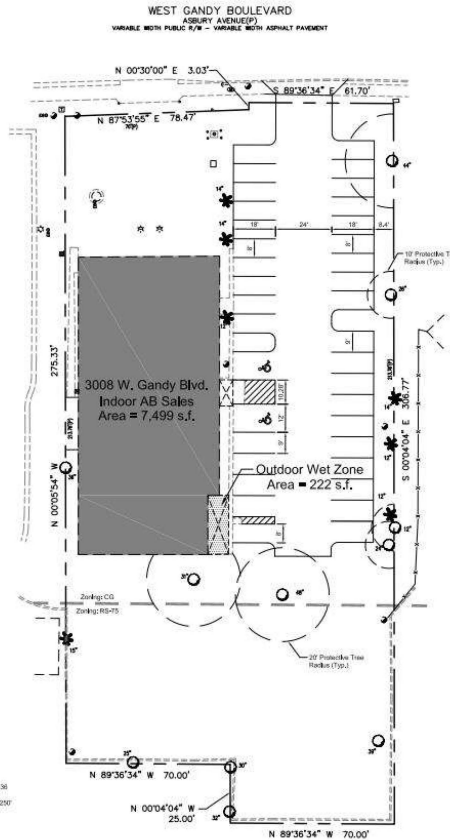
Building Photos



**Witness:**

1. Sec. 25-265.7: To reduce the number of required parking spaces from 38 spaces to 36 spaces (2% reduction).
2. Sec. 25-112: To reduce the required distance separator from residential users from 200' to 31'.
3. Sec. 25-112: To reduce the required distance separator from other AB sales establishments from 200' to 133'.

## Small Venue: Beer Wine and Liquor (consumption on-premises only)



Future Land Use	OMA-25
Zoning	CG 1RS-75
Site Area	0.64 Ac. MGL
Current Use	Private Recreational Facility
Proposed Use	Private Recreational Facility
Gross Floor Area	7,721 s.f.
F.A.U.C.	0.19
Existing Building Height	1-story
Indoor Alcoholic Beverage Sales Area	7,499 s.f.
Outdoor Alcoholic Beverage Sales Area	222 s.f.
Total Alcoholic Beverage Sales Area	7,721 s.f.
Proposed Special Use	Small Venue
Proposed AB Classification	Beer, Wine and Liquor Consumption (consumption on-site)
Required Parking	38 spaces
Proposed Parking	36 spaces
Standard Spaces	34 spaces
Compact Spaces	2 spaces
Total Spaces	36 spaces

**NOTES:**

1. Site plan based on survey prepared by ASL, dated 10-21-16, project number 1000016.
2. All proposed improvements shall comply with City of Tampa development regulations, such as the Tree & Landscape Code, Stormwater Management regulations and Solid Waste regulations.
3. The site shall comply with Chapter 20-50(4) Florida.
4. Submittal shall include site plan with all proposed features and building.
5. All permits issued after April 1, 2011, shall keep on site a copy of the approved ordinance and associated site plan (alcoholic beverages sales permit).
6. Hours of operation shall be pursuant to Chapter 14, as may be amended.
7. Sales area shall not be located within a parking or loading area or zone.
8. Small Venue: A covered outdoor event with less than three hundred (300) persons occupancy, which sells alcoholic beverages.
9. Upon approval, dumpster to be removed from the property.
10. Submittal shall include site plan, with all proposed features and building.

**PARENT TRACT LEGAL DESCRIPTION:**

LOTS 3 AND 4, BLOCK 5, FIELD'S RE-FILED MAP OF ASBURY PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 27, LESS THAT PORTION CONVEYED TO THE CITY OF TAMPA IN OFFICIAL RECORDS BOOK 7102, PAGE 656 FOR ROAD RIGHT-OF-WAY, AND THE NORTH 83 FEET OF LOT 15 AND THE NORTH 89 FEET OF LOT 16, BLOCK 5, FIELD'S RE-FILED MAP OF ASBURY PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 27, TOGETHER WITH THAT PORTION OF VACATED ALLEY LYING ADJACENT TO THE SOUTH LINE OF LOTS 3 AND 4, BLOCK 5 AND ADJACENT TO THE NORTH LINE OF THAT PORTION OF LOTS 15 AND 16, AS VACATED IN ORDINANCE NO. 2003-040 RECORDED IN OFFICIAL RECORDS BOOK 1286, PAGE 163, ALL OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA.

**OUT-OUT PARCEL DESCRIPTION:**

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF HILLSBOROUGH, STATE OF FLORIDA, AND IS DESCRIBED AS FOLLOWS: COMMENCE AT THE NORTHWEST CORNER OF LOT 4, BLOCK 5 OF FIELD'S RE-FILED MAP OF ASBURY PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 27, OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA; THENCE S 02°52'54" E, 6.44 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF WEST GANDY BOULEVARD; THENCE ALONG THE WEST LINE OF SAID LOT 4, S 02°05'54" E, 60.00 FEET; THENCE DEPARTING SAID WEST LINE, N 89°58'00" E, 5.61 FEET; THENCE S 89°58'56" E, 60.24 FEET; THENCE S 02°01'04" W, 101.77 FEET; THENCE N 89°58'56" E, 4.99 FEET; THENCE S 02°01'04" W, 24.77 FEET; THENCE N 89°58'56" W, 55.25 FEET; THENCE N 02°01'04" E, 126.54 FEET TO THE POINT OF BEGINNING. CONTAINING 7,499 SQ. FT. / 0.17 ACRES, MORE OR LESS.

**OUTSIDE DINING OUT-OUT PARCEL DESCRIPTION:**

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF HILLSBOROUGH, STATE OF FLORIDA, AND IS DESCRIBED AS FOLLOWS: COMMENCE AT THE NORTHWEST CORNER OF LOT 4, BLOCK 5 OF FIELD'S RE-FILED MAP OF ASBURY PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 27, OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA; THENCE S 02°05'54" E, 6.44 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF WEST GANDY BOULEVARD; THENCE ALONG THE WEST LINE OF SAID LOT 4, S 02°05'54" E, 60.00 FEET; THENCE DEPARTING SAID WEST LINE, N 89°58'00" E, 5.61 FEET; THENCE N 89°58'56" E, 60.24 FEET; THENCE S 02°01'04" W, 101.77 FEET TO THE POINT OF BEGINNING; THENCE S 89°58'56" E, 3.98 FEET; THENCE S 02°01'04" W, 24.77 FEET; THENCE N 89°58'56" W, 8.97 FEET; THENCE N 02°01'04" E, 24.77 FEET; THENCE S 89°58'56" E, 4.99 FEET TO THE POINT OF BEGINNING. CONTAINING 222 FT. / 0.05 ACRES, MORE OR LESS.

Case No. AB-2-19-000015 Date: \_\_\_\_\_

Date: \_\_\_\_\_ City Council Chairman

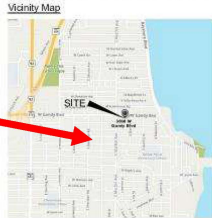
Date: \_\_\_\_\_ City Clerk

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

# ALCOHOLIC BEVERAGE SALES SITE PLAN

Minimum required information labeled below in red

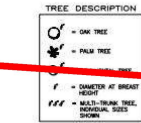
Vicinity map



Title (AB Sales Requested)

Special Use-2: Alcoholic Beverage Sales: Small Venue: Beer Wine and Liquor (consumption on-premises only)

Site plan

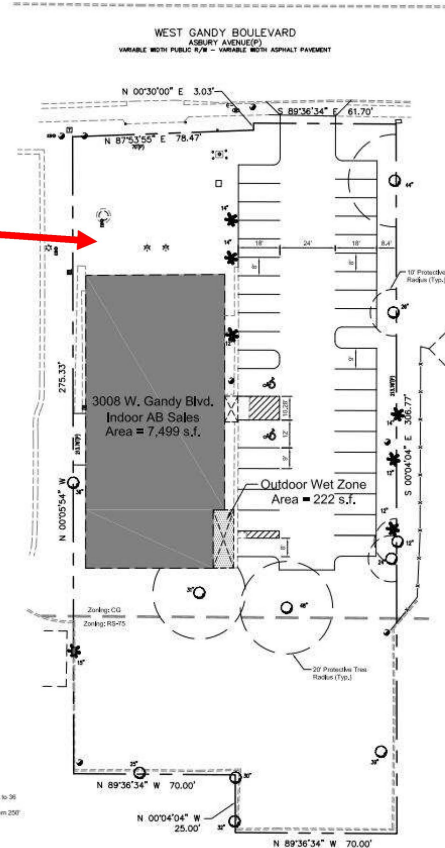


Building Photos



Site pictures

- Notes:
1. See 23.08(3) To reduce the number of on-street parking spaces from 38 spaces to 30 spaces (78% reduction).
  2. See 23.11(2) To reduce the required distance separation from residential uses from 250' to 31'.
  3. See 23.11(2) To reduce the required distance separation from other AB sales establishments from 250' to 132'.



Site data table

SITE DATA	
Fds No. -	19428-000
Future Land Use -	CMC/CS
Zoning -	CG / RS-75
Site Area -	5.98 Ac. MCL
Current Use -	Private Recreational Facility
Proposed Use -	Private Recreational Facility
Gross Floor Area -	7,721 s.f.
F.A.R. -	0.19
Building Building Height -	1-story
Indoor Alcoholic Beverage Sales Area -	7,499 s.f.
Outdoor Alcoholic Beverage Sales Area -	222 s.f.
Total Alcoholic Beverage Sales Area -	7,721 s.f.
Proposed Special Use -	Small Venue
Proposed AB Classification -	Beer, Wine and Liquor (consumption on premises only)
Required Parking -	38 spaces
Proposed Parking -	30 spaces
Standard Spaces ±	14 spaces
Control Spaces ±	20 spaces
HC Spaces ±	3 spaces
Total Spaces ±	38 spaces

- NOTES:
1. Site plan based on survey prepared by ASL dated 10-30-16, project number 1000016.
  2. All proposed improvements shall comply with City of Tampa development regulations, such as the Tree & Landscape Code, Stormwater Management regulations and Solid Waste regulations.
  3. The site shall comply with Chapter 55-54B Florida Statutes.
  4. Sub waste disposal shall be via carts; carts shall be stored inside the building.
  5. All permits issued after April 1, 2011, shall keep on site a copy of the adjacent ordinance and associated the plan's Alcoholic Beverage sales permit.
  6. Hours of operation shall be pursuant to Chapter 14, as may be amended.
  7. Sales area shall not be located within a parking or loading area or stoop.
  8. Small Venue A commercial establishment with less than three hundred (300) person occupancy, which sells alcoholic beverages.
  9. Upon approval, dumpsters to be removed from the premises.
  10. Sub waste service shall be via carts. Carts shall be stored within the building.

PARENT TRACT LEGAL DESCRIPTION:  
 LOTS 3 AND 4, BLOCK 5, PIPELINO'S RE-FILED MAP OF ASBURY PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 27, LESS THAT PORTION CONVEYED TO THE CITY OF TAMPA IN OFFICIAL RECORDS BOOK 7022, PAGE 656 FOR ROAD RIGHT-OF-WAY, AND THE NORTH 63 FEET OF LOT 15 AND THE NORTH 89 FEET OF LOT 16, BLOCK 5, PIPELINO'S RE-FILED MAP OF ASBURY PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 27, TOGETHER WITH THAT PORTION OF VACATED ALLEY LYING ADJACENT TO THE SOUTH LINE OF LOTS 3 AND 4, BLOCK 5 AND ADJACENT TO THE NORTH LINE OF THAT PORTION OF LOTS 15 AND 16, AS VACATED IN ORDINANCE NO. 2003-040 RECORDED IN OFFICIAL RECORDS BOOK 12816, PAGE 163, ALL OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA.


CUT OUT PARCEL DESCRIPTION:  
 INSIDE DINING CUT OUT PARCEL DESCRIPTION:  
 THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF HILLSBOROUGH, STATE OF FLORIDA, AND IS DESCRIBED AS FOLLOWS: COMMENCE AT THE NORTHWEST CORNER OF LOT 4, BLOCK 5 OF PIPELINO'S REFILED MAP OF ASBURY PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 27, OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA; THENCE S 00°05'54" E, 6.44 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF WEST GANDY BOULEVARD; THENCE S 89°58'56" E, 4.99 FEET; THENCE S 00°01'04" W, 24.77 FEET; THENCE N 89°58'56" W, 16.54 FEET TO THE POINT OF BEGINNING.  
 CONTAINING 7,499 SQ. FT. / 0.17 ACRES, MORE OR LESS.

OUTSIDE DINING CUT OUT PARCEL DESCRIPTION:  
 THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF HILLSBOROUGH, STATE OF FLORIDA, AND IS DESCRIBED AS FOLLOWS: COMMENCE AT THE NORTHWEST CORNER OF LOT 4, BLOCK 5 OF PIPELINO'S REFILED MAP OF ASBURY PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 9, PAGE 27, OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA; THENCE S 00°05'54" E, 6.44 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF WEST GANDY BOULEVARD; THENCE S 89°58'56" E, 4.99 FEET; THENCE S 00°01'04" W, 24.77 FEET; THENCE N 89°58'56" W, 16.54 FEET TO THE POINT OF BEGINNING.  
 CONTAINING 222 FT. / 0.05 ACRES, MORE OR LESS.

Legal description

Signature box

Case No. AB-2-19-000015	Date:	
Date	→	City Council Chairman
Date		City Clerk
Certified Date		Zoning Administrator



For questions regarding the Special Use 2 Alcoholic Beverage Sales site plan requirements  
Contact our office:  
Development Coordination at (813) 274-3100