



**Development and Growth Management
Development Coordination Division**

INSTRUCTIONS FOR APPLICATION – SPECIAL USE 1 (SU1)

SPORTS AND ENTERTAINMENT 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, (c), Sports and Entertainment vendor, 4. i. thru xiii. for conditions requiring vendor compliance, and a property owner statement, as follows:

vii. thru ix.: The vendor shall provide a sworn statement from the property owner and the vendor on a form provided by the city indicating 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 in regards to his specific business, and that he/she understands the regulations governing vendors and will be held responsible, along with the vendor, for any code violations.

For the above purpose, attached is an owner Certificate of Compliance that is required.

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.



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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.



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**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) SPORTS AND ENTERTAINMENT VENDOR."

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



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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: _____



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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 providedocumentation from the corporation, trust, etc., indicating that you have the ability to authorize the application.



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**SPECIAL USE 1 (SU1) SPORTS AND ENTERTAINMENT
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 sports and entertainment vendor meets the general and specific conditions for approval as stated in Section 27-132, City of Tampa Code of Ordinances:"

Sales shall be allowed on any lot (within the respective described boundaries that lie adjacent to collector or arterial street) located in an office, commercial or industrial zoning district;

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 may not impede the safe flow of people and vehicles during use of the vendor site;

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;



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The vendor shall be prohibited from selling or distributing any type of glass container;

Signs shall not exceed a maximum [of] twelve (12) square feet for all total signs used in conjunction with the vending operation;

The property owner shall state that the vendor has permission to vend on that site, and,

The property owner shall state that the vendor shall meet all local, state and federal regulations, ordinance, statutes and laws regarding his/her specific business, and,

The property owner shall state 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 approved vendor may operate during the event hours only. The vendor may prepare the specific vending location on the property beginning no more than four (4) hours prior to the special event. Furthermore, the vendor must be cleared from the property no later than two (2) hours after the end of the event; Only one (1) sports and entertainment vendor shall be allowed on any individual zoning lot; and, 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 "CERTIFICATE 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 SPORTS AND ENTERTAINMENT 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 alleyrights-of-way, adjacent to the site.
- Width of existing pavement on all streets and alleysadjacent 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 naturalfeatures such as trees, lakes, etc.
- Existing and proposed buffering from adjacent uses.

LEGAL DESCRIPTION:

- 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;
-Revision block.; Show North arrow, - Drawing data, -Project name and location

TITLE BLOCK:

N



THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX

SU1 PLAN FOR VENDOR



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SPECIAL USE 1 (SU1) SPORTS AND ENTERTAINMENT 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.