



**Development and Growth Management
Development Coordination Division**

INSTRUCTIONS FOR APPLICATION - SPECIAL USE 1 (SU1)

FOR ANNUAL 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(s).

A Site Plan is required for the Special Use 1 for Annual Vendor application. An example Site Plan with instructions is attached indicating what information should be included.

A Certificate of Compliance signed by the subject property owner is also required for this SU1 application type. The Certificate and an owner/agent authorization affidavit are attached.

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, or a 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.



Development and Growth Management Development Coordination Division

- 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.



**Development and Growth Management
Development Coordination Division**

SPECIAL USE 1 (SU1) FOR ANNUAL VENDOR

**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 FOR ANNUAL VENDORS."

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.



**Development and Growth Management
Development Coordination Division**

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: _____



**Development and Growth Management
Development Coordination Division**

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.



**Development and Growth Management
Development Coordination Division**

Special Use 1 (SU1) Annual Vendor

**Development and Growth
Management
Development
Coordination
2555 E Hanna Avenue
Tampa, FL 33610
(813) 274-3100**

**CERTIFICATE OF COMPLIANCE WITH
SPECIAL USE CONDITIONS FOR ANNUAL
VENDOR**

"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 an annual special use approval and that the requested annual vendor meets the conditions for approval as stated in Section 27-132, City of Tampa Code of Ordinances or that I must file an appeal with the City Clerk's office to receive a waiver from City Council for said requirements."

The vendor shall only be located on a parcel that meets the minimum lot size and dimensional requirements for the underlying zoning district and other parcel restrictions may apply;

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 property owner states that the vendor has permission to vend on that site, along with the following:

The property owner may allow the vendor and vendor's patrons access to bathroom facilities on the subject property, when available and the property owner shall state that the vendor shall meet all local, state and federal regulations, ordinance, statutes and laws regarding his specific business; that he/she understands the regulations governing vendors and will be held responsible, along with the vendor, for any code violations; and that the property shall be continuously maintained in a neat, clean, and orderly manner.

The vendor shall be allowed to set up in accordance with the principal structure setbacks of the underlying zoning district; vending sales area shall not be allowed to utilize more than two (2) parking spaces or six hundred (600) square feet in area, whichever is greater. However, at no time shall the required number of parking spaces for the principal use of the property be rendered nonconforming due to the vendor use;



Development and Growth Management Development Coordination Division

The vendor shall be allowed to be located and operate on the site from dawn to dusk only. On sites containing less than one-half (½) acre in area. all equipment and supplies shall be removed from the site at the end of each day. On developed sites that contain a half acre or more, the equipment may remain if secured/tied down; The vendor shall be prohibited from selling or distributing any type of glass container;

Only one (1) annual vendor shall be allowed on any one (1) zoning lot; A vendor proposing to sell food shall submit a copy of all permits and licenses required by the State of Florida and the Hillsborough County to the City of Tampa at the time of the submittal of the special use application; The maximum sign area allowed for the vending operation shall be twelve (12) square feet; and,

All vending carts or structures shall meet the design standards outlined in this section though alternative designs may be considered by the zoning administrator; 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; Vendors in compliance with the above requirements may be approved for a one-year period subject to annual extension if in continued compliance.

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)



Development and Growth Management Development Coordination Division

SPECIAL USE 1 (SU1) FOR ANNUAL VENDOR

APPLICATION SITE PLAN REQUIREMENTS

An SU1 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 application will be evaluated based on compliance with 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 request, the Site Plan will be binding upon the owner and his/hersuccessors 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 Special Use 1 process.

Note: Any development will be reviewed for compliance with all applicable City Codes at time of permitting (if applicable).

REQUIRED GENERAL INFORMATION

- North Arrow, legend, scale, dimensions of the lot.
- Business hours of operation
- 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.
- Location of any existing buildings, temporary buildings and tents, rest room facilities, stages, vehicles and solid waste stations.

EXISTING CONDITIONS

- Approximate location, size, and type of existing trees, water bodies, vegetation and other significant natural features on and within 20' of the subject property.
- 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.