



Development and Growth Management Development Coordination Division

INSTRUCTIONS FOR APPLICATION – TEMPORARY ALCOHOLIC BEVERAGE (ABT) / TEMPORARY SPECIAL EVENT (TSE)

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 of Zoning and City Policy.

PLEASE READ INSTRUCTIONS THOROUGHLY

It is recommended that you contact a representative of Development and Growth Management (DGM) Development Coordination (DC) Division 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.

Temporary special events applications will be reviewed with respect to the following specific standards:

- The parking and access layout shall be approved by the department of public works. In addition, the use shall be in a location which shall not create hazardous vehicular or pedestrian traffic conditions.
- Adequate utility, drainage, refuse and sanitation facilities, emergency services, and other similar services shall be provided.

Please refer to [Section 27-282.16](#) for Temporary Special Event requirements to include:

- Date(s) and duration of the event. For TAB applications, proof of Non-Profit status from either the Internal Revenue Service or State of Florida is required; the TAB application must be signed by an officer or authorized agent of the non-profit listed in SunBiz.org.
- Graphic (sketch) depicting boundaries where alcoholic beverages will be sold, served, stored and/or consumed and proof of licensing for TAB applications.
- Site Plan (Site Plan example and instructions attached).
- Parking and Traffic Control Plan including a detailed narrative, a sworn affidavit or equivalent from the owner/agent allowing use of his/her parking, an executed contract/agreement for licensed transportation service, and a drawing or aerial map of parking areas, ingress and egress traffic control, and emergency vehicle access.
- Coordination with Tampa Police at (813) 276-3385 and Tampa Fire Rescue at (813) 274-7000 for extra duty officers and required security and EMS staffing. Note: Off-duty officers are required by Code for special events and must be secured before DGM can approve the TAB / TSE 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.
- 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.
- Fees are payable online via MasterCard, VISA, American Express or Discover or through e-check.
- Personal checks and cash are not accepted.

Review Time: Applications for TAB / TSE should be completed within 10 days of submittal.



TEMPORARY ALCOHOLIC BEVERAGE (ABT) / TEMPORARY SPECIAL EVENT (TSE)

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 TEMPORARY ALCOHOLIC BEVERAGE (TAB) / TEMPORARY SPECIAL EVENT (TSE)."

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.

Notary Public signature blocks for two owners, including fields for State of Florida, County, date, signature, and identification type.

* 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.



Development and Growth Management Development Coordination Division

TEMPORARY ALCOHOLIC BEVERAGE (ABT) / TEMPORARY SPECIAL EVENT (TSE) APPLICATION SITE PLAN REQUIREMENTS

A ABT / TSE 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/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 temporary special event process.

REQUIRED GENERAL INFORMATION

An As-Built survey (depicting building locations, all necessary dimensions, parking areas, driveways, legal description, etc.) generated within 2-years of application date, may be used in-lieu of a site plan for those applications that involve lands and structures that do NOT propose building additions, increased occupant load, or an increase in intensity of use or change of use.

- North Arrow, legend, scale, dimensions of the lot.
- Business hours of operation, if applicable.
- 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.
- Location where alcohol will be sold, served, stored and/or consumed;
- Location of any fencing reflecting the location and width of all entrances and exits, along with required signage.
- Name, location and width of all existing street and alley rights-of-way, within or adjacent to the site.

EXAMPLE

24 MAX

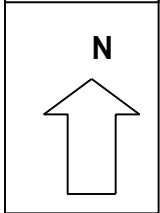
ABT / Temporary Special Event Request
(please indicate reason for request)

LOCATION
MAP:

- Required Information:**
- 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 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 natural features such as trees, lakes, etc.
 - Existing and proposed buffering from adjacent uses.

TITLE BLOCK;

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



LEGAL DESCRIPTION:

- Folio Number
- Square Footage

GENERAL NOTES:

LEGEND:

Case No.: _____ Date: _____

 Certified Date Zoning Administrator

THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX