



Development and Growth Management Development Coordination Division

INSTRUCTIONS FOR ZONING COVENANT

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.

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 letter for your needs.

Where two parcels are intended to be created for fee simple ownership of single-family detached or semi-detached dwellings in a multifamily, office, or commercial zoning district (must meet density) for the purpose of being treated as a single zoning lot and are not required to be created through subdivision processes, the two parcels shall enter a zoning covenant.

- The owners or authorized representatives shall submit to the department the unrecorded zoning covenants for the two parcels requested to be developed as a single zoning lot. If approved, the covenants must then be recorded by the applicant prior to development of the parcels.
- For intended residential development located in a commercial district, special use approval must be received prior to zoning covenant approval.
- Covenant approval must be received before approval of construction permits.

Submittal of Electronic Application

- The application must be submitted online through the City's Accela Citizen Access (ACA) system at aca.tampagov.net, under a "General Land Use (LND)" application. This application is located under "Planning Applications".
- All information in Accela marked with an asterisk must be completed via the online form.
- Submit filled out covenant letter with legal description. The covenant must not be recorded.

Fees

- Application (record) fees will be assessed through the Accela system when the application is accepted by staff. The fee for the Zoning Covenant application is \$55.50.
- 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 of an Application

- Determination for a Zoning Covenant application shall be completed no later than thirty (30) days after the acceptance of the application.

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 covenant.

COVENANT REGARDING ZONING

This Covenant is made on this _____ day of _____, 202_, by the undersigned Owners, _____ Owner (s) A and _____ Owner (s) B.

WHEREAS, Owner (s) A and Owner (s) B separately own Parcel A and Parcel B, respectively, fee simple, the legal description of which are set forth on **Exhibit "A", attached hereto and made a part hereof by reference;** and

WHEREAS, Parcel A and Parcel B have been or will be developed and improved collectively as one zoning lot as said term is defined by City of Tampa Zoning Code; and

WHEREAS, it is necessary to ensure that Owner (s) A and Owner (s) B and future property owners of Parcel A and Parcel B fully comprehend and are on notice that Parcel A and Parcel B may only be developed and improved as one zoning lot and in accordance with parcel A and Parcel B's zoning district classification.

NOW, THEREFORE, in consideration of the mutual covenants and other valuable considerations contained herein, the sufficiency of which is hereby acknowledged, Owner (s) A and Owner (s) B agree as follows:

1. Parcel A and Parcel B, as legally described herein, are one "Zoning Lot", as such term is defined and used in the City of Tampa Zoning Code, as amended. The intent of this covenant is to consider both Parcels one zoning lot for purposes of City of Tampa zoning, rezoning and comprehensive plan land use classifications only.

2. This Covenant shall be immediately recorded by Owner (s) A in the Public Records of Hillsborough County, Florida and shall run with the land, and the use of the terms "Owner (s) A" and "Owner (s) B" herein shall be deemed to include their successors, heirs and assigns.

3. This Covenant may be amended at any time only by an instrument signed by both Owner (s) A and Owner (s) B and any such instrument shall require approval of the City of Tampa Zoning Administrator to ensure compliance with the City of Tampa Code.

Executed on the date above first written.

WITNESSES:

NAME: _____
Type or Print

NAME: _____
Type or Print

OWNER (S) A:

NAME: _____
Type or Print

ADDRESS: _____

NAME: _____
Type or Print

ADDRESS: _____

WITNESSES:

NAME: _____
Type or Print

NAME: _____
Type or Print

OWNER (S) B:

NAME: _____
Type or Print

ADDRESS: _____

NAME: _____
Type or Print

ADDRESS: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 202_ by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC

NAME: _____
Type or print

My Commission Expires:

(NOTARIAL SEAL)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 202_ by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC

NAME: _____
Type or print

My Commission Expires:

(NOTARIAL SEAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 202_ by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC
NAME: _____
Type or print
My Commission Expires:

(NOTARIAL SEAL) _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 202_ by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC
NAME: _____
Type or print
My Commission Expires:

(NOTARIAL SEAL) _____

ZONING APPROVAL

STAFF NAME: _____
SIGNATURE: _____

SUBMIT TO:
aca.tampagov.net

Exhibit A

Survey –Legal Description of Each Parcel