



CITY OF TAMPA, FLORIDA  
GROWTH MANAGEMENT AND DEVELOPMENT SERVICES  
LAND DEVELOPMENT COORDINATION  
GUIDELINES FOR SUBMITTING AND PROCESSING

SPECIAL USE I (S1) APPLICATION FOR TEMPORARY ALCOHOLIC BEVERAGE SALES

NOTE: Please be aware that these guidelines are intended only as a guide to assist you in submitting your Special Use (1) application. These guidelines are derived from Chapter 27 of the City Code. Please refer to Article XI for any concerns or clarifications regarding these guidelines.

I. PRE-APPLICATION CONFERENCE

Prior to submittal of a Special Use (1) application, it is strongly recommended that the petitioner schedule a complimentary conference with a staff member from the Land Development Coordination Division. The purpose of the conference is to advise the applicant regarding the review standards and process for the application.

II. MINIMUM REQUIREMENTS FOR APPLICATION

A. COMPLETE ORIGINAL APPLICATION FORM. (Exhibits A, A-1 and B)

B. LEGAL DESCRIPTION (Exhibit C) and SITE PLAN

1. Must be typewritten.
2. If property is contained in a recorded subdivision, the legal description must include a reference to the Plat Book and Page within which the subdivision was recorded.

SITE PLAN:

OFF SITE CONDITIONS:

1. Name, location, and width of existing street and alley rights-of-way, adjacent to the site.
2. Width of existing pavement on all streets and alleys adjacent to the site.
3. Location, width and type of all easements adjacent to the site.

ON SITE CONDITIONS:

1. Location, size, height and use of all existing principal and accessory buildings.
2. Location, size, height and use of all proposed additions and/or new buildings.
3. Existing and proposed building setbacks.

GENERAL INFORMATION:

1. Name block showing petitioner, property owner, engineer and consultant (if different).
2. Legend, scale and north arrow.
3. Vicinity Map.

C. APPLICATION FEE: \$25 if submitted five (5) days prior to the event  
\$75 if submitted less than five (5) days prior to the event.

D. AFFIDAVIT TO AUTHORIZE AGENT (Exhibit C)

Only required if hiring someone to represent the petitioner.

E. TEMPORARY ALCOHOLIC BEVERAGE – NARRATIVE (Exhibit D)

F. INSURANCE

If the property is located on the public right-of-way or on City owned property, you must provide insurance in the amount of no less than \$1 million Commercial General Liability and no less than \$1 million Liquor Liability with an aggregate of no less than \$2 million. The City must be named as additional insured and must be on a form approved by the City's Department of Risk Management.

G. PROOF OF NON-PROFIT STATUS

Either the statement from the Internal Revenue Service or the statement from the State of Florida showing the nonprofit status.

H. LETTER FROM THE MAYOR

This will be processed through this office after the certificate of insurance is approved by Risk Management.

III. SUBMITTAL OF AN APPLICATION The application and all information required in item II above shall be submitted to:

Land Development Coordination Division  
306 E. Jackson St., 3rd Floor  
City Hall Plaza  
Tampa, Florida 33602

IV. REVIEW BY STAFF

The Zoning Administrator or designee shall issue a determination at least one (1) day prior to the date of event.