



**PLANNING AND DEVELOPMENT DEPARTMENT
LAND DEVELOPMENT COORDINATION
CITY OF TAMPA, FLORIDA**

**INSTRUCTIONS FOR SPECIAL USE-2 APPLICATION
ALCOHOLIC BEVERAGE SALES**

NOTE: Please be aware that these guidelines are provided as a guide to assist you in submitting your Special Use-2 application. These guidelines are derived from Chapter 27 Zoning and City Policy
****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED.****

PLEASE READ INSTRUCTIONS THOROUGHLY

I. PRE-APPLICATION COUNSELING

Prior to submittal of a Special Use-2 application, it is *required* that the applicant schedule counseling sessions with a staff member from the Land Development Coordination Division and the City Transportation Division. The meetings are to advise the applicant of the proper AB classification to request for the intended use, compliance with the Tampa Comprehensive Plan, and determination of methodology for transportation analyses, if needed. It is the applicant's responsibility to obtain the sign-offs (initials) of each staff member with which he/she counsels (see Exhibit A).

If the applicant desires, a full plan review by Development Review Staff review can occur prior to submittal of a formal application. The fee for this pre-application plan review is \$100. The review time is approximately 15-30 days.

II. MINIMUM REQUIREMENTS FOR APPLICATION - (ALL FORMS MUST BE TYPEWRITTEN OR NEATLY PRINTED, UNLESS OTHERWISE NOTED)

Application Fee bank, cashiers, or business check, or money order; Mastercard/Visa/AMEX/Discover
 PERSONAL CHECKS and CASH ARE NOT ACCEPTED

<u>SPECIAL USE-2 APPLICATION</u>	
\$2163.50 (If application runs concurrently with a related rezoning or special use request, the fee is reduced by 50%)	
<u>AMENDMENT FEE</u>	
Active application - rescheduling/corrections of the legal description/changes to application affecting the request or use	\$324
<u>PLANS RESUBMITTAL</u>	
3rd time and up	25% of the original application fee

All exhibits (A, A-1, B-1, B-2, C through G) must be typewritten or neatly printed unless otherwise noted below.

ADDITIONAL REQUIRED ITEMS FOR SUBMITTAL:

- A. Site plans (must be folded if larger than 11" x 17")
Eight copies of the site plan are required.
One copy of the floor plan, drawn to scale, must be submitted. Occupancy calculations are required and shall be shown on the plan consistent with the Life/Safety Code, if the proposed use is for a bar/restaurant type use.
- B. One (1) copy of boundary/topo-/tree survey.
- C. One (1) copy (8.5" x 14") is required for the AB sketch on which the surveyor based the legal description.
- D. All applicants must submit one (1) copy of schematic exterior elevations (all views), per plan copy, due with the initial site plan submittal. Photographs may be submitted, in lieu of elevations, if the existing building is to remain.
- E. Transportation Analysis: The Transportation Engineer will determine whether or not an analysis is required with submittal of the application. Please refer to Exhibit A for sign-off.

III. SUBMITTAL OF AN APPLICATION:

The applicant package shall be submitted to the Land Development office at 1400 North Boulevard or submitted online through the City's Accela system at aca.tampagov.net/citizenaccess/default.aspx.

IV. SCHEDULING OF APPLICATIONS

The Land Development Coordination Division (LDC) will assign a 'tentative' public hearing date at time of submittal. Once LDC certifies the application, the public hearing date will be 'officially' assigned. LDC routes the certified application to the City Clerk to be placed on the assigned City Council agenda.

V. NOTIFICATION OF PUBLIC HEARING

All notice shall be done in accordance with Section 27-149 of the City of Tampa Code or Ordinances. Please note that the list received from the Hillsborough County Property Appraiser cannot be produced more than six (6) months prior to the date of the filing for the pending application.

VII. FAILURE TO COMPLY WITH NOTIFICATION PROCEDURE

GENERAL NOTICE:

Failure to notify all Participating Neighbor(s)/Organization(s)(see Item V) or file the Affidavit of Compliance (see Item VI) by the designated deadlines, means that proper notification of the public hearing has not been provided. Therefore, the public hearing will be cancelled. To request a new hearing date, the applicant shall submit a letter requesting to amend the special use application with the applicable amendment fee to the Land Development Coordination Division.

The amendment request and fee must be filed within ten (10) days of the cancelled public hearing date, according to the City Council Rules of Procedure. The amended special use request will be rescheduled on the first available City Council special use agenda. The applicant will be required to complete all public notice requirements as described in Items V & VI for the new public hearing.

NOTE: *If it is determined by City staff that the information provided relating to the Participating Organization is incorrect, the application will not need to be amended (no amendment fee to be paid); however, the case shall be rescheduled in order for the applicant to provide proper notice.*

VIII. AMENDMENT, DENIAL, WITHDRAWAL AND POSTPONEMENT OF AN APPLICATION

A. Amendment

If the applicant desires to amend the application or an error must be corrected, there will be an amendment fee of \$324.

B. Denial/Postponement

If the special use application is denied, a request for the same use on any part of or the entire parcel, can not be reconsidered for twelve (12) months from the date of denial (see City of Tampa Code Section 27-395(b) for conditions under which this time limit may be reduced). No refunds are given for denied applications.

C. Withdrawal

City Council may allow the applicant to withdraw his application before or after the publication advertising the public hearing. No refunds are given for withdrawn applications.

IX. CITY COUNCIL ACTION

A. City Council generally meets the third Thursday of each month at 10:30 a.m. to hold a public hearing on special use (AB) applications. The applicant or agent must appear at the public hearing to provide City Council with testimony regarding the request. Failure to appear is grounds for City Council to consider the application withdrawn, if no substantial cause is demonstrated for the absence (see Section 27-395(a)).

B. City Council may approve, approve with conditions, continue, or deny the request. Approval is granted by ordinance; denial is accomplished by a motion of the City Council. Pursuant to state law, the ordinance adopting the request takes approximately 2-4 weeks, including final reading by the City Council and signature by the Mayor.

X. COMPLIANCE WITH ALL APPLICABLE CITY CODES

The approval of a special use request is only one (1) step in the development process, which also includes, at a minimum, site plan approval and building permit approval. The effect of a special use approval is that a specific use with applicable conditions is determined appropriate for a specific location. The application does not waive or modify the requirements of other City Codes.

Application for Special Use-2 Alcoholic Beverages

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33607
(813) 274-3100



Print Form

Date Rec'd: _____ Rec'd By: _____

Application Number: _____

Tentative PH Date & Time: _____

Receipt # /Amount Paid: _____

Other Applications on File: _____

Atlas Page: _____

CHANGE OF USE? (Y/N) _____

EXHIBIT A

PROPERTY OWNER'S INFORMATION

Name(s): _____
Address: _____
City: _____
State: _____ Zip Code: _____
Phone Number: _____
Fax Number: _____
email address: _____

APPLICANT'S INFORMATION

Name(s): _____
Address: _____
City: _____
State: _____ Zip Code: _____
Phone Number: _____
Fax Number: _____
email address: _____

AGENT/CONTACT

Name(s): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____
email address: _____

PARCEL INFORMATION

Parcel Address (List all): _____
Folio Number(s) (List all): _____
Property Size (acres or SF): _____ Current Use of Land: _____
Proposed Special Use : _____
Requested AB Classification: _____
Future Land Use: _____ Current Zoning Dist: _____

PRE-APPLICATION AGENCY COUNSELING

****Staff signature does not guarantee accuracy or completion of application, nor approval by Tampa City Council.****

Land Dev. Coord. Planner's Name/Initials: _____ LDC Date Counseled: _____
Trans. Div. Engineer's Name/Initials: _____ Trans. Date Counseled: _____
Transportation Analysis Required w/Submittal?: _____

APPLICATION CERTIFICATION

LDC/Right-of-Way Section

Legal Description is correct & complete: _____
Approved by (ROW Staff): _____
Date of approval: _____

LDC/Zoning Section

Application/site plan is correct & complete: _____
Approved by (Zoning Staff): _____
Date of approval: _____

Application for Special Use-2 Alcoholic Beverages

City of Tampa
Land Development Coordination
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Tampa, FL 33607
(813) 274-3100



Application Number: _____
Other app's on file for property? (list): _____
City Council District _____
Signs Issued? _____ Number of Signs _____
Overlay District _____
Local Historic District _____

EXHIBIT A-1

Parcel Address (List all): _____

ADDITIONAL INFORMATION

All property owners and applicants must be listed. Use additional sheet if needed.

Name: _____ Name: _____
Address: _____ Address: _____
City: _____ State: _____ ZIP Code: _____ City: _____ State: _____ ZIP Code: _____

PARTICIPATING ORGANIZATION(S) TO BE NOTIFIED **(ATTACHED ADDITIONAL SHEET IF NEEDED)**

*****Participating Organization Names per <http://www.tampagov.net/ldc>
(Applicant's Responsibility to obtain and provide)*****

Contact's Name: _____ Contact's Name: _____
Organization Name: _____ Organization Name: _____
Address: _____ Address: _____
City: _____ State: _____ ZIP Code: _____ City: _____ State: _____ ZIP Code: _____

TRANSPORTATION MANAGEMENT FORM

Beginning February 1, 1990, the City of Tampa began to implement the concurrency provisions of the State Growth Management Act. This form is to be utilized to monitor traffic volumes generated by development. Please complete the following information. Any application for a development permit will require this form to be completed and submitted to the Land Development Coordination Division.

Current Use(s) of Land: _____ Proposed Special Use : _____
Structure Size or # of Units: _____ Proposed Structure Size or # of Units: _____

Please check the Plat, Survey, Title Policy and all other documentation relating to your property prior to design and construction. The City of Tampa and its staff **DO NOT** review for compliance with individual private deed restrictions and covenants during permit review. The issuance of a building permit by the City of Tampa signifies that the project is in compliance with the zoning codes of the City of Tampa and City of Tampa and Florida building code. The issuance of a building permit **DOES NOT** insure compliance with private deed restrictions or covenants.

I, THE UNDERSIGNED APPLICANT/AGENT, HEREBY CERTIFY THAT ALL INFORMATION HEREIN IS TRUE & COMPLETE, AND HEREBY AUTHORIZE & ALLOW CITY REPRESENTATIVES TO ACCESS THE SUBJECT PROPERTY. IF THE PROPERTY IS GATED, I WILL PROVIDE ACCESS TO THE PROPERTY UPON REQUEST.

Signature (applicant/agent): _____ Sworn to and subscribed on this date:
(Print): _____ Identification or personally known: _____
Signature (applicant/agent): _____ Notary Signature: _____
(Print): _____ Commission Expiration (Stamp or date): _____

Application for Special Use-2 Alcoholic Beverages

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Land Development Coordination
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(813) 274-3100



Application Number: _____

EXHIBIT B-1

LEGAL DESCRIPTION (use separate sheet if needed)
MUST BE TYPED & DO NOT ABBREVIATE:

Surveyor's
Name: _____

State Certificate #:
State of Florida _____

Date & Seal: _____

Application for Special Use-2 Alcoholic Beverages

City of Tampa
Land Development Coordination
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Tampa, FL 33607
(813) 274-3100



Application Number: _____

"Cut-Out" Legal

EXHIBIT B-2

LEGAL DESCRIPTION (use separate sheet if needed)
MUST BE TYPED & DO NOT ABBREVIATE:

Surveyor's
Name: _____

State Certificate #:
State of Florida _____

Date & Seal: _____

LDC/Right-of-Way Section

Legal Description is correct & complete: _____
Approved by (ROW Staff): _____

Atlas Page: _____
Date of approval: _____

Application for Special Use-2 Alcoholic Beverages

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Land Development Coordination
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Tampa, FL 33607
(813) 274-3100



Application Number: _____

ALCOHOLIC BEVERAGE MEASUREMENT FORM

EXHIBIT C

Applicant's Name: _____

Parcel Address (List all): _____

Proposed Special Use : _____

Requested AB Classification: _____

1. Are any waivers needed for this application? _____
- Distance from other alcoholic beverage sales establishment
 - Distance from residential uses
 - Distance from institutional uses

2. Will the establishment have a minimum capacity of 11 seats (Beer, Beer-Wine, Beer-Wine-Liquor in special restaurants/restaurants)? _____

3. Does the establishment have any outdoor seating? _____
- 3a. If yes, how many seats are located outside? _____
- 3b. If yes, how many seats are located inside? _____

4. Is the subject site within a district requiring increased security, parking plan, or business hours of operation? _____

4a. District Name? _____

5. Is the subject site within required distance separation of any other establishment(s) selling alcohol [250' for Urban Village/Mixed Use Corridor or 1000' for all other areas of City, not Business Center/Urban Village/Mixed Use Corridor]?
List in text box below by name, address, AB classification & distance from subject parcel (Enter Yes or No here)

6. Is the subject site within required distance separation of any residential use [250' for Business Center (West Shore & USF only)/Mixed Use Corridor or 1000' for all other areas of City, not Business Center/Urban Village/Mixed Use Corridor]?
List in text box below by address, zoning district & distance from subject parcel (Enter Yes or No here)

7. Is the subject site within 1000' of any institutional use [for all areas of City, not Business Center/Urban Village/Mixed Use Corridor]? **List in text box below by use, address & distance from subject parcel** (Enter Yes or No here)

Surveyor's Name: _____ State Cert. # (State of FL): _____ Date & Seal: _____

Application for Special Use-2 Alcoholic Beverage

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33607
(813) 274-3100



Application Number: _____

CERTIFICATE OF COMPLIANCE WITH SPECIAL USE CONDITIONS

EXHIBIT D

Applicant Name(s): _____

""That I am (we are) the applicant(s) or agent(s) for the following described property:""

Parcel Address (List all): _____

"That this property constitutes a request for the sale of alcoholic beverages."

"That I have read the conditions in the Zoning code, Chapter 27, which must be met by this Special Use Application and do hereby provide the following documentation that this property meets the requirements:"

List Documentation: _____

"That have read the conditions in the Zoning code, Chapter 27, which must be met by this Special Use Application and do hereby request a waiver or variance to the following conditions for the following reasons "

(Use additional pages if necessary): _____

"That this affidavit has been executed to induce the City of Tampa, Florida to consider and act upon the above described property."

"That I(we), the undersigned authority, hereby certify that the foregoing is true and correct."

Signature (applicant/agent): _____
Sworn to and subscribed on this date: (Enter date here): _____
Identification or personally known: _____

(Print): _____
Notary Signature: _____

Commission Expiration (Stamp or date): _____

Application for Special Use-2 Alcoholic Beverages

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Land Development Coordination
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(813)274-3100



Application Number: _____

GOOD NEIGHBOR NOTICE FOR PARTICIPATING ORGANIZATIONS/ NOTICE TO PARTICIPATING NEIGHBORS

SPECIAL USE PUBLIC HEARING

EXHIBIT E

Public Hearing Date : _____

Public Hearing Time : _____

Date : _____ Current Zoning Dist: _____

Proposed Special Use : _____

Requested AB Classification: _____

Parcel Address: _____

Dear Participating Neighbor (Property Owner) or Participating Organization:

Please be advised that the Tampa City Council will hold a public hearing on the date and time noted above for this subject application.

The hearing will be held in: City Council Chambers, 3rd Floor, Old City Hall, 315 East Kennedy Boulevard (Downtown Tampa)

All interested parties and citizens may appear and be heard as to any and all matters pertinent to this subject special use application. To check the status of the public hearing regarding postponement or cancellation, please contact the City Clerk's office at (813) 274-8396 a minimum of two (2) days prior to the public hearing date.

Applicants, Petitioners, Respondents, Parties, Violators, and those receiving mailed notice who require an interpreter to participate in this public hearing or meeting should go to the following City webpage to request an interpreter: <https://www.tampagov.net/interpreter-service>

Los Solicitantes, los Peticionarios, los Enquestados, las Partes, los Infractores y los que reciben un aviso por correo que requieren un intérprete para participar en esta audiencia o reunión pública deben ir a la siguiente página web de la Ciudad para solicitar un intérprete: <https://www.tampagov.net/interpreter-service>

Please be advised that "any person who decides to appeal the decision of Tampa City Council with respect to this matter will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based;"

AND,

"In accordance with the Americans with Disabilities Act and Section 286.26 Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at least forty-eight (48) hours in advance of the meeting."

Applicant/Agent Name(s): **APPLICANT/AGENT CONTACT INFORMATION**

Applicant/Agent Phone No.: _____

Applicant/Agent email address: _____

Applicant/agent
(signature): _____

Print: _____

Application for Special Use-2 Alcoholic Beverages

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33607
(813) 274-3100



Application Number: _____

AFFIDAVIT OF COMPLIANCE

EXHIBIT F

Applicant Name(s): _____

"That I am (we are) the applicant(s) or agent(s) for the following described property:"

Parcel Address (List all): _____

"That this property constitutes the property for which a special use approval is requested according to Application Number:"

Application Number: _____

"That attached is a copy of the postmarked Certificate of Mailing receipt for notice (s) to participating neighbors within 250 feet of the subject parcel and a copy of the notice mailed out (Exhibit E), which notice(s) were mailed on:"

Date Mailed: _____

"That attached is a copy of the notice mailed (Exhibit E) to participating organizations as defined by the COT regulations, and that a copy of the most recently filed site plan was mailed with said letter, which notice(s) were mailed on:"

Date Mailed: _____

"That the Original List (property owners with addresses & legal descriptions) and Parcel Notice Map, all as generated by the Hillsborough County Property Appraiser, and list of participating organization(s) is attached and made a part of this Affidavit."

"That two (2) photographs showing the placement of and language on the "notification sign(s)" be made a part of this Affidavit."

Signature (owner/agent): _____

(Print): _____

Signature (owner/agent): _____

(Print): _____

Sworn to and subscribed on this date: (Enter date here): _____

Identification or personally known: _____

Notary Signature: _____

Commission Expiration (Stamp or date): _____

Application for Special Use-2 Alcoholic Beverage

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33607
(813) 274-3100



Application Number: _____

AFFIDAVIT TO AUTHORIZE AGENT

EXHIBIT G

State of Florida
County of Hillsborough
City of Tampa

I am (we are) the owner(s) and record title holder(s) of the property noted herein

Property Owner's Name(s): _____

"This property constitutes the property for which the following request is made

Property Address (List all): _____

Proposed Use of Land _____

Current Zoning District: _____

Proposed Special Use : _____

Requested AB Classification: _____

"The undersigned has(have) appointed and does(do) appoint the following agent(s) to execute any application (s) or other documentation necessary to effectuate such application(s)

Agent's Name(s): _____

The undersigned authorizes the above agent(s) to represent me (us) and act as my (our) agent(s) at any public hearing on this matter Yes No

The undersigned authorizes the above agent(s) to agree to any conditions necessary to effectuate this application Yes No

This affidavit has been executed to induce the City of Tampa, Florida, to consider and act on the above described property

I (we), the undersigned authority, hereby certify that the foregoing is true and correct

Signature (owner): _____ Sworn to and subscribed on this date: (Enter date here): _____

(Print): _____ Identification or personally known: _____

Signature (owner): _____ Notary Signature: _____

(Print): _____ Commission Expiration (Stamp or date): _____

PUBLIC HEARING NOTICE CHECK LIST

APPLICANTS RESPONSIBILITY

AB-2 _____

NOTICE MUST BE DONE NO LATER THAN 30 DAYS PRIOR TO PUBLIC HEARING DATE

MAIL NOTICE:

Participating Neighbors (all property owners within 250-feet of the subject property and dated variance/buffer notice map upon which the list is based, obtained from the Hillsborough County Property Appraiser's office or via its official website/Web-based GIS service). Please note that the list received from the Hillsborough County Property Appraiser cannot be produced more than six (6) months prior to the date of the filing for the pending application.

- Mailed by "certificate of mailing" through the United States Post Office (receipt submitted with *the Affidavit of Compliance*)

Participating Organizations (all organizations registered at www.tampagov.net/ldc)

- Mailed by regular mail to the address of the authorized representative of the participating organization. The participating organization must receive a copy of the submitted site plan.

POST SIGN(S)

Sign Posting (Post sign located on or near the front of the subject property, adjacent to and visible from the street or public right of way and not within a building or obstructed by any site feature, no less than thirty (30) days and, no more than sixty (60) days prior to the public hearing. If the property maintains two (2) or more street frontages, at least one (1) sign must be posted per property frontage.) Signs are provided by the City of Tampa.

- Take two (2) photographs of each sign to be attached to the Affidavit of Compliance, which show the posted sign on the subject property and the language as written on the sign when posted.

NO LATER THAN 15 DAYS PRIOR TO PUBLIC HEARING DATE (AFFIDAVIT MUST BE RECEIVED BY THE CITY)

SUBMITTAL OF AFFIDAVIT OF COMPLIANCE (Exhibit C)

- Submitted to: City Clerk's Office, 315 East Kennedy Boulevard, 3rd Floor, Tampa, Florida 33602

- Affidavit attachments, must include:

The certificate of mailing to the participating neighbors;

The ad valorem tax rolls used for providing notice to property owners and/or participating neighbors. The official list of property owners and dated variance/buffer notice map upon which the list is based, obtained from the Hillsborough County Property Appraiser's office or via its official website/Web-based GIS service, shall be considered the most current tax roll, so long as the list has been produced no more than six (6) months prior to the date of the filing for the pending application;

A copy of the mailed notice letter;

Aforementioned pictures of the signs; and,

The list of participating organizations which were provided good neighbor notice, including the mailing address and authorized representative.

I reviewed and understand the above requirements for public hearing notice.

APPLICANT SIGNATURE

DATE

This must be submitted to staff staff at the time of the submittal of the application. A copy will be provided to you to assist you in the perfecting of notice.

SPECIAL USE-2 APPLICATION **SITE PLAN REQUIREMENTS**

An application for Special Use-2 for alcoholic beverage sales requires submittal of a site plan. The Special Use-2 request 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 City Council grants the Special Use-2 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 City Council, through the Special Use-2 process.

The developer remains responsible for compliance with all applicable City Codes at time of building permitting.

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.

1. North Arrow, legend, scale.
2. Drawing size (minimum allowed): 24" x 36" (alternate sizes may be permitted by the Zoning Administrator).
3. Total acreage of the site.
4. Total alcoholic beverage (AB) sales area.
5. Total floor area ratio and total building square footage, if applicable.
6. Business hours of operation, if applicable.
7. AB classification, as defined in Section 27-545.
8. Use with which the AB sales is associated/incidental.
9. Statement of commitment to comply with City of Tampa development regulations, such as the Tree and Landscape Code, Stormwater Management regulations, and Fire Codes applicable to the project at time of permitting.

EXISTING CONDITIONS

1. Approximate location, size, and type of existing trees, water bodies, vegetation and other significant natural features.
2. Name, location and width of all existing street and alley rights-of-way, within or adjacent to the site.
3. Existing type and width of pavement on all streets and alley within or adjacent to the site.
4. Location, width and use of all easements within or adjacent to the site.

PROPOSED IMPROVEMENTS

***For those permit requests that involve change of use, building additions, increases in intensity, aggregation of lands, etc., the site plan shall provide the following:*

1. Location, size, height, and use of all proposed buildings.
2. Proposed building setbacks.
3. Total floor area by proposed use and total AB Sales Area listed by "indoor" and "outdoor" and by floor, if sales to be located on multiple floors.
4. Location and purpose of all areas dedicated or reserved to the public or to the inhabitants of the project.
5. Location and dimensions of proposed parking and service areas, including typical parking space dimensions.
6. Proposed circulation pattern, including access to adjacent streets and/or alleys.
7. Proposed parking lot landscaping.
8. Proposed buffering from adjacent residential Zoning Districts.
9. Proposed location and method of Stormwater retention.
10. Proposed location and screening of solid waste containers.
11. Proposed location, size, and total amount of required open space, if applicable.
12. Proposed location of new sidewalks and their dimension.

BUILDING IMPROVEMENTS

1. State Southern Building Code definition for types of construction proposed and existing.
2. Elevations of all side of structures required for new construction; if structures are existing, current photographs may be provided in-lieu of building elevations.

TYPE OF S-2 REQUESTED.
(Indicate PROPOSED AB SALES and reason for request.)

PROPOSED IMPROVEMENTS (DRAWING):

- Home, 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 additions and/or new buildings.
- Existing and proposed building setbacks
- Location and dimension of existing and proposed driveways, and parking areas include typical parking space.
- Existing and proposed parking lot landscaping.
- Approximate location and size of significant natural features such as trees, lakes, etc.
- Existing and proposed buffering from adjacent uses.
- Show conceptual layout of proposed retention system.

LEGAL DESCRIPTION:

- Folio Number
- Square Footage

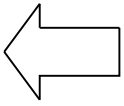
GENERAL NOTES:

LEGEND:

LOCATION MAP:

TITLE BLOCK:

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



N

THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX

FOR S-2 SITE PLAN REQUIREMENTS