



CITY OF TAMPA, FLORIDA
PLANNING AND DEVELOPMENT DEPARTMENT
LAND DEVELOPMENT COORDINATION
GUIDELINES FOR SUBMITTING AND PROCESSING

SPECIAL USE 1 APPLICATION FOR ANNUAL VENDORS

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 the Code for any concerns or clarifications regarding these guidelines. **There is only one annual vendor allowed per zoning lot.**

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. (Exhibit A)

B. LEGAL DESCRIPTION (Exhibit B)

1. **Must be typewritten.**

Please consult your deed or survey for your legal description.

C. APPLICATION FEES: \$166.50. We accept MasterCard/Visa in person, Cashier Checks, Business Checks, (PERSONAL CHECKS AND CASH ARE NOT ACCEPTED)

D. AFFIDAVIT TO AUTHORIZE AGENT (Exhibit C)

E. CERTIFICATION OF COMPLIANCE WITH SPECIAL USE CONDITIONS (Exhibit D)

In Compliance: The applicant shall submit the Certification of Compliance with Special Use Conditions to demonstrate that all of the conditions required for the Special Use have been met. The Zoning Administrator may require additional information to insure compliance with the conditions. The additional information may include, but shall not be limited to, a site plan, photographs and/or an approval from other reviewing agencies.

Not In Compliance (applicable when the Section 27-132 specific criteria for the special use does not specifically prohibit a waiver request.): The applicant must request a waiver or modification for any condition which is not met. Such a request will require a public hearing before City Council. A waiver or modification may be approved by City Council after a recommendation from City Staff. The applicant shall clearly demonstrate the justification for modifying the condition and shall propose, to the maximum extent possible, an alternative, which provides a safeguard similar to the original condition.

F. SITE PLAN REQUIREMENTS: Three (3) copies are required at the time of submittal of a site plan as required in Appendix A of these instructions.

III. SUBMITTAL OF AN APPLICATION The application and all information required in item II above shall be submitted in person to: Land Development Coordination Division
1400 North Boulevard
Tampa, Florida 33602

IV. REVIEW AND DECISION BY ZONING ADMINISTRATOR

A. REVIEW

The Land Development Coordination Division will certify the application when it has been determined that all information on the application, including the legal description, is correct and complete. The Zoning Administrator will evaluate the proposed Special Use for compliance with the applicable requirements of Article XI.

B. APPROVAL

If the applicant meets all of the applicable requirements of the Code, the Zoning Administrator will approve the Special Use and notify the applicant in writing. The applicant may then apply for appropriate building permits and licenses.

C. DENIAL

If the applicant does not meet all of the applicable requirements of the Code, the Zoning Administrator will deny the Special Use and notify the applicant in writing. The applicant for a S(1) special use permit that may appeal this decision to the City Council in accordance with the requirements and provisions set forth in Chapter 27.

APPENDIX A
CITY OF TAMPA, FLORIDA
LAND DEVELOPMENT COORDINATION

SPECIAL USE 1 - EXHIBIT

SITE PLAN REQUIREMENTS

Three (3) folded copies of a site plan are required for a Special Use I request which does not involve a constitutionally protected first amendment activity. The site plan shall be drawn to an engineer's scale.

The following specific information shall be provided for each development:

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.
4. Commercial and individual developments, Floor Area Ratio for each individual building and a total for all buildings
5. Location and dimension of existing and proposed driveways and parking areas; include typical parking space dimensions.
6. Existing and proposed parking lot landscaping.
7. The location and size of significant natural features such as trees, lakes, etc.
8. Existing and proposed buffering from adjacent uses.

GENERAL INFORMATION:

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

Application for Special Use I - Annual Vendors

Print Form



City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100

Date Received: _____
Received By (print) : _____
Case Number: _____
Receipt # /Amount Paid: _____
Atlas Page: _____

Zoning Section

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

EXHIBIT A

Property Owner's Information:

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

Applicant's Information:

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

Parcel Information:

Location Address (List all): _____
Folio Number(s) (List all): _____
Current Use _____ Product(s) Sold: _____
Future Land _____ Current Zoning _____ Property Size (acres or SF): _____

All Correspondence Regarding this Application Shall Be Directed to:

Contact Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Phone Number: _____ email address: _____

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 APPLICATION/AGENT, HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE.

Signature (applicant/agent): _____
(Print): _____
Signature (applicant/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 I - Annual Vendors



City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100 (phone)

Case Number: _____

EXHIBIT B

Legal Description (use separate sheet if needed) - MUST BE TYPED & DO NOT ABBREVIATE :

**Application for Special Use I -
Annual Vendors**



EXHIBIT C

AFFIDAVIT TO AUTHORIZE AGENT

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100

State of Florida
County of Hillsborough
City of Tampa

"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 property for which an annual vendor location request is made"

Property Address (List all): _____

Current Zoning District: _____

"That the undersigned has(have) appointed and does(do) appoint the agent(s) stated herein as his(their) agent (s) to execute any petition(s) or other documentation necessary to affect such petition(s)"

Agent's Name(s): _____

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

"That 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): _____

Application for Special Use I - Annual Vendors



EXHIBIT D

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100

CERTIFICATE OF COMPLIANCE WITH SPECIAL USE CONDITIONS FOR ANNUAL VENDORS

"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."

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 shall state that the vendor shall meet all local, state and federal regulations, ordinance, statutes and laws in regards to his specific business; and,

The property owner shall state that he understands the regulations governing vendors and will be held responsible, along with the vendor, for any code violations.

The property owner shall state that the property shall be continuously maintained in a neat, clean and orderly manner.

The vending sales area shall not be allowed to utilize more than two parking spaces or six hundred (600) square feet in area, whichever is greater and there is no reduction in the required number of parking spaces;

The vendor shall be allowed to be located and operate on the site from **dawn to dusk** only.

If the site contains less than a half acre in area, all equipment and supplies shall be removed from the site at the end of each day;

The vendor shall be prohibited from selling or distributing any type of glass container;

No other annual vendor has been approved for this property;

The maximum sign area allowed for the vending operation shall be twelve (12) square feet;

All vending carts or structures meet the standards stated in Chapter 27-132: and,

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.

"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 (owner) _____

(Print): _____

Signature (owner): _____

(Print): _____

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

Identification or personally known: _____

Notary Signature: _____

Commission Expiration (Stamp or date): _____