



**PLANNING AND DEVELOPMENT
LAND DEVELOPMENT COORDINATION
CITY OF TAMPA**

INSTRUCTIONS FOR THE WRITTEN DETERMINATION - CERTIFICATION APPLICATION

NOTE: Please be aware that these guidelines are provided as a guide to assist you in submitting your Written Determination - Certification Application. These guidelines are derived from Chapter 27 Zoning and City Policy.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED.****

PLEASE READ INSTRUCTIONS THOROUGHLY

It is highly recommended that you speak with a representative of Land Development Coordination prior to requesting the letter to ensure that you are receiving the correct letter for your needs. This request must relate to a specific parcel of real property and is limited to **one** zoning lot. If you are requesting information on more than one lot, a separate request and payment must be made for each parcel certification requested.

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

Application Fee: \$55.50

Bank or business check, or money order payable to the City of Tampa

Credit cards are accepted in person.

PERSONAL CHECKS and CASH ARE NOT ACCEPTED.

Exhibit A - Please complete all information on this form.

- II. SUBMITTAL OF AN APPLICATION:** The application package shall be submitted in person to:
Land Development Coordination Division
1400 North Boulevard
Tampa, Florida 33607
(813) 274-3100
- III. REVIEW OF AN APPLICATION:** The review of an application for a Written Certification may take up thirty (30) working days to review. The written determination shall state the evidence used in the review, the zoning classification of the property and the allowable uses on the property. Evidence used to make the official zoning certification may include, but not be limited to, the zoning atlas and the City's computer system.
- IV. REVIEW OF THE CERTIFICATION.** If the applicant wishes to seek a review of the written certification, the request shall follow the standards set forth in Section 27-55.

Note: 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.

Application for Written Determination - Certification

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



Date Received: _____
Received By (print) : _____
Case Number: _____
Receipt # /Amount Paid: _____
App. correct & complete: _____
Other Applications on File: _____
Atlas Page: _____
Current Zoning District: _____

EXHIBIT A

Applicant's Information:

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

Parcel Information:

Property Owner: _____
Location
Address (List all): _____
Folio Number(s) (List all): _____
Signature (applicant): _____
(Print): _____