

Alternative Design 1 Application

Important Information

Please Read All Instructions Before Completing and Submitting the Application

****INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED OR PROCESSED.****

****Please do not ask staff to accept incomplete applications****

A complete application will consist of Exhibits A, B and C and a legible site plan and elevations (if applicable) drawn to scale, specifying the request.

Do not drop off an application without seeing a staff member.

Staff cannot fill out the paperwork for you. Staff can guide you through the process, but cannot tell you how to write the responses to the criteria in Exhibit B.

The application must be notarized. Please do not sign the application unless you are in front of a notary.

There is a separate fee for each type of request. For instance, if you are asking for a parking reduction and an alternative buffer, the fee would be \$200, with the parking reduction being \$146 and the alternative buffer being \$54.

A site plan showing all improvements (structures, parking areas) and all trees is required for all alternative design requests.

Specific requirements:

Type of Request	Drawings Required
Parking Reduction	Site plan with parking table.
Yard Reduction	Site plan with all existing and/or proposed buildings, driveway and trees (size and specie) within 20'.
Structure/Fence Height	Site plan with trees (size and specie) and building/fence elevations.
Signage	Site plan showing all existing and proposed signs on the property, noting sign type, setbacks, height and area, as applicable. Elevations of proposed signs fully dimensioned.
Buffer Waiver	Site plan showing all existing and proposed improvements and the location and specific details of the requested buffer waiver.
Reverse Framing	Site plan showing the location of the proposed fence and pictures of adjacent property showing existing fencing or obstruction.
Front Yard Average	Survey showing subject property and the other properties as required by Code.
Overlay Compliance	Check with staff regarding information needed to process request.

Time frame for review is a minimum of fifteen (15) working days.



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

INSTRUCTIONS FOR THE ALTERNATIVE DESIGN EXCEPTION 1 APPLICATION

NOTE: Please be aware that these guidelines are provided as a guide to assist you in submitting your Alternative Design Exception 1 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. Staff cannot instruct you on how to answer the questions justifying your request.

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

Application Fee(s):

Alternative Zoning Buffer or Reverse Framing: \$55.50

Setback Averaging, Alternative Review for an Overlay District, Yard Determination: \$166.50

Alternative Parking: \$150

There is a fee for each type of design exception requested. Please verify the fee with staff.

Bank or business check, or money order payable to the City of Tampa; MasterCard/Visa/DISCOVER/AMEX

PERSONAL CHECKS and CASH ARE NOT ACCEPTED

Exhibit A - Please complete all information on this form.

Exhibit B - Description of alternative design exception.

Affidavit to apply for a Zoning Code Related application and Authorized Agent for an Application to the City of Tampa.

Additional required items for submittal: Any evidence that you wish the zoning administrator or designee, to review when making a determination as to the alternative design. One site plan is required to be submitted with the request. Please note that this is a different application process from a building permit and LDC will need a site plan. Site plans submitted as part of a building permit application may not be available in Accela.

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

You may also submit the application online at <https://aca.tampagov.net/citizenaccess/default.aspx>

III. REVIEW OF AN APPLICATION: The review of an application for an Alternative Design may take up fifteen (15) working days to review. The zoning administrator or designee shall grant a request or the zoning administrator may deny the request.

IV. REVIEW OF THE DETERMINATION. If the applicant wishes to seek a review of the Alternative Design Exception 1, the review shall follow the standards set forth in Section 27-61.

Application for Alternative Design Exception 1

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



Print Form

Application Number: _____

Other Applications on File: _____

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: _____

AUTHORIZED AGENT/CONTACT FOR ALL RELATED CORRESPONDENCE

Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ email address: _____

Alternative
Design
Exception(s)
Requested (state
code section):

Parcel Information:

Location
Address (List all): _____

Folio Number(s) (List all): _____

Exhibit C

AFFIDAVIT TO APPLY FOR A ZONING CODE RELATED APPLICATION and AUTHORIZED AGENT FOR AN APPLCIATION TO THE CITY OF TAMPA

Multiple authorizations may be necessary if there is more than one property owner.

Application Number: _____

Property Address (List all): _____

Folio Numbers (List all): _____

"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 subject of the application for a (please check the appropriate box):

- Rezoning Substantial Change Incremental Review Variance Review Board
- Alcoholic Beverage 1 Alcoholic Beverage 2 Special Use 1 Special Use 2 Other
- Design Exception 1 Design Exception 2 Formal Decision

I, THE UNDERSIGNED APPLICATION/AGENT, HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE AND HEREBY AUTHORIZE AND ALLOW REPRESENTATIVES OF THE CITY TO ACCESS THE PROPERTY UNDERGOING REVIEW FOR THE ABOVE REFERENCED REQUEST. IF MY PROPERTY IS GATED, I WILL PROVIDE ACCESS TO THE PROPERTY UPON REQUEST FROM THE CITY. IN THE EVENT A PETITION FOR REVIEW IS FILED, I WILL ALLOW THE POSTING OF A NOTICE SIGN ON MY PROPERTY, EVEN IF THE REVIEW IS FILED BY A THIRD PARTY.

"That this affidavit has been executed to induce the City of Tampa, Florida, to consider and act on the above described application and the information submitted in the application is true and correct"

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

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 *Only applies to rezonings, VRB, special use 2 and AB 2 requests.*

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

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

Signature (owner): _____

Signature (applicant/agent): _____

(Print): _____

(Print): _____

Sworn to and subscribed on this date: Date: _____

Sworn to and subscribed on this date: Date: _____

Identification or personally known: _____

Identification or personally known: _____

Notary Signature: _____

Notary Signature: _____

Commission Expiration (Stamp or date): _____

Commission Expiration (Stamp or date): _____