



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

INSTRUCTIONS FOR WRITTEN DETERMINATION - FORMAL DECISION APPLICATION

NOTE: Please be aware that these guidelines are provided as a guide to assist you in submitting your Written Determination - Formal Decision 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 formal decision application, it is **required** that the applicant have a counseling session with a staff member from the Land Development Coordination Division.

II. MINIMUM REQUIREMENTS FOR APPLICATION

(ALL FORMS MUST BE TYPEWRITTEN OR NEATLY PRINTED, UNLESS OTHERWISE NOTED)

Application Fee (Please verify with staff which fee will be required):

General Request/Lot Split or Reconfiguration	\$166.50
Nonconforming Status/Vested Rights	\$238.50
Review of a Site Plan as Part of the Formal Determination:	\$348.50

Application fee shall be paid by money order, cashier's check, business check or credit card. Personal checks and cash are not accepted.

Exhibit A - Please complete all information on this form. Please sign the application in the presence of a notary.

Exhibit B - "Additional Application Information"; Please complete all information on the form. Site plans, photographs, Polk Directory and other information should be submitted with the application. Staff can assist you in telling what kind of information will be needed for your specific request. Please note that the evidence submitted by you is imperative in supporting your request. Staff will conduct its own research regarding the property, including City records and internet searches.

If you are proposing a lot split, you must submit a sealed survey that indicates that width of the proposed lots at the rear of the required front yard; the point where the lot width is less than the required lot width for the underlying zoning district and the square footage between that point and the front property line; the square footage of the lot; and the legal descriptions of the proposed lots. If this information is not provided, your application will be considered incomplete and not accepted.

Exhibit: "Affidavit to apply for a zoning code related application and Authorized Agent for an application to the City of Tampa"
This must be signed in the presence of a notary. Land Development has notaries on staff.

III. SUBMITTAL OF AN APPLICATION

The application may be submitted in person 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. OPEN RECORD PERIOD NOTIFICATION and EVIDENCE ATTESTING NOTIFICATION

All notice must be done in accordance with Section 27-149 of the City of Tampa Code of Ordinances.

Please see the summary sheet, which in part of the application, which must be signed by the applicant or agent. A copy will be provided to you for assistance in completing the notice requirements correctly.

The final determination of the request can be issued no sooner than 15 days from the date of the submittal of the affidavit of compliance, the certificate of and the pictures of the posted sign, which is provided by staff.

V. ZONING ADMINISTRATOR DETERMINATION

The Zoning Administrator shall render a written decision no later than 30 working days after the conclusion of the Open Record Period.

The written decision shall include the following (as applicable):

- a. A summary of all information received and/or considered, submitted by the applicant, researched by staff and any information submitted by the public;
- b. Finds of fact;
- c. A determination of compliance or a finding of all points of noncompliance with Chapter 27 and the Comprehensive Plan; and,
- d. The reasons for the decision, including conditions, if any.

The determination will be submitted to all persons who provided written information to the Zoning Administrator. The written decision shall not be finalized until the review period has concluded pursuant to Section 27-61.

VI. INFORMATION REGARDING NONCONFORMITIES

To establish a nonconforming use, it must have been legally established prior to either 1956 (adoption of former zoning code Chapter 43) or prior to the late 1980s, depending on where the use is located in the City. Evidence to support a nonconforming use would include the original Hillsborough County Property Appraiser's card, the Polk Directory, water or electric records, records of past or current owners (leases, tax returns), notarized statements from licensed professionals and permit records. This is not a complete list.

To establish a nonconforming, residential lot, tax rolls from 1955, 1980, 1984, 1987, and 1989 through the present year.

To establish a nonconforming, non-residential lot, the tax rolls from 1986 through the present year.

Application for Written Determination -
Formal Decision

Print Form

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



Date Received: _____
Received By (print): _____
Case Number: _____

EXHIBIT A

Property Owner's Information:

Applicant's Information (if different than owner):

Name(s): _____

Name(s): _____

Address: _____

Address: _____

City: _____

City: _____

State: _____ Zip Code: _____

State: _____ Zip Code: _____

Phone Number: _____

Phone Number: _____

Email address: _____

Email address: _____

Agent/Contact (if applicable):

Name(s): _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

Email address: _____

Parcel Information:

Location
Address (List all): _____

Folio Number(s) (List all): _____

Current Use of Land: _____

**Application for Written Determination -
Formal Decision**

Case Number: _____

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



EXHIBIT B

ADDITIONAL APPLICATION INFORMATION

Detailed Explanation for the Formal Decision:

Please attach additional information that may be appropriate, such as site plans, surveys, photographs, etc.
Please list the evidence submitted below.

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. I ALSO CONSENT TO THE POSTING OF A SIGN ON MY PROPERTY IF THERE IS A THIRD PARTY SUBMITTAL OF A PETITION FOR REVIEW.

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

"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 N/A

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): _____

**Application for Written Determination -
Formal Decision**

EXHIBIT D

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33607



**WRITTEN DETERMINATION -
FORMAL DECISION**

**NOTICE TO GOOD NEIGHBOR &
SURROUNDING PROPERTY OWNER FOR:**

OPEN RECORD PERIOD

Date : _____

Case Number: FDN- _____

Parcel Address: _____

Formal Determination Request for: _____

Dear Property Owner or Neighborhood Association:

Please be advised that the applicant listed below has applied for a formal decision (written determination) from the Zoning Administrator. If you have any documentation that you would like to submit to the Zoning Administrator for consideration, please forward to Land Development Coordination at the address above. Documentation may include, but not be limited to, affidavits, photographs, historical records, etc.

DEADLINE FOR SUBMITTAL OF DOCUMENTATION IS ____ / ____ / ____ . DOCUMENTATION RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED IN THE REVIEW OF THIS RECORD.

Applicant Name(s): _____

Agent Name(s): _____

Applicant Phone Number: _____

Agent Phone Number: _____

Applicant email address: _____

Agent email address: _____

Signature (applicant/agent): _____

(Print): _____

**Application for Written Determination -
Formal Decision**

EXHIBIT E

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



AFFIDAVIT ATTESTING TO NOTIFICATION

Property Owner/Agent
Name(s): _____

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

Parcel Address (List all): _____

"That this property constitutes the property for which a formal decision of the Zoning Administrator is requested according to Application Number:"

Application Number: _____

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

Date Mailed: _____

"That the registered neighborhood association/participating organization received a copy of the notice and site plan or survey, if applicable, via regular mail."

"That a list of the property owners (with addresses and folio numbers, according to the most current ad valorem tax record), the map from the Hillsborough County Property Appraisers office showing all properties within 250' and affected registered neighborhood associations(s) is attached and made a part of this Affidavit."

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

Signature (applicant/agent): _____

Sworn to and subscribed on this date: _____

(Print): _____

Identification or personally known: _____

Notary Signature: _____

Commission Expiration (Stamp or date): _____

PUBLIC NOTICE CHECK LIST

APPLICANTS RESPONSIBILITY

Case #FDN-____ - _____

MAIL NOTICE

_____ *Participating neighbors* (all property owners within 250-feet of the subject property and the 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.

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 site plan or survey, if applicable.

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. If the property maintains two (2) or more street frontages, at least one (1) sign must be posted per property frontage.)

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.

AFTER COMPLETING THE NOTICE REQUIREMENT (AFFIDAVIT MUST BE RECEIVED BY THE CITY)

_____ SUBMITTAL OF AFFIDAVIT OF COMPLIANCE

Submitted to: Land Development Coordination, 1400 N Boulevard, or uploaded in the Accela system.

Affidavit attachments, must include:

The certificate of mailing to the property owner;

The ad valorem tax rolls used for providing notice to property owners and/or participating neighbors. The official list of property owners, which shows the corresponding folio numbers **and** dated buffer notice map, with the Property Appraiser's seal, 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;

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

Two (2) photographs of the posted sign, one which clearly shows the language on the posted sign and one which clearly shows the location where the sign is posted on the subject property.

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

APPLICANT SIGNATURE

DATE

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