



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

**INSTRUCTIONS FOR SPECIAL USE-2 APPLICATION  
GENERAL REQUEST**

**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 zoning district 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 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, business check, or money order (payable to the City of Tampa); Mastercard/Visa (accepted in person) PERSONAL CHECKS and CASH ARE NOT ACCEPTED

<b><u>SPECIAL USE-2 APPLICATION</u></b>	
\$1446 (Religious/Schools/Daycare) \$1696.50 (Residential Uses) \$2163.50 (All other special Use2 requests)	
<b><u>HILLSBOROUGH COUNTY CITY-COUNTY PLANNING COMMISSION</u></b>	
\$150.00 (Applicable to <u>ALL</u> Special Use-2 requests, made payable to "BOCC")	
<b><u>AMENDMENT FEE</u></b>	
Active application - rescheduling/corrections of the legal description/changes to application affecting the request or use	\$324
<b><u>PLANS RESUBMITTAL</u></b>	
3rd time and up	25% of the original application fee

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

**ADDITIONAL REQUIRED ITEMS FOR SUBMITTAL:**

- A. List of Names, Addresses, and Legal Descriptions (or Folio Numbers) of Surrounding Property Owners ["Participating Neighbors"]. See Item V for requirements.
- B. **COPIES MUST BE FOLDED (NO BLUELINES)**. Minimum (20) copies at time of submittal.
- C. Four (4) copies of boundary/topo-/tree survey.
- 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. All final site plan submittals shall also contain elevations of all sides of the proposed structure(s). CBD and CD elevations shall be in color with pedestrian level views included for review.
- 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:  
Land Development Coordination Division  
1400 North Boulevard  
Tampa, Florida 33607  
813-274-3100

**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**

- A. **"Good Neighbor Notice/Notice to Participating Organizations"** Exhibit D (Applicant's Responsibility)  
In addition to all other notice requirements listed below, the applicant shall be required to notify the registered Participating Organization(s). The applicant sends written notice by regular mail, with a copy of the "most recently filed" site plan, no less than 30 days prior to the public hearing.

**Note:** All applicants are responsible for obtaining the list of Participating Organizations from the following web site: [http://www.tampagov.net/Zoning\\_Notice\\_WebApp/FolioSearch.aspx](http://www.tampagov.net/Zoning_Notice_WebApp/FolioSearch.aspx).

- B. **"Notice to Participating Neighbors (Surrounding Property Owners)"** Exhibit D (Applicant's Responsibility)
  - 1. The applicant shall send a letter notifying all Participating Neighbors (surrounding property owners) of the public hearing. The letters shall be sent by "Certificate of Mailing" through the United States Post Office, and must be postmarked a minimum of 30 days prior to the public hearing. The letter must clearly state the full description of the requested special use. (Example: daycare facility, drive-in window/restaurant)
  - 2. The notification shall include all property owners within 250-feet of the property for which the special use is requested. The 250-foot distance shall be measured in all directions from the property lines and shall include streets in the measurement.

3. The property owner list shall be composed according to the most current ad valorem tax roll, which must be 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

**Note:** City Code requires that the original list and parcel/notice map shall be submitted as part of the Affidavit of Compliance.

**C. Sign Posting (Applicant's Responsibility).**

The Land Development Coordination Division will provide the applicant with a sign, which states the date, time, and place of the public hearing. *If more than 2 signs are required, applicant will be responsible for cost associated with additional signs.* The applicant shall post the sign in a conspicuous place on or near the front of the property, not obstructed by any site feature, no more than 60 days and no less than 30 days prior to the public hearing. Two (2) photographs must be submitted of each sign as part of the Affidavit of Compliance, which show the posted sign on the subject property and the language as written on the sign when posted.

**VI. SUBMITTAL OF AFFIDAVIT OF COMPLIANCE (Applicant's Responsibility)**

The applicant must submit the Affidavit of Compliance (Exhibit E), which includes a statement attesting to notification of applicable Participating Organizations, to the City Clerk's office a minimum of fifteen (15) days prior to the public hearing. For each Participating Neighbor/Organization on the notification list, the applicant shall submit the following documents as proof of notification:

- a. A postmarked receipt of the "Certificate of Mailing" for the Participating Neighbors
- b. Two (2) photographs of each posted sign (one depicting location of sign on property and one depicting language as written on sign)
- c. 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.
- d. A copy of the notice that was sent out to the surrounding property owners and affected neighborhood association(s) (Exhibit F).

The documents shall be submitted to:

**City Clerk's Office, City Hall**  
**315 E Kennedy Blvd., 3rd Floor Tampa, FL 33602**  
**(813) 274-8396**

**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-2 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-2 request will be rescheduled on the first available City Council special use-2 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-2 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 second Thursday of each month at 6:00 p.m. to hold a public hearing on special use-2 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-2 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-2 approval is that a specific use with applicable conditions is permitted in a zoning district with applicable dimensional standards, and is determined appropriate for a specific location. The application does not waive or modify the requirements of other City Codes.

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

An application for special use-2 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 residential density, if applicable.
5. Total floor area ratio and total building square footage, if applicable.
6. Business hours of operation, if applicable.
7. Other principal or accessory uses of property, as defined in Section 27-545, if applicable.
8. 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.
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 Florida 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 SPECIAL USE-2 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

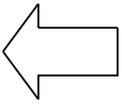
**GENERAL NOTES:**

**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
- Project name and location.



N

THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX

FOR S-2 SITE PLAN REQUIREMENTS

# Application for Special Use-2 General Request

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: \_\_\_\_\_

Other Applications on File: \_\_\_\_\_

## 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: \_\_\_\_\_

### CONTACT FOR ALL RELATED CORRESPONDENCE

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): \_\_\_\_\_ Future Land Use: \_\_\_\_\_ Current Zoning Dist: \_\_\_\_\_  
Current Use of Land: \_\_\_\_\_ Proposed Special Use: \_\_\_\_\_

### 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 General Request

City of Tampa  
Land Development Coordination  
1400 North Boulevard  
Tampa, FL 33607  
(813) 274-3100  
(813) 259-1799 fax



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

Location 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: \_\_\_\_\_ 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 General Request

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



Application Number: \_\_\_\_\_

## EXHIBIT B

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

# Application for Special Use-2 General Request

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 C

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 following special use:"***

Proposed Special Use: \_\_\_\_\_

***"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): \_\_\_\_\_

(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-2 General Request

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



Application Number: \_\_\_\_\_

## GOOD NEIGHBOR NOTICE FOR PARTICIPATING ORGANIZATIONS/ NOTICE TO PARTICIPATING NEIGHBORS

## SPECIAL USE PUBLIC HEARING

### EXHIBIT D

Date : \_\_\_\_\_

Public Hearing Date : \_\_\_\_\_

Public Hearing Time : \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Parcel Address(es): \_\_\_\_\_

Proposed Special Use: \_\_\_\_\_

**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.***

***For those with internet access, the City Council agendas are found at [http://www.tampagov.net/dept\\_City\\_Council/agenda\\_links.asp](http://www.tampagov.net/dept_City_Council/agenda_links.asp)***

***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 CONTACT INFORMATION

Applicant/Agent Name(s): \_\_\_\_\_

Applicant/Agent Phone Number: \_\_\_\_\_

Applicant/Agent email address: \_\_\_\_\_

Applicant/agent  
(signature): \_\_\_\_\_

Print: \_\_\_\_\_

# Application for Special Use-2 General Request

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



Application Number: \_\_\_\_\_

## AFFIDAVIT OF COMPLIANCE

### EXHIBIT E

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 D), which notice(s) were mailed on:"***

Date Mailed: \_\_\_\_\_

***"That attached is a copy of the notice mailed (Exhibit D) 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 Hills. Co. 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 General Request

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



Application Number: \_\_\_\_\_

## AFFIDAVIT TO AUTHORIZE AGENT

**State of Florida  
County of Hillsborough  
City of Tampa**

### EXHIBIT F

***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 Special Use:** \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

***"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): \_\_\_\_\_

(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): \_\_\_\_\_

# PUBLIC HEARING NOTICE CHECK LIST

## APPLICANTS RESPONSIBILITY

SU-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).

- 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](http://www.tampagov.net/ldc))

- Mailed by regular mail to the address of the authorized representative of the participating organization.

### 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.)

- 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 property owner and/or 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 at the time of application intake. A copy will be provided to you to assist in the completion of notice.