



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

SPECIAL USE 1 APPLICATION FOR TEMPORARY VENDORS

NOTE: Please be aware that these guidelines are intended only as a guide to assist you in submitting your Special Use 1 (S-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 temporary vendor allowed per zoning lot.**

I. PRE-APPLICATION CONFERENCE

Prior to submittal of a Special Use 1 (S-1) application, it is strongly recommended that the applicant 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.

B. APPLICATION FEES: \$27.50 - bank check, money order, Visa/Mastercard/AMEX/Discover (PERSONAL CHECKS and CASH NOT ACCEPTED).

C. SITE PLAN: Please provide a site plan, survey or an aerial photograph of the site showing the location of your business and/or tent, vending cart or vending vehicle. Please note that all tents must meet the requirements of Section 27-290.8.

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 33607

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 the Code.

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.

# Application for Special Use I Temporary Vendor



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: \_\_\_\_\_  
Atlas Page: \_\_\_\_\_

**Zoning Section**

Application/site plan is correct & complete: \_\_\_\_\_  
Zoning Approval: \_\_\_\_\_ 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 \_\_\_\_\_ Current Zoning \_\_\_\_\_

**Hours/Dates of the Temporary Vendor:**

\_\_\_\_\_

**Product(s) to be Sold:**

\_\_\_\_\_

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 OWNER AND APPLICANT, HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE AND THAT I/WE ARE RESPONSIBLE FOR COMPLYING WITH CITY CODE, INCLUDING THE REGULATIONS IN 27-132.**

Signature (owner): \_\_\_\_\_  
(Print): \_\_\_\_\_

Signature (applicant): \_\_\_\_\_  
(Print): \_\_\_\_\_

**Sworn to and subscribed on this date:**

**Sworn to and subscribed on this 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 Special Use I -  
Temporary Vendor**



**EXHIBIT B**

**CERTIFICATE OF COMPLIANCE WITH SPECIAL  
USE CONDITIONS FOR TEMPORARY VENDOR**

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

***"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 special use approval and that the requested 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."***

***I understand that the lot on which the temporary vendor is located meets the minimum standards for the zoning district in which it is located.***

***I understand that no display areas, merchandise or stored items in association with either the vendor or principal use on the property may encroach into the public right of way or onto adjacent private property.***

***I understand and agree that the display area, carts, tents and/or trailers will be setback at least 10 feet from the property line.***

***I understand and agree that the vendor shall meet all local, state and federal laws in regards to his specific business.***

***I understand and agree that I am responsible, along with the vendor, for any code violations which may result in a hearing before a Special Magistrate.***

***I understand and agree that the vendor is not occupying any parking required for the principal use.***

***I understand and agree that the signage allowed on the site will meet the requirements of Chapter 27-289.12.***

***I understand and agree that as the property owner I am responsible to ensure that the vendor renews all required permits prior to the expiration date of said permits.***

***I understand and agree that only one temporary vendor is allowed on the zoning lot.***

***I understand and agree that all equipment and supplies owned and used by the vendor are allowed on the property only between the hours allowed under Section 27-132.***

***I understand and agree that all waste/refuse will be removed from the vendor area at the close of business on a daily basis.***

***I understand that the vendor shall not utilize tables and chairs for the patrons of the vendor.***

***I understand that the site shall meet the requirements of Sections 27-290.1 and 27-290.8***

Signature (owner): \_\_\_\_\_

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

Commission Expiration (Stamp or date):

**Sworn to and subscribed on this date:**

Identification or personally known: \_\_\_\_\_

Notary Signature: \_\_\_\_\_