



## **Application for Temporary Special Event/ Temporary Alcoholic Beverage**

**NOTE:** Please be aware that these guidelines are intended only as a guide to assist you in submitting your Temporary Special Event application. **These guidelines are derived from Chapter 27 of the City Code. Please refer to Section 27-132 and 27-282.16 for any concerns or clarifications regarding these guidelines.**

### PRE-APPLICATION CONFERENCE

Prior to submittal of a Chapter 27 Temporary Special Event and/or Temporary Alcoholic Beverage application, it is 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. Note a Chapter 27 Temporary Special Event and/or Temporary Alcoholic Beverage requires review from Land Development Coordination, Planning, Construction Services, Tampa Police Department and the Fire Marshall's office. You are encouraged to submit your application at least 14 days prior to the event so that proper review can be completed and your permit issued.

### REQUIREMENTS FOR APPLICATION

**COMPLETE ORIGINAL APPLICATION FORM.**

#### APPLICATION FEES:

Temporary Special Event:	\$54.00
Temporary Alcohol Permit:	\$27.50 (if submitted less than five days prior to the event \$83.00)
Both Applications:	\$81.50 (additional fees will apply if not submitted in timely manner)

The City of Tampa accepts bank checks, money orders, and credit/debit cards. *Personal checks and cash are not accepted.*

**SITE PLAN:** Please provide one copy of the site plan indicating the date and duration of the event; the location of any tents and stages, including their dimensions; the location of generators; the location of any parking areas; location of all rest room facilities; solid waste receptacles; the location where alcohol will be sold, served, stored and/or consumed; the location of any fencing reflecting the location and width of all entrances and exits, along with required signage.

The information on the site plan is required for review by Tampa Fire Rescue, Tampa Police, Construction Services, Land Development and Transportation Planning.

If you are utilizing off-site parking for the event, please provide signed leases reflecting the number of spaces available and the location of the off-site parking. Off-site parking must be within three miles if providing shuttle service. Compliance with Section 27-283.6 is required for non-shuttle serviced parking.

**PROOF OF NON-PROFIT STATUS:** Either the statement from the Internal Revenue Service or the statement from the State of Florida showing the nonprofit status.

**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

Please coordinate with the Tampa Police Department at 813-276-3385 for Extra Duty officers and Tampa Fire Rescue/Fire Marshall's office at 274-7000 for a Fire Watch Officer and Tent Permits. Off-duty officers are required by Code and must be secured before LDC is able to sign the State of Florida application (alcohol permits only). If providing off-site parking, please contact Transportation at 274-3100.

**Application for Temporary Special Event/  
Temporary Alcoholic Beverage**

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:**

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: \_\_\_\_\_

**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: \_\_\_\_\_

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



**EXHIBIT B**

**ADDITIONAL APPLICATION INFORMATION**

Date(s) of Chapter 27 Temporary Special Event and/or Temporary Alcoholic Beverage Permit**:	Day 1 _____	Day 2 _____	Day 3 _____
Hours of Chapter 27 Temporary Special Event and/or Temporary Alcoholic Beverage Permit**:	Day 1 _____	Day 2 _____	Day 3 _____

**\*\*NOTE:** All Alcoholic Beverage Sales shall cease at 12:00 am (midnight), 2:00 am on January 1st (only), AND the event shall not last longer than three (3) consecutive days.

Total number of attendees expected for the event: \_\_\_\_\_

Total number of attendees expected at any given time: \_\_\_\_\_

Proposed AB Type (if applicable):  Beer  Wine  Liquor

Purpose of Chapter 27 Temporary Special Event and/or Temporary Alcoholic Beverage Permit\*\*:  
\_\_\_\_\_

# 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):"***

Temporary Alcoholic Beverage Application

Temporary Special Event Application

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.

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

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

If signing as a non-profit, you must be listed as an officer or a registered agent at [www.sunbiz.org](http://www.sunbiz.org).

# **TEMPORARY SPECIAL EVENT APPLICATION**

## **SITE PLAN REQUIREMENTS**

An application for temporary special event application requires submittal of a site plan. The 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 Zoning Administrator or designee grants the 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 Zoning Administrator, through the temporary special event process.

The developer remains responsible for compliance with all applicable City Codes at time of permitting (if applicable).

### **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, dimensions of the lot.
2. Drawing size (minimum allowed): 24" x 36" (alternate sizes may be permitted by the Zoning Administrator).
3. Business hours of operation, if applicable.
4. Location and dimensions of proposed parking and service areas, including typical parking space dimensions.
5. Proposed circulation pattern, including access to adjacent streets and/or alleys.
6. Location of any existing buildings, temporary buildings and tents, rest room facilities, stages, vehicles and solid waste stations.

### **EXISTING CONDITIONS**

1. Name, location and width of all existing street and alley rights-of-way, within or adjacent to the site.

Temporary Special Event Requested

LOCATION MAP:

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:

**TITLE BLOCK:**  
 -Firm's name and address  
 -The site plan must be to scale. State scale on drawing  
 - Project name and location.  
 - Drawing data.  
 - Revision block.  
 - Show North arrow.  
 - The site plan must be to scale.

N

