



# SPECIAL USE (ALCOHOLIC BEVERAGE PERMIT) (WAIVER REQUIRED)

### IMPORTANT INSTRUCTIONS TO ALL APPLICANTS:

You must schedule an appointment to submit this application. To request an appointment please call 813-272-5600.  
All requirements listed on the submittal checklist must be met. **Incomplete applications will not be accepted.**

### Property Information

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ TWN-RN-SEC: \_\_\_\_\_

Folio(s): \_\_\_\_\_ Zoning: \_\_\_\_\_ Future Land Use: \_\_\_\_\_ Property Size: \_\_\_\_\_

### Property Owner Information

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ FAX Number: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ FAX Number: \_\_\_\_\_

### Applicant's Representative (if different than above)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City / State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ FAX Number: \_\_\_\_\_

I HEREBY SWEAR OR AFFIRM THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION PACKET IS TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE, AND AUTHORIZE THE REPRESENTATIVE LISTED ABOVE TO ACT ON MY BEHALF FOR THIS APPLICATION.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Type or Print Name

I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION AND RECOGNIZE THAT THE FINAL ACTION ON THIS PETITION SHALL BE BINDING TO THE PROPERTY AS WELL AS TO CURRENT AND ANY FUTURE OWNERS.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Type or Print Name

### Office Use Only

Intake Staff Signature: \_\_\_\_\_ Intake Date: \_\_\_\_\_

Case Number: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Type of Application: \_\_\_\_\_

**Development Services, 601 E Kennedy Blvd. 19<sup>th</sup> Floor**

# AFFIDAVIT TO AUTHORIZE AGENT

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

\_\_\_\_\_  
(NAME OF ALL PROPERTY OWNERS), being first duly sworn, depose(s) and say(s):

- That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:  
ADDRESS OR GENERAL LOCATIONS: \_\_\_\_\_ Folio No: \_\_\_\_\_
- That this property constitutes the property for which a request for a: \_\_\_\_\_ (NATURE OF REQUEST) is being applied to the Board of County Commissioners, Hillsborough County.
- That the undersigned (has/have) appointed \_\_\_\_\_ as (his/their) agent(s) to execute any permits or other documents necessary to affect such permit.
- That this affidavit has been executed to induce Hillsborough County, Florida, to consider and act on the above-described property;
- That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_  
Signature (Property Owner)

\_\_\_\_\_  
Signature (Property Owner)

<p><b>STATE OF FLORIDA</b> <b>COUNTY OF HILLSBOROUGH</b> The foregoing instrument was acknowledged before</p> <p>me this _____ by _____ Date Property Owner</p> <p>Who: ____ Personally known to me ____ Florida Drivers License ____ Other Type of Identification</p> <p>And Who: ____ did ____ did not take an oath.</p> <p>_____ Signature of Notary taking acknowledgement</p> <p>_____ Type/Print Name of Notary</p> <p>_____ Commission Number Expiration Date</p>	<p><b>STATE OF FLORIDA</b> <b>COUNTY OF HILLSBOROUGH</b> The foregoing instrument was acknowledged before</p> <p>me this _____ by _____ Date Property Owner</p> <p>Who: ____ Personally known to me ____ Florida Drivers License ____ Other Type of Identification</p> <p>And Who: ____ did ____ did not take an oath.</p> <p>_____ Signature of Notary taking acknowledgement</p> <p>_____ Type/Print Name of Notary</p> <p>_____ Commission Number Expiration Date</p>
--	--

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

**PROPERTY/PROJECT INFORMATION SHEET**

Shaded Area For Official Use Only



APPLICATION PREFIX AND NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDITIONAL HEARING INFORMATION: CUT-OFF DATE: \_\_\_\_\_  
(If Applicable)

NOTICE DEADLINE: \_\_\_\_\_

Proposed Project Name (If Applicable): \_\_\_\_\_

Are Code Enforcement issues pending? \_\_\_\_\_ If "Yes", list citation numbers \_\_\_\_\_

List each folio within the proposed project along with the corresponding information for each (Use additional sheets if necessary).

Folio Numbers	Owner(s) Name(s) as listed on the deed	Acreage	Current Zoning*	Comp. Plan Category	S/T/R**
Total Acreage:					

\* If Current Zoning is PD, list PD application number as well.

\*\* Section / Township / Range

**INFORMATION REQUIRED FOR APPLICATION SUBMITTAL  
SPECIAL USE PERMIT**

This section includes submittal requirement information for Special Use Permit applications. However, in addition to the information required herein, the Administrator **may** request submittal of supplemental information as may be necessary to adequately review an application.

**Sec. 5.2.1****General Description**

Special uses are certain uses that would not be generally appropriate to a zoning district without compliance to more stringent development standards or conditions. The list of special uses within this section include those special uses described in Section 2.03.00 of the **LDC**

**Special Use Submittal Requirements**

Unless otherwise required in supplemental submittal requirements for certain types of special uses, the following submittal requirements **shall** apply to all Special Use Permit applications.

1. Fee Payment - referenced in Section 2.0 of the Development Review Procedures Manual.
2. Application - referenced in Section 3.0 of the Development Review Procedures Manual.
3. Public Notice - provide public notice in accordance with requirements of Section 10.02.02.D of the **LDC** and procedures of Section 12.00 of the Development Review Procedures Manual.

By proof of mailing receipt to all owners of property, as reflected on the current year's tax roll, and, where common property lies within the required notice distance, to all condominium and owners' associations, lying within 500 feet in every direction when the subject parcel is within the Agricultural and Residential-1 Categories of the Comprehensive Plan, and 300 feet in every direction when the parcel is within any of the remaining Plan categories. If a subject parcel contains more than one land use designation, the greatest applicable notice distance shall apply.

- a. Adjacent Property Owners List - must be typewritten or clearly printed in black ink and prepared in a manner similar to the following:

**Folio Number**

- |               |  |
|---------------|--|
| 1. 10000.0000 | John and Mary Smith<br>100 S. Smith Road<br>Tampa, FL 33601    |
| 2. 10000.0001 | John and Mary J. Smith<br>100 S. Smith Road<br>Tampa, FL 33601 |
| 3. 10000.0002 | John and Mary Smith<br>100 S. Smith Road<br>Tampa, FL 33601    |
| 4. 10000.0003 | Tom Arnold<br>1938 Timber Way<br>Tampa, FL 33615               |

- b. List of Affected Neighborhood Organizations and Civic Associations - A list including all organizations which are within required notification distance must be provided.
  - c. Distance Waiver Notification List (Alcoholic Beverage Only) - If the request includes a waiver of the residential or community use distance requirements of the LDC, a separate list of affected property owners, and/or affected owners of community uses must be provided. In the case of a community use being located on an affected residential property, the residential property owner and the owner of the community use, if ownership is different, shall be identified by the applicant.
4. Code Compliance / Project Description Statement - unless otherwise required by the Administrator, a statement including the following shall be provided:
- description of how the proposal will comply with specific standards in the LDC. If the project does not comply with specific standards of the LDC, then a detailed statement shall be submitted addressing proposed "Variations from Regulations" in accordance with criteria referenced in Section 11.04.02.D, of the LDC shall be provided.
  - detailed description of proposal.
  - describe any issues related to existing zoning violations (attach copy of citation)
5. Conceptual Site Plan - 15 full size (24 inch x 36 inch) folded copies and one 8½ inch x 11 inch reduced copy shall be provided with the application, and with resubmittals for revision, if necessary. The site plan shall be drawn to a sufficient and commonly used scale to show all of the information required to review the site plan.
- a. Specific Information - to the extent possible, the site plan shall include information (graphic and/or data) to demonstrate compliance with applicable sections of the LDC: Special Use Section 10.02.00 and/or Specified Use Section 6.11.00 standards of the LDC.
  - b. General Information - Unless otherwise determined by the Administrator, site plans should include the following information:  
Title Block with the following:
    - title of the project,
    - names of the project planner(s) and developer(s),
    - date,
    - north arrow,
    - address of site, and
    - scale.

Location of the (existing and proposed) site features as follows:

- project boundaries,
- roads, drives, access easements of subject and adjacent sites (indicate name and functional classification of road),
- existing and approximate location of proposed points of ingress and egress,
- existing and approximate location of proposed structures,
- fences,
- approximate location of water courses,
- approximate location of environmentally sensitive areas (wetlands, habitat areas, conservation or preservation areas),
- easements,
- existing or proposed slabs, etc.,
- approximate location of off-street parking and off-street loading areas,
- proposed screening and buffer areas,
- existing trees,

- indicate land uses adjacent to project boundaries and across roads from project boundaries,
- approximate size and location of stormwater pond areas, and
- if mixed use is proposed, delineate area dedicated to proposed and existing uses on subject property folio.

Site Data as follows:

- proposed utilities,
  - structure height,
  - Comprehensive Plan category,
  - zoning,
  - existing uses,
  - percentage of ground coverage by structures,
  - percentage of open space,
  - approximate percentage of site which is environmentally sensitive (wetlands, habitat, conservation or preservation),
  - **number**s of off-street parking and off-street loading spaces (indicate handicap parking), and
  - total project density (dwelling units per acre) and/or intensity (floor area ratio).
6. General Location Map - included on site plan or attached separately, showing general location of the site relative to the county as a whole.
  7. Legal Description - typed on separate page.
  8. Deed - copy of recorded deed.

**Sec. 5.2.1.1 Alcoholic Beverage Special Use Permit (Requiring Waivers) Supplemental Information**

In addition to submittal requirements listed in Section 5.2.1, the following information **shall** be provided with Alcoholic Beverage Special Use (requiring waivers) applications.

1. Supplemental Public Notice For Waiver Request - in addition to typical special use public notice requirements, supplementary notice for applications requiring a waiver of separation requirements must be provided in accordance with **LDC** Section 2.03.01.F.2.b.
2. Written Statement - in addition to the information required in Section 5.2.1. the following additional information shall be included:
  - a. The minimum distance indicated between the area to be wet-zoned and any residentially zoned property boundary line.
  - b. The type and **number** of community uses within 500 feet of the proposed wet-zoning.
  - c. The type and number of existing wet-zonings within 1,000 feet of the proposed wet-zoning.
3. Legal Description - of area to be used for sale of alcoholic beverages (wet-zoned) typed on separate page.
4. Scaled Survey of the Area to Receive the Alcoholic Beverage Special Use Permit (Wet-Zone) - prepared by **Florida registered land surveyor** depicting the following:
  - zoning of subject and adjacent parcels,
  - area proposed for wet-zoning,
  - legal description of wet-zone area,
  - square footage of wet-zone area,
  - straight-line distance from the nearest point of the wet-zone area to the property line of the nearest

- community uses (as defined in LDC)
- straight-line distance to other wet zonings or existing establishments which sell alcohol located within 1000 feet of any point of the legal description, and
- certification language as follows:

“This is to certify that a visual inspection has been made of all property for the following existing community uses: church/synagogues, schools, child care centers, public libraries, community recreational facilities, and parks within a 500-foot straight-line distance from the proposed site. An inspection of the proposed special use permitted site from residentially zoned property has been made and is indicated in a straight-line distance as required for the specific Alcoholic Beverage Permit classification. In the case where an Alcoholic Beverage Permit classification requires that certain types of existing alcoholic beverage uses within a 1,000-foot straight-line distance from the proposed site be indicated as defined in the Land Development Code, an inspection has been made and the findings indicated on the survey.”

**ALCOHOLIC BEVERAGE SPECIAL USE  
DISTANCE WAIVER REQUEST  
ATTACHMENT "A" (page 1 of 2)**

The Land Development Code provides standard distance requirements from residential property and community uses for the location of an Alcoholic Beverage Special Use Permit, which are:

(1) 1-APS and 2-APS

- A. The distance from the "permitted" structure to certain community uses<sup>2</sup> shall be at least 500 feet.
- B. The distance from the "permitted" structure to residentially zoned property shall be at least 50 feet from the side yard(s) and 20 feet from the functional rear yard.

(2)

1-APS-IS and 2-APS-IS

- A. The distance from the proposed structure to schools shall be 500 feet.

(3) 2-COP-R, 2-COP-RX, 4-COP-RX, AND 11C (Golf Clubs, Tennis and Racquetball Clubs, Wedding and Special Occasion Reception Halls)

- A. The distance from the "permitted" structure to certain community uses shall be at least 500 feet.
- B. The distance from the "permitted" structure to residentially zoned property shall be at least 150 feet.

(4) 3-PS, 2-COP, 2-COP-X, 4-COP, 4-COP-X, 4-COP-SX, 4-COP-SBX, 11-C (Social Clubs) and Bottle Clubs

- A. The distance from the "permitted" structure to certain community uses shall be at least 500 feet.
- B. The distance from the "permitted" structure to residentially zoned property shall be at least 250 feet.
- C. There shall be no more than three approved 3-PS, 2-COP, 4-COP, 4-COP-X, 4-COP-SX, 4-COP-SBX, 11-C (Social Club) or Bottle Club Alcoholic Beverage Use Permits within 1,000 feet of the proposed Special Use as measured from the "permitted" structure to the existing Alcoholic Beverage Conditional Use or wet-zoning approved under previous zoning regulations as well as nonconforming wet-zoned establishments.

---

<sup>2</sup> "Certain community uses" shall include churches/synagogues, schools, child care centers, public libraries, community recreational facilities and parks.

## **ATTACHMENT B (Page 2 of 2)**

### **ALCOHOLIC BEVERAGE SPECIAL USE DISTANCE WAIVER REQUEST**

The Land Use Hearing Officer shall consider a waiver of the distance requirements from certain existing community uses and residentially zoned property, and/or from the maximum number of alcoholic beverage establishments within 1000 feet of the proposed Alcoholic Beverage Special Use. The Land Use Hearing Officer shall consider in connection with each waiver whether special or unique circumstances exist such that the proposed use does not have significant negative impacts on surrounding land uses and whether certain circumstances exist such that the necessity for the specified distance requirement is negated.

This request does not meet the following locational requirements:

---

---

---

---

---

The special or unique circumstances that cause the proposed use to not have a significant negative impact on surrounding land uses are:

---

---

---

---

---

---

---

---

---

---

The circumstances that negate the need for the specified distance requirement are:

---

---

---

---

---

---

---

---

---

---

If more than one waiver is required the applicant shall provide a separate Attachment B for each waiver

**Checklist of Submittal Requirements - Alcoholic Beverage Special Use**

	Applicant Initials	Intake Initials	Requirements
1.			Fee Payment
2.			Application (Included in this packet)
2a.			Affidavit to Authorize Agent (If applicable) NOTE: All property owners must sign either the Application form or the Affidavit to Authorize
2b.			Property Information Sheet (all information must be completed for each folio included in the request.)
3.			Public Notice (Notice Letters and Affidavits will be obtained at time of filing)
3a.			Adjacent Property Owner List The list must be obtained from the Property Appraisers Office, 601 E. Kennedy Boulevard, 15th Floor, (813) 272-6100, <a href="http://www.hcpafl.org">www.hcpafl.org</a> . Do not retype the list.
3b.			List of Affected Neighborhood Organizations and Civic Associations (will be obtained at time of filing)
3c.			Distance Waiver Notification List
4.			Code Compliance / Project Description Statement
5.			Conceptual Site Plan
6.			General Location Map
7.			Legal Description
8.			Recorded Deed for the Subject Property. This can be obtained from the Clerk of the Circuit Court Recording Library located at 419 Pierce Street, (813) 276-8100 ext 4367.
9.			Supplemental Public Notice For Waiver Request
10.			Written Statement
11.			Scaled Survey of the Area to Receive the Alcoholic Beverage-Special Use Permit (Wet-Zone)

If property owner is a corporation, submit the Sunbiz information indicating that you are authorized to sign the application and/or affidavit. This can be obtained at <http://sunbiz.org/>

## AIRPORT HAZARD EVALUATION

(Effective October 13, 2015)

Properties located within the map areas depicted below may be subject to a separate Airport Height Zoning Permit approval process of the Hillsborough County Aviation Authority (HCAA), pursuant to the HCAA's Airport Zoning Regulations. Additionally, pursuant to an Interlocal Agreement between the HCAA and Hillsborough County, any Land Development Proposal within proximity to Tampa International Airport and Tampa Executive Airport and Educational facilities and landfills located with certain mapped areas will be transmitted to HCAA for review.

### For additional information and questions:

Tampa International Airport Information Link: <http://www.tampaairport.com/airport-height-zoning>

Contact: Tony Mantegna / Tampa International Airport

Phone: (813) 870-7863

tmantegna@tampaairport.com

