

**SPECIAL USE
(ALCOHOLIC BEVERAGE PERMIT)
(NO WAIVERS REQUIRED)**

APPLICATION INFORMATION PACKET

Applications cannot be accepted without an appointment.

**Call (813) 277-1630
to schedule an appointment to file an application.**

**Incomplete applications cannot be accepted.
Please read the instructions and use the attached checklist.**

**The Land Development Code allows up to 30 business days for
processing and review of administrative applications.**



**Hillsborough County
Florida**

**THE HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS
ADOPTED LOBBYING ORDINANCE NO. 93-8, AS AMENDED. PRIOR TO
MEETING PRIVATELY WITH A BOARD MEMBER, COUNTY ATTORNEY,
CHIEF ASSISTANT COUNTY ATTORNEY, COUNTY ADMINISTRATOR, ANY
ASSISTANT COUNTY ADMINISTRATOR, OR ANY DEPARTMENT HEAD,
YOU MAY BE REQUIRED TO REGISTER AS A LOBBYIST.**

**SPECIAL USE
(ALCOHOLIC BEVERAGE PERMIT)
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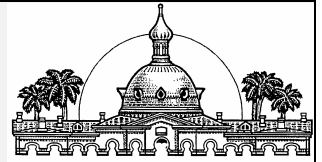
Affidavit to Authorize Agent

Property Information Sheet

Checklist of Submittal Requirements

**HILLSBOROUGH COUNTY PLANNING & GROWTH MANAGEMENT
APPLICATION FORM**

Shaded Area For Official Use Only



Hillsborough County
Florida

APPLICATION PREFIX AND NUMBER: _____ - _____ - _____

HEARING(S) AND TYPE: DATE: _____ TYPE: _____
(If Applicable)

DATE: _____ TYPE: _____

RECEIPT NUMBER: _____

APPLICATION TYPE AS REFERENCED IN LDC: _____

INTAKE DATE: _____ INTAKE TECHNICIAN SIGNATURE: _____

APPLICANT'S REPRESENTATIVE

Name: _____

Address: _____

City / State / Zip _____ Daytime Phone: (____) _____

E-mail address: _____ Fax Number: (____) _____

APPLICANT

Name: _____

Address: _____

City / State / Zip _____ Daytime Phone: (____) _____

PROPERTY OWNER

Name: _____

Address: _____

City / State / Zip _____ Daytime Phone: (____) _____

PROPERTY ADDRESS OR GENERAL LOCATION: _____

NATURE OF REQUEST: _____

RELATED APPLICATIONS: _____

PROPOSED UTILITIES: PUBLIC WATER ___ PRIVATE WELL ___ PUBLIC WASTEWATER ___ SEPTIC TANK ___

(Additional Information Required On "Property Information Sheet")

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

Signature of the Applicant

Type or Print Name

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

Signature of the Owner(s) – (All Parties on the Deed must Sign)

Type or Print Name

AFFIDAVIT TO AUTHORIZE AGENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

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

1. 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: _____

2. 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.

3. That the undersigned (has/have) appointed _____ as
(his/their) agent(s) to execute any permits or other documents necessary to affect such permit.

4. That this affidavit has been executed to induce Hillsborough County, Florida, to consider and act on the above-described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

SIGNED (PROPERTY OWNER)

SIGNED (PROPERTY OWNER)

<p>STATE OF FLORIDA COUNTY OF HILLSBOROUGH The foregoing instrument was acknowledged before me this (DATE) _____ by _____ who: _____ (Property Owner) <input type="checkbox"/> Personally known to me <input type="checkbox"/> Florida driver's license <input type="checkbox"/> Other type of identification: _____ and who: <input type="checkbox"/> did <input type="checkbox"/> did not take an oath.</p> <p>_____ (Signature of Notary taking acknowledgment)</p> <p>_____ Type or Print Name of Notary Public</p> <p>_____ Commission Number Expiration Date</p>	<p>STATE OF FLORIDA COUNTY OF HILLSBOROUGH The foregoing instrument was acknowledged before me this (DATE) _____ by _____ who: _____ (Property Owner) <input type="checkbox"/> Personally known to me <input type="checkbox"/> Florida driver's license <input type="checkbox"/> Other type of identification: _____ and who: <input type="checkbox"/> did <input type="checkbox"/> did not take an oath.</p> <p>_____ (Signature of Notary taking acknowledgment)</p> <p>_____ Type or Print Name of Notary Public</p> <p>_____ Commission Number Expiration Date</p>
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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

**PROCEDURES FOR ISSUANCE OF DEVELOPMENT PERMITS
(ADMINISTRATIVE REVIEW)**

A. GENERAL

The procedures in this section shall be followed whenever the Land Development Code (LDC) requires development permit review in accordance with LDC Section 10.01.00. Examples of the type of permits which may be submitted for consideration pursuant to these procedures include, but are not limited to, subdivision plan, site development plan, special use (administrative type), and specified use. Development permits may be issued by the Administrator after a finding that the proposed development activity complies with all applicable provisions of the LDC and other county regulations.

Supplemental design standards for specified uses shall augment the standards and criteria otherwise required within the LDC. Compliance with these supplemental standards shall be determined during development review, when possible, and shall not require any additional procedural steps or review processes. Those specified uses not requiring site development or subdivision review shall be reviewed by staff for compliance with these standards prior to the issuance of permits.

B. APPLICATION AND FEES

A request for a development permit shall be initiated in accordance with this manual by paying appropriate fees as referenced in Section 2.0 and filing an application as referenced in Section 3.0 with attached supplemental information.

C. COMPLETENESS REVIEW

Permit reviews for application submittals which are determined to be incomplete may be delayed or terminated as prescribed herein unless appropriate information is submitted to bring application into conformance with submittal requirements herein.

D. REVIEW PERIOD

Within 30 business days (excluding County holidays) of receipt of a complete application, unless otherwise required herein, the Administrator shall review the proposal and decide whether to grant or deny the requested development permit. The Administrator's decision shall be in the form of a letter sent by registered mail to the applicant.

ALCOHOLIC BEVERAGE SPECIAL USE PERMIT (NO WAIVER REQUIRED)

A. General Description

Permit to sell alcoholic beverages at a location that meets separation requirements between the proposed use and residentially zoned properties, community uses and, when applicable, other alcoholic beverage use establishments.

B. Cross Reference to Land Development Code

Section 2.02.00, Uses allowed within zoning districts
Section 2.03.01, Alcoholic Beverage Special Use Permit

C. Submittal Requirements

In addition to the following items, the Administrator **may** request additional information as may be necessary to properly review the application.

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. Written Statement - detailed description of proposal.
4. Legal Description - typed on a separate page.
5. Site Plan - one 8½ inch x 11 inch copy (or four copies if plan is larger) containing the following:
 - proposed structure location.
6. Current Aerial Photograph - to scale including outline of subject parcel.
7. Scaled Survey of the area to receive the Alcoholic Beverage Special Use Permit (wet zone) - prepared by a Florida registered surveyor and mapper 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 distances from the nearest point of the wet-zone area to the property line of the nearest community uses, (schools, child care centers, public libraries, community recreational facilities, churches, synagogues and parks),
 - straight line distances from the nearest point of the wet-zone area to the property line of the nearest residential zoning districts,
 - other certain wet-zonings within 1,000 feet, as prescribed by the Land Development Code, and the straight line distance from nearest point of legal description of the proposed use to the nearest point of legal description of those wet-zonings (only applicable to requests for 3-PS, 2-COP, 2-COP-X, 4-COP, 4-COP-X, 4-COP-SX, 4-COP-SBX, 11-C Social and Bottle Club).
 - Certification language **shall** be 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 500-foot straight-line distance from the proposed site. A visual inspection of the apparent 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, a visual inspection has been made and the findings are indicated on the survey.

D. Review Procedures

The Administrator's decision to grant or deny the requested alcoholic beverage permit shall be based on whether the proposal complies with all applicable provisions of **LDC** Section 2.03.01 and other County regulations. The Administrator's decision shall be in writing in the form of a letter to the applicant. The decision shall be sent by registered mail to the applicant.

**Checklist Of Submittal Requirements For An Alcoholic Beverage
Special Use Permit (No Waiver Required)**

	Applicant Initials	Intake Initials	Requirements
1.	_____	_____	Fee Payment
2.a.	_____	_____	Affidavit to Authorize Agent (If applicable) NOTE: All property owners must sign either the Application form or the Affidavit to Authorize
2.b.	_____	_____	Property Information Sheet (all information must be completed for each folio included in the request.)
2.c.	_____	_____	Copy of Recorded Deed(s) (can be obtained in the Records Library on the 6 th floor of 501 E. Kennedy Blvd.)
3.	_____	_____	Written Statement
4.	_____	_____	Legal Description
5.	_____	_____	Site Plan
6.	_____	_____	Current Aerial Photograph (can be obtained on the 21 st floor)
7.	_____	_____	Scaled Survey of the area to receive the Alcoholic Beverage Special Use Permit (wet zone)