

**CITY OF TAMPA
DEVELOPMENT & GROWTH MANAGEMENT
BARRIO LATINO COMMISSION
PARKING LOT ANNUAL OPERATION AND SECURITY PLAN
INSTRUCTIONS & CHECKLIST**

Please read these instructions carefully before completing the Affidavit Attesting to Compliance with Section 27-178, the Parking Lot Annual Operation and Security Plan ("Plan"). The complete Plan must be received on or before January 1 of each year. A Plan will be deemed complete when the affidavit and all attachments are submitted to the City.

Submit completed Plans by email to historicpreservation@tampagov.net.

**For Assistance Contact:
Heather Bonds
813-274-3100, Option 3
heather.bonds@tampagov.net**

1. Affidavit Attesting to Compliance with Section 27-178

Complete the Affidavit and attach the following items:

- Statement describing the parking lot layout. Include the following: the physical address and folio number of the parking lot, number of parking spaces, method of parking space delineation, driveway access locations, surface materials, vehicular use area landscape buffer width, use-to-use landscape buffer width, height and material of fence(s), irrigation method, lighting type, size (sq. ft.) and height (ft.) of signs, parking cost, hours of operation, and security company name and phone number.
 - Certain items may not be applicable to your application if your parking lot site plan was approved by the BLC prior to October 15, 2024. Please attach a copy of the approved Barrio Latino Commission (BLC) Certificate of Appropriateness to satisfy these requirements.
- Illustration of the parking lot layout, consistent with the BLC-approved site plan. In the illustration, show the current parking aisle layout, traffic lanes, and ingress/egress and identify all items required above as well as any additional notes pertaining to the surface parking lot, enhanced lighting, signs, or security.
 - Certain items may not be applicable to your application if your parking lot site plan was issued a Certificate of Appropriateness by the BLC prior to October 15, 2024.
- Current contract with security company. See Section 27-178(b)(1) for security requirements.
- Photos of posted signs. See Section 27-178(a)(5) for sign requirements.

2. Authorized Agent

If someone will be completing the Affidavit for you, please submit an Affidavit to Authorize Agent.

3. Signatures

Please ensure that all property owners sign the Affidavit and that all signatures are notarized.