



ZONING CERTIFICATE OF USE AND OCCUPANCY

CITY OF DELRAY BEACH DEVELOPMENT SERVICES DEPARTMENT

PART ONE | BUSINESS INFORMATION

BUSINESS NAME		PROPERTY CONTROL NUMBER (PCN) 12- -46- - - - -	Application Date: / /
ADDRESS		BUSINESS WEBSITE	
PRIOR TENANT / USE	SQUARE FOOTAGE (GROSS)	SQUARE FOOTAGE (NET: NON-MEDICAL OFFICES)	
PROPOSED USE(S) <input type="radio"/> RETAIL <input type="radio"/> RESTAURANT (IF YES, SEE BELOW) <input type="radio"/> OFFICE: (TYPE) <input type="radio"/> OTHER COMMERCIAL: <input type="radio"/> PERSONAL SERVICES (SALON, YOGA STUDIO, ETC.) <input type="radio"/> HOME OCCUPATION: RESTAURANT (PLEASE CHECK ALL THAT APPLY) <input type="radio"/> SIT-DOWN <input type="radio"/> TABLE SERVICE <input type="radio"/> ALCOHOL SERVED <input type="checkbox"/> WINE AND BEER ONLY <input type="checkbox"/> FULL SERVICE BAR <input type="radio"/> OUTDOOR SEATING (INCLUDE IN SQUARE FOOTAGE) <input type="checkbox"/> FRONT, <input type="checkbox"/> ON SITE <input type="checkbox"/> REAR OF PROPERTY <input type="checkbox"/> SIDE <input type="radio"/> OUTDOOR SEATING, SIDEWALK CAFÉ (DO NOT INCLUDE IN SQUARE FOOTAGE) PERMIT # (ATTACH A COPY OF PROPOSED OR APPROVED PLAN) BRIEF DESCRIPTION OF BUSINESS (MERCHANDISE SOLD, SERVICES PROVIDED, HOURS OF OPERATION, ETC.) 			

ON-SITE IMPROVEMENTS (EXISTING): <input type="radio"/> IMPROVED / STRIPED PARKING SPACES ON-SITE # OF SPACES HANDICAP STANDARD COMPACT <input type="radio"/> BICYCLE RACK # OF SPACES <input type="radio"/> DUMPSTER WITH ENCLOSURE & DOORS/GATES <input type="radio"/> GREASE TRAP, CAN WASH, ETC. FOR RESTAURANTS
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PART TWO | APPLICANT & PROPERTY OWNER INFORMATION

APPLICANT / BUSINESS OWNER	PHONE
MAILING ADDRESS	EMAIL
PROPERTY OWNER	PHONE
MAILING ADDRESS	EMAIL

PART THREE | AFFIDAVIT

STATE OF <u>FLORIDA</u> COUNTY OF IDENTIFICATION SHOWN PERSONALLY KNOWN TO ME BEING FIRST DULY SWORN, DEPOSES THAT HE/SHE IS THE (BUSINESS OWNER, PROPERTY OWNER, OR AUTHORIZED AGENT) OF (BUSINESS OR PROPERTY OWNER), AND THAT MATTERS AND FACTS STATED IN THIS APPLICATION ARE TRUE TO HIS/HER KNOWLEDGE, AND THAT HE/SHE AS (TITLE) FOR (BUSINESS OR PROPERTY OWNER) IS AUTHORIZED TO EXECUTE THIS APPLICATION FOR THE PURPOSES OF OBTAINING A ZONING CERTIFICATE OF USE AND OCCUPANCY FROM THE CITY OF DELRAY BEACH AND AGREES TO SITE AND PROPERTY INSPECTIONS BY CITY STAFF FOR PURPOSES ASSOCIATED WITH REVIEW OF THE REQUEST. (SIGNATURE) (PRINT NAME) (NOTARY SEAL) SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY OF , 20. NOTARY PUBLIC, STATE OF FLORIDA (SIGNATURE) NOTARY PUBLIC, STATE OF FLORIDA (NAME, PRINTED OR TYPED)	
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PART FOUR OFFICE USE ONLY (DO NOT FILL IN BELOW)				
PROPOSED USE CLASSIFICATION		PRIOR USE		ZONING DISTRICT
COMPLIES WITH PARKING REQUIREMENT? <input type="radio"/> YES <input type="radio"/> NO		PARKING SPACES REQUIRED / PROVIDED _____ / _____		CBD REQUIRED RETAIL FRONTAGE? <input type="radio"/> YES <input type="radio"/> NO
APPLICATION REVIEWED BY		USE / OCCUPANCY CLASSIFICATION	APPROVED?	DATE
FIRE MARSHALL (OR DESIGNEE):			<input type="radio"/> YES <input type="radio"/> NO	
CHIEF BUILDING OFFICIAL:			<input type="radio"/> YES <input type="radio"/> NO	
DEVELOPMENT SERVICES DIRECTOR:			<input type="radio"/> YES <input type="radio"/> NO	
CONDITIONS OF APPROVAL:				

REASON FOR DENIAL (PLEASE DETAIL REASON AND WHAT CORRECTIVE ACTION, IF ANY, MAY BE TAKEN)				

REQUIRED FEE AND DOCUMENTATION
<input type="radio"/> FEE: \$50 (HOME OCCUPATION OR CHANGE IN TENANT ONLY WITH NO CHANGE IN USE) OR \$150 (CHANGE IN TENANT AND OCCUPANCY CLASSIFICATION, OR CHANGE IN USE). <input type="radio"/> COMPLETED APPLICATION <input type="radio"/> SURVEY SHOWING ALL EXISTING SITE IMPROVEMENTS <input type="radio"/> FLOOR PLAN SHOWING ALL AREAS (LABELED) ASSOCIATED WITH THE PROPOSED USE <input type="radio"/> CONFIRMATION FROM THE CODE ENFORCEMENT DIVISION THAT THERE ARE NO CURRENT VIOLATIONS ON FILE ASSOCIATED WITH THE TENANT SPACE NOTE: UPON REVIEW OF THE SUBMITTAL PACKAGE, CITY STAFF MAY REQUEST ADDITIONAL INFORMATION AND/OR EXHIBITS TO ASSIST IN THE REVIEW
SUPPLEMENTAL INFORMATION
WHAT IS A ZONING CERTIFICATE OF USE AND OCCUPANCY? A ZONING CERTIFICATE OF USE AND OCCUPANCY IS REQUIRED FOR ANY CHANGE IN USE TO A PERMITTED USE, ADDITIONAL USE, OR CHANGE IN BUSINESS AND THAT DOES NOT REQUIRE SITE MODIFICATIONS AS REQUIRED FOR A CLASS I TO IV AND DO NOT REQUIRE BOARD ACTION. NON-CONFORMITIES MAY BE IDENTIFIED DURING THE REVIEW PROCESS, WHICH COULD REQUIRE COMPLIANCE BY OCCUPANT/OWNER. APPROVAL IS GRANTED FOR THE OCCUPANCY OF A GIVEN LOCATION FOR THE SPECIFIC REQUESTED USE <u>PRIOR TO THE ISSUANCE OF A BUSINESS TAX RECEIPT.</u>
HOW DO I FIND OUT IF MY BUSINESS USE IS PERMITTED FOR MY LOCATION? THE CITY'S ZONING MAP CAN BE FOUND AT MYDELRAYBEACH.COM WITHIN THE DEVELOPMENT SERVICES DEPARTMENT PAGE; YOU CAN LOCATE YOUR PROPERTY ON THE MAP TO FIND THE ZONING DISTRICT DESIGNATION. THE PERMITTED USES FOR EACH ZONING DISTRICT ARE LISTED AT MUNICODE.COM .
HOW DO I FIND OUT THE PROPERTY CONTROL NUMBER FOR MY PROPERTY? THE PCN CAN BE FOUND AT PBCGOV.ORG/PAPA BY INPUTTING THE PROPERTY ADDRESS.
WHAT IS THE DIFFERENCE BETWEEN "GROSS" AND "NET" SQUARE FOOTAGE? GROSS FLOOR AREA INCLUDES ALL INTERIOR SQUARE FOOTAGE, MEASURED FROM THE EXTERIOR WALLS; NET FLOOR AREAS IS THE GROSS FLOOR AREA, EXCLUDING MAJOR VERTICAL PENETRATIONS OF THE FLOOR (ELEVATOR AND OTHER MECHANICAL SHAFTS, STAIR WELLS), MECHANICAL EQUIPMENT, PARKING AREAS, COMMON RESTROOMS, COMMON LOBBIES, AND COMMON HALLWAYS. STORAGE AREA IS INCLUDED IN THE NET SQUARE FEET CALCULATION UNLESS IT IS DEMONSTRATED THAT IT CANNOT BE CONVERTED TO HABITABLE SPACE.
HOW LONG IS THE APPROVAL OF THIS ZONING CERTIFICATE OF USE AND OCCUPANCY VALID? AN APPROVED ZONING CERTIFICATE OF USE AND OCCUPANCY IS <u>VALID FOR 60 DAYS</u> . IF A BUSINESS TAX RECEIPT APPLICATION HAS NOT BEEN SUBMITTED WITHIN 60 DAYS OF APPROVAL BY THE DEVELOPMENT SERVICES DIRECTOR, A NEW ZONING CERTIFICATE OF USE AND OCCUPANCY MUST BE REQUESTED, AND A NEW FEE WILL BE REQUIRED.
CAN I SPEAK OR MEET WITH A MEMBER OF STAFF IF I HAVE ANY QUESTIONS WHILE PREPARING MY APPLICATION? IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT A PLANNER AT (561) 243.7040 TO DISCUSS YOUR REQUEST OR TO SET UP A MEETING.