

PART FOUR | OFFICE USE ONLY (DO NOT FILL IN BELOW)

PLANNING & ZONING REVIEWER:	PROPOSED USE CLASSIFICATION (As in LDR):	PRIOR USE:
--	---	-------------------

ZONING DISTRICT:	CBD REQUIRED RETAIL FRONTAGE? <input type="radio"/> YES <input type="radio"/> NO	COMPLIES WITH PARKING REQUIREMENT? <input type="radio"/> YES <input type="radio"/> NO	PARKING SPACES REQUIRED / PROVIDED _____ / _____
-------------------------	--	---	--

DEVELOPMENT SERVICES DIRECTOR (OR DESIGNEE)	APPROVED USE CLASSIFICATION	APPROVED? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> YES, WITH CONDITIONS	APPROVAL DATE
			VALID UNTIL

CONDITIONS OF APPROVAL (CONDITIONS MUST BE MET PRIOR TO ISSUANCE OF A BTR):

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

STAFF NOTES:

REQUIRED FEE AND DOCUMENTATION

- FEE: \$50** (CHANGE IN TENANT ONLY WITH NO CHANGE IN USE) **OR \$150** (CHANGE IN TENANT AND/OR CHANGE IN USE); PLEASE MAKE CHECKS PAYABLE TO THE CITY OF DELRAY BEACH
 - COMPLETED APPLICATION:** ORIGINAL SIGNATURES MUST BE PROVIDED; COPIES WILL NOT BE ACCEPTED.
 - SURVEY SHOWING ALL EXISTING SITE IMPROVEMENTS, IF APPLICABLE** **FLOOR PLAN SHOWING ALL AREAS (LABELED) ASSOCIATED WITH THE PROPOSED USE**
- NOTE: PLANS AND EXHIBITS ARE LIMITED TO 11"x17". 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?**

A Zoning Certificate of Use is required for every new business, change in business name/location, or an add-on business to verify the zoning for the proposed business. Non-conformities may be identified during the review process, which could require compliance by occupant/owner. Approval is granted for the requested use at the specified location **prior to the issuance of a Business Tax Receipt**. All information on the approved Zoning Certificate of Use **MUST** be consistent with the associated Business Tax Receipt. Note: An approved Business Tax Receipt is required prior to further approvals and licenses by Palm Beach County.

How do I find the Parcel Control Number (PCN) for my tenant space?

This information can be found at pbcgov.org/papa.

How do I find the Prior Tenant / Use information for my tenant space?

The Prior Tenant / Use information **MUST** be completed. **DO NOT WRITE N/A**. To find the information, please contact the property owner, property manager, or your realtor. If they do not have the information available, please contact a Planner at (561)-243-7040 for assistance.

What is the difference between "Gross" and "Net" floor area?

Gross floor area includes all interior square footage, measured from the exterior walls.
 Net floor area is the gross floor area, excluding elevator and other mechanical shafts, stairwells, mechanical equipment, parking areas, common (shared) restrooms, lobbies, and hallways. Net floor area is applicable to non- medical office uses.

How do I find out if my business use is permitted for my location?

The City's Zoning Map can be found at delraybeachfl.gov 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 long is the approval of this Zoning Certificate of Use valid?

An approved Zoning Certificate of Use is valid for 180 days; the original and approved Zoning Certificate of Use must be submitted with the Business Tax Receipt application. If a Business Tax Receipt application has not been submitted within 180 days of approval by the Development Services Director, a new Zoning Certificate of Use must be requested, and a new fee will be required.

What happens if my request is approved with conditions or denied?

Requests that are approved with conditions will not receive a Business Tax Receipt until confirmation is provided by the Planning & Zoning Division that the required conditions have been met. Requests that are denied have 90 days to address the identified corrective action(s); a new application and fee will be required if the corrective action(s) is not completed within 90 days.

**THE PROCESSING TIME FOR A ZCU IS APPROXIMATELY 10 BUSINESS DAYS (TWO WEEKS).
 IF YOU HAVE NOT RECEIVED AN EMAIL AFTER 10 BUSINESS DAYS, PLEASE CONTACT (561) 243-7040 FOR A STATUS UPDATE.**