

TOWN OF LAKE PARK
535 Park Avenue
Lake Park, Florida 33403
Phone (561) 881-3318
Fax (561) 881-3323



Zoning Certificate

REQUEST FOR ZONING CERTIFICATE FOR HOME OCCUPATION

ADMINISTRATIVE FEE OF \$85.00 DUE AT TIME OF SUBMITTAL. FEE IS NON-REFUNDABLE. APPLICANT HAS 60 DAYS TO COMPLETE PROCESS, OR YOU WILL BE REQUIRED TO RE-SUBMIT THE REQUEST. A LETTER SHALL BE SUBMITTED IN EXCEPTIONAL CIRCUMSTANCES AND PERMISSION GRANTED BY DIRECTOR. BUSINESSES OPERATING IN VIOLATION OF THE TOWN CODE OF ORDINANCES WILL BE SUBJECT TO ENFORCEMENT ACTIONS.

Date _____ LOCAL HOME BUSINESS ADDRESS _____ UNIT# _____
(not applicable for businesses located out of Town)

New Home Business Name Change Location Transfer

(please include) EMAIL ADDRESS: _____
Name of HOME Business _____
Name of HOME Business Owner _____
Home Business Address/Location _____
Mailing Address: _____
HOME Business Telephone No. _____ Fax No. _____

Name of Property Owner _____ Telephone No. _____
Address of Property Owner _____
 Corporation Partnership Fictitious Name Other: _____

IF A CORPORATION:
Name of Registered Agent _____ Telephone _____
Address of Registered Agent _____
State of Incorporation _____
State of Professional License: _____ Attach a copy.

IF A PROPRIETORSHIP/CONTRACTOR/PROFESSIONAL:
Name of Owner/Qualifier _____
Address: _____ Telephone No. _____

TYPE OF HOME BUSINESS: _____

Explain Operation in detail _____

Unit/Dwelling Size (sq. ft.) _____ Area Used for Home Occupation (Sq.ft.) _____

****PLEASE FILL OUT THE NEXT PAGE IF FILING A FICTITIOUS NAME****

**FOR OFFICIAL USE ONLY
TO BE COMPLETED BY ZONING CERTIFICATE STAFF**

HOME BUSINESS NAME: _____

HOME BUSINESS ADDRESS: _____

Documents needed to complete Home Zoning Certificate:

- ___ Copy of Newspaper Publication for Fictitious Name (if applicable)
- ___ Copy of your Deed. If you are leasing, please provide a notarized letter from the property owner acknowledging that a home based business will be operating from that address.
- ___ Verification that applicant resides at the address indicated for home occupation.
- ___ Copy of Fictitious Name Registration. This is not needed if your full name is contained within the business name.
- ___ Copy of Palm Beach County Occupational License.
- ___ Homeowners Association, Property Owners Association approval (if applicable)
- ___ Certificate of Workman's Compensation or Proof of Exemption
(This applies only to the construction industry).
- ___ Copy of State of Florida License (if applicable)

INSPECTIONS

Zoning _____ Approved () N/A () Date _____ Init _____
(to include landscaping, parking, height, setbacks where applicable)

Community Development Confirmation

By: _____ Title: _____ Date: _____

Business Categories:

1. _____ 2. _____

Application Fee \$ _____
Business Tax Fee \$ _____
Total \$ _____

Full Year () ½ Year ()

FOR THE PALM BEACH POST

Legal Notice Advertisement Request Form

Notice Under Fictitious Name Law Pursuant to Section 865.09, Florida Statutes

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of

_____ (Fictitious Name)

located at _____, in the County of Palm Beach, in the City of

_____ (Address of Business)

_____, Florida ____ (zip code) intends to register the said name with the Division of Corporations of the Florida

Department of State, Tallahassee, Florida.

Dated at West Palm Beach, Florida, this _____ day of _____, 2009.

_____ (Print owner's name or name of corporation)

The above notice is to be published one time in The Palm Beach Post.
Cost of one time advertisement is **\$32.00**.

[THE FOLLOWING PAYMENT LANGAGE IS OPTIONAL AND SUPPLIED AS A POSSIBLE EXAMPLE] Individuals must Prepay. Only Attorneys and Accountants in good credit standing with the newspaper will be billed.

Form and payment can be mailed-in, dropped off, faxed or e-mailed:

Mail this form with \$32.00 payment to:

The Palm Beach Post
Attn: Legal Advertising
2751 S. Dixie Highway
West Palm Beach, FL 33405

Drop off or Fax this form with \$32.00 payment to:

The Palm Beach Post
2751 S. Dixie Hwy. WPB FL 33405
Fax: 561-820-4340

E-mail: legals@pbpost.com

(Visa, MasterCard, Discover or American Express)	
Cardholder's Name (PRINT)	
Account No.	Expiration Date
Signature of Cardholder	

Proof of Publication will be sent to the name and address below

Law Firm or Accounting Firm (where applicable) _____

Contact Name: _____ Phone Number: _____

Address _____

City _____ State _____ Zip _____

TENANT CONFIRMATION LETTER FOR HOME OCCUPATION
APPLICATION FOR THE TOWN OF LAKE PARK, 535 Park Avenue, 33403

To the attention of the Community Development Department

I, _____ ("Property Owner"), authorize
_____ ("Applicant"), to operate a business out of his/her home, as
outlined in the Zoning Certificate of the Home Occupation. The address of the business
is _____.

Signature

STATE OF FLORIDA
PALM BEACH COUNTY

SWORN TO OR AFFIRMED before me this _____ day of _____, 20_____.

By: _____ () who has produced as identification
() whom I know personally

Notary Public

HOME BUSINESS AFFIDAVIT

I, _____, on this ____ day of _____, hereby solemnly swear that I have received, read, and understood Section 78-151 and 78-152 of the Lake Park Code of Ordinances. I also hereby solemnly swear that my home will be used for administrative work only and the address will not be advertised in the telephone book nor in any other media. I also agree, if need be, to allow Town Code Enforcement Officers and Building Inspectors to inspect the area of my residence for the home occupation described herein, provided Town staff first makes an appointment with me for inspection.

I understand that failure to comply with these regulations is a violation of the Town of Lake Park Code of Ordinances and is subject to the Town's compliance procedure.

Signature

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ____ day of _____, by _____ ("applicant") who is personally known to me or who has produced _____ as identification and who did not take an oath.

(SEAL)

Notary Public Signature

Notary Public Name in Block Letters

Date

Sec. 78-151. Home occupations.

(a) *Definition, use limitations.* As used in this section, the term "home occupations" shall mean a business, profession, or trade conducted for gain or support entirely within a main residential building subject to the following use limitations:

- (1) No outside help shall be used for purpose of engaging in such home occupation.
- (2) No commodities except those incidental to said home occupation shall be sold or displayed on the premises.
- (3) No chemical, electrical or mechanical equipment shall be used except that which is normally used for purely domestic or household purposes.
- (4) No external evidence or sign that the dwelling is being used for the home occupation shall be allowed, except as required by state licensing law and no such sign shall exceed 24 square inches of the total area, nor shall said sign be illuminated, and said sign shall be affixed to the front of the resident's building.
- (5) The activity involved shall not noticeably detract from the outward residential character of the neighborhood.
- (6) There shall not be any type of public nuisance as a result of this minor business activity on the resident's property.
- (7) Any equipment shall be stored inside an enclosed shelter, shed or garage.
- (8) There shall be no vehicles over the size of a pickup truck or van parked at the residence.
- (9) No personal physical service shall be performed unless licensed by the state.
- (10) The area devoted to the home occupation shall not be the dominant use and in no case shall the area exceed ten percent of the total square footage of building area.
- (11) Audible evidence of the activity should not be present off the real property line before 9:00 a.m. or after 10:00 p.m.

(b) *Particular home occupations permitted:* Customary home occupations include, but are not limited to, the following list of occupations, provided, however, that each listed occupation is subject to the requirements of subsection (a) of this section:

- (1) Dressmakers, seamstresses, and tailors.
- (2) Music teachers and tutors, provided that instruction shall be limited to not more than five pupils at a time.
- (3) Drama instructors, provided that instruction shall be limited to not more than five pupils at one time.
- (4) Artists, sculptors, and authors or composers.
- (5) Offices for architects, engineers, lawyers, real estate brokers, insurance agents, and stock brokers.
- (6) Ministers, rabbis, and priests.
- (7) Offices for sales representatives, when no exchange of tangible goods is made on the premises and where business is primarily conducted on telephone lines.
- (8) Day care centers or babysitters caring for not more than five unrelated children.

(c) *Particular home occupations prohibited:* Permitted home occupations shall not in any event include the following:

- (1) Funeral homes.
- (2) Nursery schools, unless specifically permitted by the town regulations.
- (3) Restaurants.
- (4) Small grocery stores.
- (5) Stables or kennels.
- (6) Tourist homes, unless specifically permitted by the town regulations.
- (7) Renting of trailers or equipment.
- (8) Animal kennels or hospitals.
- (9) Auto and other vehicle repair.
- (10) Barbershops and beauty parlors.
- (11) Services such as small appliance, radio and television repair.

(Ord. No. 14-1987, § 1, 9-16-1987; Ord. No. 26-1990, § 8, 10-31-1990; Code 1978, § 32-96)

Sec. 78-152. Motor vehicle/boat repairs prohibited.

(a) *Generally.* Major and minor motor vehicle or boat repairs, including oil changes, adding of oil or lubricants, and installation of new tires, is prohibited in public parking lots or spaces and commercial parking or loading areas, and is declared to be a public nuisance.

(b) *Posting of notices.* Commercial property owners engaged in the sale of motor vehicle or boat parts, oils or lubricants shall post notices within such property owner's premises in close proximity to checkout counters and exit doors notifying customers of this prohibition and shall post at least two such notices in the premises parking lot. However, by posting a notice the property owner is not relieved of liability under this section if the prohibited repairs occur.

(c) *Enforcement.* Violations of this section are subject to enforcement through code enforcement action, nuisance abatement action or action for injunctive relief. The property owner, the tenant or the individual performing the repairs may be found to be in violation of this section.

(Ord. No. 4-1999, § 1, 2-3-1999; Code 1978, § 32-97)

TAX COLLECTOR, PALM BEACH COUNTY
APPLICATION FOR PALM BEACH COUNTY BUSINESS TAX RECEIPT
(COUNTY ORDINANCE 72-1)

Account # _____

Receipt # _____

No business tax receipt shall be issued until applicable county and state laws are complied with including, but not limited to, building, zoning, construction industry licensing, fire control and health.

FICTITIOUS NAME REGISTRATION MUST ACCOMPANY THIS APPLICATION

BUSINESS INFORMATION:

Business Name _____	Start of Business Date _____
Business Address _____	Applicant Name _____
City/State _____ Zip _____	Corporation Name _____
Business Phone _____	Mailing Address (if Different) _____
*Federal Employer I.D.# _____	City/State _____ Zip _____
- OR -	
*Social Security # _____	
Nature of Business _____	
Maximum Number of: Employees _____ Machines _____ Rooms _____ Restaurant Seating _____	
Were you issued a Notice of Non-Compliance? Yes _____ No _____	

I certify that the above information is true and correct, and I understand that any false statements could result in penalties as provided by law.

Signature _____ Title _____

PLEASE NOTE: ZONING APPROVAL MUST BE COMPLETED PRIOR TO RECEIPT ISSUANCE

*** See reverse side of this application for instructions ***

MUNICIPAL/CITY ZONING APPROVAL _____ Title _____

UNINCORPORATED/COUNTY ZONING APPROVAL
 Legal Description of property (Property Appraiser 355-2866) _____

Section _____ Township _____ Range _____ Zoning _____

This business is presently served by:
 Public Water _____ Public Sewer _____ Onsite Well _____ Septic Tank _____

- | | |
|---|---|
| 1) Planning Building and Zoning
A. Zoning (U No.) _____
B. Compliance _____
C. Building _____
D. Zoning _____
E. Other _____ | 2) Fire Marshall _____
3) Health Department _____
4) Hotel & Restaurant _____
5) Prior Use of bay/Abldg. _____
SIC Code _____ |
|---|---|

*** Signature and Title Designates Approval ***

OFFICE USE ONLY:

Class Code _____ Branch Office _____ Clerk _____
 State License # _____
 Field Service Approval _____ Date _____

*Per PS 205.0535(5)

INSTRUCTIONS FOR OBTAINING A BUSINESS TAX RECEIPT

Change of business location requires zoning approval, a new application, payment of a transfer fee and surrender of the current receipt.

Change of ownership requires proof of sale of business, a new application, payment of a transfer fee and surrender of the current receipt.

- 1) If your business is located inside municipal (city) limits, you must submit the application to the municipality in person for their approval. To determine whether your business is located within a municipality (city), contact the municipality nearest your business location.
- 2) If your business is located in the unincorporated area of Palm Beach County (outside the limits of a municipality), you must take a legal description of the property to: Planning, Building and Zoning Department, Vista Center, 2300 North Jog Road, West Palm Beach (233-5200) or 2976 State Road #15, Belle Glade (996-1650). Certain home based businesses may be exempt from this procedure.
- 3) Mail completed application with your check or money order to: Tax Collector, Palm Beach County, P.O. Box 3715, West Palm Beach, FL 33402-3715. Further information can be obtained by calling (561) 355-2272 or visiting our website: www.pbegov.com/tax

*** SPECIAL REQUIREMENTS FOR CERTAIN OCCUPATIONS ***

- A. If your profession or business is certified by the Department of Business and Professional Regulation (850-487-1395) or Department of Health (850-488-0595), you must attach a copy of your certification, registration, or license to this application.
- B. Banks, mortgage brokers, finance companies, and stockbrokers must be registered with the Office of Financial Regulation (850-410-9805) Attach a copy of the license showing proper business location to this application.
- C. Restaurateurs and mobile food unit operators must contact the Division of Hotel & Restaurants (850-487-1395). You must attach a copy of approved inspection report to this application or obtain an authorized signature on the face of this application.
- D. Child care must have the approval of the Palm Beach County Health Department (561-355-3018). You must attach a copy of the license to this application or obtain an authorized signature on the face of this application.
- E. Food outlets, auto repair, travel agencies, telemarketers, health and dance (ballroom) studios must submit a permit, registration or exemption from State of Florida, Dept. of Agriculture & Consumer Services (1-800-435-7352).
- F. Certified contractors must attach a copy of State of Florida and/ or Palm Beach County Certification. Call 233-5525 for certification information. County receipt is required, countywide municipal receipt is optional. You may submit a single check for both receipts.

BUSINESS TAX RECEIPTS MAY BE OBTAINED IN PERSON AT ANY OF THESE BRANCH OFFICES

Actae Building
3551 South Military Trail
Lake Worth, FL 33463

Governmental Center
301 North Olive Avenue
West Palm Beach, FL 33401

Northeast Courthouse Complex
3188 PGA Boulevard
Palm Beach Gardens, 33410

Glades Office Building
2976 State Road # 15
Belle Glade, FL 33430

Southeast Courthouse Complex
501 South Congress Avenue
Delray Beach, FL 33445

Mid-Western Communities Service Center
200 Civic Center Way
Royal Palm Beach, FL 33411