



CERTIFICATE OF USE APPLICATION FORM (PART 1)

TO BE COMPLETED BY *Business Occupation Profession Trade (BOPT) APPLICANT*

APPLICATION TYPE [Please check applicable box or boxes]

- | | |
|--|--|
| <input type="checkbox"/> New BOPT | <input type="checkbox"/> New location for existing BOPT |
| <input type="checkbox"/> Use change in existing BOPT | <input type="checkbox"/> New use added to existing BOPT |
| <input type="checkbox"/> Change in BOPT ownership | <input type="checkbox"/> Existing BOPT expanding in size |

BOPT INFORMATION

BOPT NAME: _____

BOPT ADDRESS: _____

PRIOR TENANT, IF KNOWN: _____

BOPT TYPES: (Attach completed and executed Certificate of Use Program Land Development Regulations List of Establishment Part 2)

DESCRIBE BOPT IN DETAIL: (TYPE PF MERCHANDISE SOLD, SERVICES PROVIDED, ETC.) _____

IS THE BOPT A RESTAURANT OR BAR?

- Yes (Identify the number of seats): _____ No

HAS GARBAGE COLLECTION VERIFICATION BEEN PROVIDED?

- Yes (Attach evidence of garbage collection)
 No (Your application will not be approved until verification has been established)

ARE YOU SHARING SPACE WITH ANOTHER BOPT?

- Yes (Identify the name of the co-occupant): _____
 No

PROPERTY IDENTIFICATION NUMBER: _____

SQUARE FEET OF BUSINESS: (ATTACH FLOOR PLAN SHOWING DIMENSIONS): _____



STATE OR FEDERAL LICENSE, CERTIFICATION, AND/OR REGISTRATION REQUIRED?

- Yes (Attach all licenses, certifications, and registrations)
- No

CONTACT INFORMATION

Applicant Name: _____ Applicant Phone No: _____

Applicant Address: _____

Applicant City, State and Zio Code: _____

- Relationship of Applicant to BOPT:
- Agent
 - Business owner
 - Property owner
 - Other: _____

BOPT Telephone: _____ BOPT Fax: _____

BOPT e-mail address: _____

AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____ being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative, or Agent _____ Of (Applicant name) _____ and that matters and facts stated in this application are true to his/her knowledge and that he/she as (Title) _____ for (Applicant name) _____ is authorized to execute this application for purposes of obtaining a Certificate of Use from DeSoto County.

Signature

Sworn to and subscribed before me this

Printed Name & Title

_____ day of _____, 20_____.

Notary Public, State of Florida
My Commission expires

FOR OFFICE USE ONLY

Administrative requirements Received by: _____

Application filing date: _____ Application No. 20 _____ -COU- _____

List of uses filed? Yes No

Dates incompleteness letter send: _____ Not applicable

Date application complete: _____

Comp Planning/zoning verification

Future Land Use Map (FLUM) designation: _____

Existing zoning district: _____

Is the zoning district consistent with the FLUM designation? Yes No

Proposed land use(s): _____

Is the BOPT allowed within the existing zoning district? Yes No

Does the BOPT require special exception use approval? Yes No

Verified by: _____ Verification date: _____

Parking/concurrency verification

No. of parking spaces required? _____ No. of parking spaces provided? _____

Complies with parking standard? Yes No

Proposed parking remediation? _____

Complies with concurrency requirements: Yes No

Other licenses verification

License, certification or registration required Yes No

License provided? Yes No

Registration provided? Yes No



Type of license required? _____

Verified by: _____ Verification date: _____

Garbage collection verification Yes No

Other verifications

Does the property have outstanding fines, lines or penalties? Yes No

CERTIFICATE OF USE APPROVAL OR DENIAL

Is this certificate of use application in conformance with Chapter 5, Article X?

Yes (Issue COU within 3 working days/Date issued): _____

No (Explain why the COU denied/Date sent) _____

Attached Certificate of Use denial letter

CERTIFICATE OF USE APPLICATION FORM (PART 2)

LAND DEVELOPMENT REGULATIONS LIST OF BOPT

Instructions. Code of Ordinances Chapter 5, Article X, Section 5.202 provides that businesses, professions, occupations, or trades identified in the Land Development Regulations (LDR) are subject to the Certificate Of Use program requirement. Below you will find the LDR list of BOPT subject to the COU Program requirement. Please check the box for *all the uses* performed at your location. For example, if your BOPT is a grocery store engages in retail sales and beer and wine, you would check the boxes for food store, retail sales and beer & wine for consumption off-premises.

Alcoholic beverage establishments

- Bar, cocktail lounge, or tavern
- Beer & wine for consumption off-premises
- Bottle club
- Restaurant bar
- Wineries

Commercial establishments

- Body shop
- Car wash
- Delicatessen
- Financial institution
- Flea market
- Food stores (convenience, grocery)
- Hotel/Motel
- Lab, medical or dental
- Lawn and garden supplies
- Mechanical repairs
- Mobile home sales
- Motor homes
- Office, dental and medical
- Office, professional
- Restaurant, including drive-through
- Sales, auto
- Sales, general retail (Non-food)
- Service station, auto
- Sexually-oriented entertainment

- Veterinary clinic or hospital (with outside clinic)
- Veterinary clinic or hospital (without outside clinic)

Commercial recreation establishments

- Bed and breakfast
- Campsite, tents, pick-up coaches
- Drag strips, race tracks & ATV tracks
- Firing range
- Golf course
- Sports arena
- Zoo

Community facility establishments

- Community and recreational centers
- Country club
- Cemeteries
- Child care center
- Children's homes
- Civic and cultural facilities
- Colleges & universities
- Convention centers
- Government facilities
- Hospice
- Hospital
- Library
- Medical clinic
- Museums
- Place of worship
- Schools, parochial or private
- Schools, public
- Schools, technical or vocational
- Service clubs

Industrial establishments

- Asphalt plant
- Boat building
- Boat yard
- Bulk storage yard
- Cement plant
- Chemical plant
- Chemical storage, blending & manufacturing

CERTIFICATE OF USE APPLICATION FORM (PART 2)

LAND DEVELOPMENT REGULATIONS LIST OF BOPT

- Coal & wood yards
- Construction office
- Heavy equipment repair
- Junk yards
- Lab, Research and design
- Laundry
- Light manufacturing (fabrication, packaging & processing)
- Manufacturing
- Organic fertilizer manufacturing
- Parking garage
- Parking lot
- Printing, lithographing or publishing
- Recycling center
- Research and development
- Sales and repair, heavy truck & equipment
- Sawmills
- Sheet metal shop
- Storage yard, contractor's equipment
- Support housing
- Warehousing
- Wholesale facilities

Mining and excavation establishments

- Excavation other than phosphate mining
- Oil & gas exploration, extraction, production and processing
- Phosphate mining

Recreation and open space establishments

- Parks and playgrounds
- Private docks
- Tennis courts
- Wildlife conservancies, refuges & sanctuaries (domestic & non-exotic animals); wildlife management areas

Residential business establishments

- Adult congregate living facilities
- Family day care home
- Group home, small
- Group home, large
- Multi-family, 3+ units

- Rehabilitation centers
- Rest homes or homes for the aged

Transportation establishments

- Airport or landing field
- Marina
- Railroad siding spur
- Transportation terminal

Utility establishments

- Communication transmitting & receiving facilities
- Garbage disposal service
- Power plant
- Sanitary landfill
- Telephone exchange
- Utility grade solar power plants
- Utility substations or treatment plants

Affirmation: Code of Ordinances Chapter 5, Licensing and Business Regulations, Article X, Certification of Use, Section 5.207, Application procedures, Subsection (g), Grounds for denial, Paragraph (1) provides that the Development Director shall have authority to deny a certificate of use application on the grounds that the Applicant has failed to disclose or has misrepresented a material fact or any information required in the Application. By signing this document, you hereby swear and affirm that you have carefully reviewed the list of uses and that you have check all boxes for uses that will occur at your business, occupation, profession or trade.

Signed Name

Printed Name

Date signed