



Office of the City Manager
110 E. Main Street
Avon Park, Florida 33825
Ph. 863-452-4403
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LOCAL BUSINESS TAX RECEIPT APPLICATION FOR A HOME BUSINESS

OWNER INFORMATION

Name: _____ Phone Number: _____

Home Address: _____

City: _____ State: _____ Zip: _____

DOB: _____ SS#: _____

Driver's License: _____

CITY OF AVON PARK
110 E. Main St., Avon Park, FL 33825

LOCAL BUSINESS TAX RECEIPT PRE-INSPECTION CHECKLIST

New Business obtaining a Business Tax Receipt will require the following, prior to the issuance of a receipt. Each of these inspections requires a signature by the individual departments.



TODAYS DATE: _____

IS THIS A HOME BASED BUSINESS? YES NO

1. Zoning Department, City Hall _____ Zoning Category:____
 110 E. Main Street, Avon Park, FL 33825
 (863) 452-4411 Date _____

2. Code Enforcement, City Hall _____
 1535 SR 64 W, Avon Park, FL 33825
 (863) 453-3565 Date _____

3. Fire Inspection, Fire Department _____
 98 S. Delaney Ave., Avon Park, FL 33825
 (863) 453-6557 Date _____

4. Police Department _____
 1535 SR 64 W, Avon Park, FL
 33825 (863) 453-6622 Date _____

5. Utility Billing- Public Works Utilities account # _____
 110 E. Main Street, Avon Park, FL 33825 Dumpster _____ Garbage cart _____
 (863) 452-4433 Backflow Preventor _____

 Date _____

6. Hotel & Restaurant, Department of
 Agriculture or HRS if applicable.

OL # _____
OL FEE _____
FF FEE _____
TR FEE _____
TOTAL _____

Name of Business: _____

Type of Business: _____

Address of Business: _____

Contact person name: _____ Phone: _____

Current email: _____

For office use:

O.L. Business Listing comparable if City OL listing does not reflect exact Type of Business listed above: _____



CITY OF AVON PARK
Highlands County, Florida

Office of the City Manager
110 East Main Street
Avon Park, Florida 33825

**LOCAL BUSINESS TAX RECEIPT APPLICATION
FOR A HOME BUSINESS**

Applicant Name: _____ Phone Number: _____

Address: _____

Legal description and parcel identification number: _____

Total floor area of the dwelling unit: _____

Total floor area of the room(s) to be used in the conduct of the home business: _____

Number of vehicular trips generated by the home business: _____

Number of employees and/or volunteer workers and their relationship to the applicant: _____

Type of merchandise to be sorted or displayed: _____

Please explain in detail the exact nature of your home business, including the tasks you will perform in and away from your home: _____

I certify the information contained herein is true and correct. I understand that if any portion is false or misrepresented, it may be cause for immediate revocation of zoning approval.

Signature of application: _____ Date: _____

Please attach:

1. *Notarized letter of approval for home business from the property owner or property manager.*
2. *A sketch with dimensions showing the floor plan of your home and the area to be used in the conduct of your home business.*
3. *Legal description.*
4. *Copy of Highlands County Property Appraiser's Map showing subject property and all surrounding property within a 100-foot radius of subject's property.*
5. *Certified survey of subject property (at the City Manager's discretion)*
6. *Signature of ALL property owners within 100 feet on a petition indicating there is no objection to the home business.*

7.10.00 Home Occupations

Authorized home occupations shall comply with all of the following provisions:

- (A) No person other than a member of the family residing on the premises shall be employed in the home occupation.
- (B) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to the use of the unit for residential purposes by its occupants. Under no circumstances shall the residential character of the property be changed by the home occupation.
- (C) No sign or display shall be provided to indicate from the exterior that the building is being used in whole or in part for any purposes other than that of a dwelling.
- (D) Business activities associated with a home occupation, including storage of merchandise and materials, shall take place only in the principal structure.
- (E) No home occupation shall occupy more than a total of 500 square feet of floor area.
- (F) Traffic shall not be generated by the home occupation in greater volumes that would normally be generated by a dwelling unit in a residential area. No additional parking shall be provided in excess of those required to serve the residential unit under Section 3.03.00.
- (G) No equipment or process shall be used in a home occupation that creates noise, vibration, glare, fumes, odors or electrical interferences detectable to the normal senses. In case of electrical interference, no equipment or process shall be used that creates visual or audible interference in radio or television receivers or causes fluctuations in line voltages off the premises.
- (H) No articles or materials pertaining to the home occupation shall be stored on the premises, except inside the principal structure.

7.10.01 Procedure for Approval of a Home Occupation

A home occupation may be approved administratively by the Development Director upon payment of a review fee established by the City Council and submission of an application containing the following information and documentation:

- (A) Name(s) of owner(s) and a copy of the deed to the property.
- (B) Legal description of the property.

- (C) Complete written description of the activity proposed as a home occupation.
- (D) Copy of Highlands County Property Appraiser's map showing subject property and all surrounding properties within a 100-foot radius of subject property's boundaries.
- (E) Certified survey of subject property (at Development Director's discretion).
- (F) Signatures of all property owners within 100-feet on a petition indicating no objection to the home occupation.

The Development Director may refer the matter to the Planning and Zoning Board for approval if signatures from all property owners within 100-feet of the subject property cannot be obtained, or for any other reason that may justify such referral. Home occupation approvals shall be handled through the same process as a zoning district change or special exception approval.

7.11.00 Variances

Any person, firm or corporation owning property in the City of Avon Park may apply for variances from specific provisions of this Code, excepting those relating to permit land uses, concurrency and consistency with the Comprehensive Plan. Variances shall be granted only by the Board of Adjustment in a public hearing that has been advertised in accordance with Section 8.06.00 of this Code. Variances granted by the Board shall be the minimum necessary to provide a reasonable use of the property and may be approved subject to time limits or any other conditions that the Board deems appropriate.

7.11.01 Criteria for Granting a Variance

The granting of a variance shall be based on a determination by the Board of Adjustment that the request will be contrary to the public interest and the intent of this Code, and that strict enforcement of the regulation in question would create an undue and unnecessary hardship for the applicant. Considerations of health, convenience or economics shall not be considered as justification for a variance. Approval of a variance shall be based solely on the following criteria, all of which must be fully satisfied:

- (A) Special conditions and circumstances exist that are peculiar to the land or structure involved and that are not applicable to other lands or structures in the same land use classification.
- (B) The special conditions and circumstances do not result from the actions of the applicant.