



CITY OF POMPANO BEACH ZONING CERTIFICATE CHECKLIST



Please review the following list of businesses. If your business falls within any of the categories, the bulleted information and/or documentation may be required. This checklist is only intended to assist the applicants and by no means does it apply to every situation or business application. Please be advised that you may or may not be required to provide additional information depending on the specific nature of your business.

Contractor

- Outdoor Activity Affidavit

Home Based Business

- Home Based Business Affidavit
- Copy of Drivers License, State Identification, or any other type of identification showing the address

Family Day Care Home (Home Based Business)

- Home Based Business Affidavit
- Notarized letter indicating the following information:
 - o The family day care home will be licensed by the state (HRS/DCF)
 - o Indication of the number and age of children being cared for in the family day care home (one of the following):
 - ✕ Maximum of 4 children age 0-12 months
 - ✕ Maximum of 3 children age 0-12 months and other children for a maximum total of 6 children
 - ✕ Maximum of 6 preschool children over 12 months of age
 - ✕ Maximum of 10 children, if no more than 5 are preschool age and of those 5 no more than 2 are under 12 months of age
- Copy of Drivers License, State Identification, or any other type of identification showing the address
- Outdoor Activity Affidavit

Large Family Child Care Home (Home Based Business)

- A copy of Special Exception Approval from the Zoning Board of Appeals (ZBA)
- Large Family Child Care Home Affidavit
- Notarized letter indicating the following information:
 - o The family child care home will be licensed by the state (HRS/DCF)
 - o The family child care home will not have any more than one full-time non-resident operator
 - o Indication of the number and age of children being cared for in the family day care home (one of the following):
 - ✕ Maximum of 8 children age 0-24 months
 - ✕ Maximum of 12 children, with no more than 4 children under 24 months of age
- Evidence that the home based business operated first as a licensed family day care home for at least 2 years
- Evidence that in the 2 years operating as a licensed family day care home, one of the two operators held a child development associate credential or its equivalent for at least 1 year
- Copy of Drivers License, State Identification, or any other type of identification showing the address
- Outdoor Activity Affidavit

Industrial/Manufacturing Business

- Outdoor Activity Affidavit

Industrial/Manufacturing Business with Office Space Greater Than 20% of Leased Area

- Site plan drawn to scale showing the entire property, all property lines, all structures on the property, the parking lot layout, and the individual parking spaces
- Floor plan drawn to scale and dimensioned showing the leased area and all office areas.
- List of all tenants in all of the buildings located within the property, and the square footage of their respective leased area. If there are restaurants within the property, provide the square footage of their respective areas of customer service.
- Outdoor Activity Affidavit

Industrial/Manufacturing Business with Retail Sales

- Floor plan drawn to scale and dimensioned showing the leased area and all retail areas (limited to 20% of total leased area).
- Limited Retail Sales Affidavit
- Inventory Affidavit
- Outdoor Activity Affidavit

Medical Office

- Site plan drawn to scale showing the entire property, all property lines, all structures on the property, the parking lot layout, and the individual parking spaces
- Floor plan drawn to scale and dimensioned showing the leased area and all office areas.
- List of all tenants in all of the buildings located within the property, and the square footage of their respective leased area. If there are restaurants within the property, provide the square footage of their respective areas of customer service.
- A copy of the state license
- Dispensing of Controlled Substances Affidavit
- Outdoor Activity Affidavit

Used Vehicle Sales (only permitted in a B-4, I-1, or I-1X zoning district)

- Motor Vehicle and Watercraft Servicing, Storage, or Sales affidavit
- Auto Dealer Affidavit
- Outdoor Activity Affidavit or a copy of Special Exception Approval from the Zoning Board of Appeals (ZBA) allowing outside display
- Copy of the approved site plan drawn to scale showing the entire property, all property lines, all structures on the property, the parking lot layout, the individual parking spaces, and the area of outside display

New (Dine-in) Restaurant

- Site plan drawn to scale showing the entire property, all property lines, all structures on the property, the parking lot layout, and the individual parking spaces
- Floor plan drawn to scale and dimensioned showing the leased area.
- List of all tenants in all of the buildings located within the property, and the square footage of their respective leased area. If there are restaurants within the property, indicate whether they are dine-in or take out and provide the square footage of their respective areas of customer service.
- Inventory Affidavit if applicable
- Outdoor Activity Affidavit

Existing (Dine-in) Restaurant

- Statement indicating that the existing restaurant's customer service area will not be increased
- Outdoor Activity Affidavit

Take-Out Restaurant

- Outdoor Activity Affidavit

Retail Business

- Inventory Affidavit
- Outdoor Activity Affidavit

Wholesale Business

- Inventory Affidavit
- Statement indicating there will be no public access, sales, or retail
- Outdoor Activity Affidavit

Sales of Used Merchandise (only permitted in B-3 and B-4 zoning district)

- Sales of Used Merchandise in B-3 Zoning District Affidavit (if applicable)
- Floor plan drawn to scale and dimensioned showing the leased area and all used merchandise areas.
- Inventory Affidavit
- Outdoor Activity Affidavit

Training Facility

- Site plan drawn to scale showing the entire property, all property lines, all structures on the property, the parking lot layout, and the individual parking spaces.
- Floor plan drawn to scale and dimensioned showing the leased area and all office areas.
- List of all tenants in all of the buildings located within the property, and the square footage of their respective leased area. If there are restaurants within the property, provide the square footage of their respective areas of customer service.
- Inventory Affidavit if applicable
- Outdoor Activity Affidavit

Stationary Vendor on Private Property (Only Permitted in B-4 and I-1 zoning districts)

- Moving/Stationary Vendor Affidavit
- An affidavit or a notarized letter from the property and business owner granting permission for the vending vehicle to be located on the property
- A diagram or site plan depicting the location of the vending vehicle as it relates to the site
- Proof of public restroom availability if food, beverages, or both are being served
- Proof of on-site parking availability, not including parking required by the zoning code for existing uses
- A description of the type of food, beverage, or merchandise to be sold
- A description and photograph of any equipment or mobile vending vehicle(s) to be used in the operation of the business
- Photograph of the mobile vending vehicle tag
- Copy of the license and registration of any mobile vending vehicle used in the operation of the business
- Copies of all health certificates, if applicable, issued by the appropriate governmental agencies
- Evidence that the vendor will not be within 500 feet of the following:
 - Any kindergarten, nursery, elementary, middle, or high school
 - Any church, Sunday school, or other religious institution
 - Any public park, public parking facility, or other public institution
 - Any lawful existing establishment that sells the same or similar goods, wares, merchandise, beverages, or food stuff during the hours of operation of the establishment
- Provide evidence that the vendor will provide a litter receptacle available for patron's use

Mobile Vendor on Public Streets

- Moving/Stationary Vendor Affidavit
- A description of the type of food, beverage, or merchandise to be sold
- A description and photograph of any equipment or mobile vending vehicle(s) to be used in the operation of the business
- Photograph of the mobile vending vehicle tag
- Copy of the license and registration of any mobile vending vehicle used in the operation of the business
- Copies of all health certificates, if applicable, issued by the appropriate governmental agencies
- Proof of an insurance policy issued by an insurance company properly authorized and approved to do business in the state
- Evidence that the vendor will not be within 500 feet of the following:
 - Any kindergarten, nursery, elementary, middle, or high school
 - Any church, Sunday school, or other religious institution
 - Any public park, public parking facility, or other public institution
 - Any lawful existing establishment that sells the same or similar goods, wares, merchandise, beverages, or food stuff during the hours of operation of the establishment
- Provide evidence that the vendor will provide a litter receptacle available for patron's use