

**SECTION 27.0 LAND DEVELOPMENT CODE APPROVAL FOR HOME OFFICE,
RURAL HOME INDUSTRY OR ALL OTHER NON RESIDENTIAL USES
(INCLUDES CHANGE OF USE AND DOGGY DINING)**

Section 27.01 Introduction

In order to ensure the location of a business within an appropriate zoning district Growth Management Department will review such locations prior to the issuance of a Business Tax Receipt by the County Tax Collectors Office.

- A. The Land Development Code provides a Home Office as an Accessory Use within residential zone districts subject to certain limitations and conditions defined in Section 2.02.04 of the Land Development Code. Home Office is defined as a Home Occupation consisting of a private office of a practitioner of a recognized profession, business or trade which does **not** involve office contact with clients or the public, and cannot engage anyone in the conduct of the home office unless such person resides on the premises and is the primary residence of each person engaged in the occupation.
- B. A Rural Home Industry is allowed as an Accessory Use within agricultural zoning districts per Section 2.02.04 of the Land Development Code and includes such activities as welding services, repair of farm equipment, furniture making, lawn maintenance services, tool sharpening and lawn maintenance equipment repair. The primary dwelling unit on the site of the Rural Home Industry shall be owner-occupied and employees onsite at the home industry shall be restricted to members of the immediate family or other residents of the property. There can be no sales of products on the property.
- C. Commercial uses or Non-Residential will be allowed as permitted within the zoning districts found in Section 2.02.00 of the Land Development Code for the property on which the business is to be located and includes Building Division review for change of use or change of occupancy. Growth Management shall review all applications to allow dogs in designated outdoor portions of public food service establishments or restaurant as an accessory use subject to Section 509.233, Florida Statutes, permit approval with or without conditions listed below in Section 27.03.

Location approvals for business addresses are submitted to and processed by the Growth Management Department.

Location: 4040 Lewis Speedway
St. Augustine, Florida 32084

Phone: (904) 209-0675- General Information

E-mail: plandept@sjcfl.us

Fees

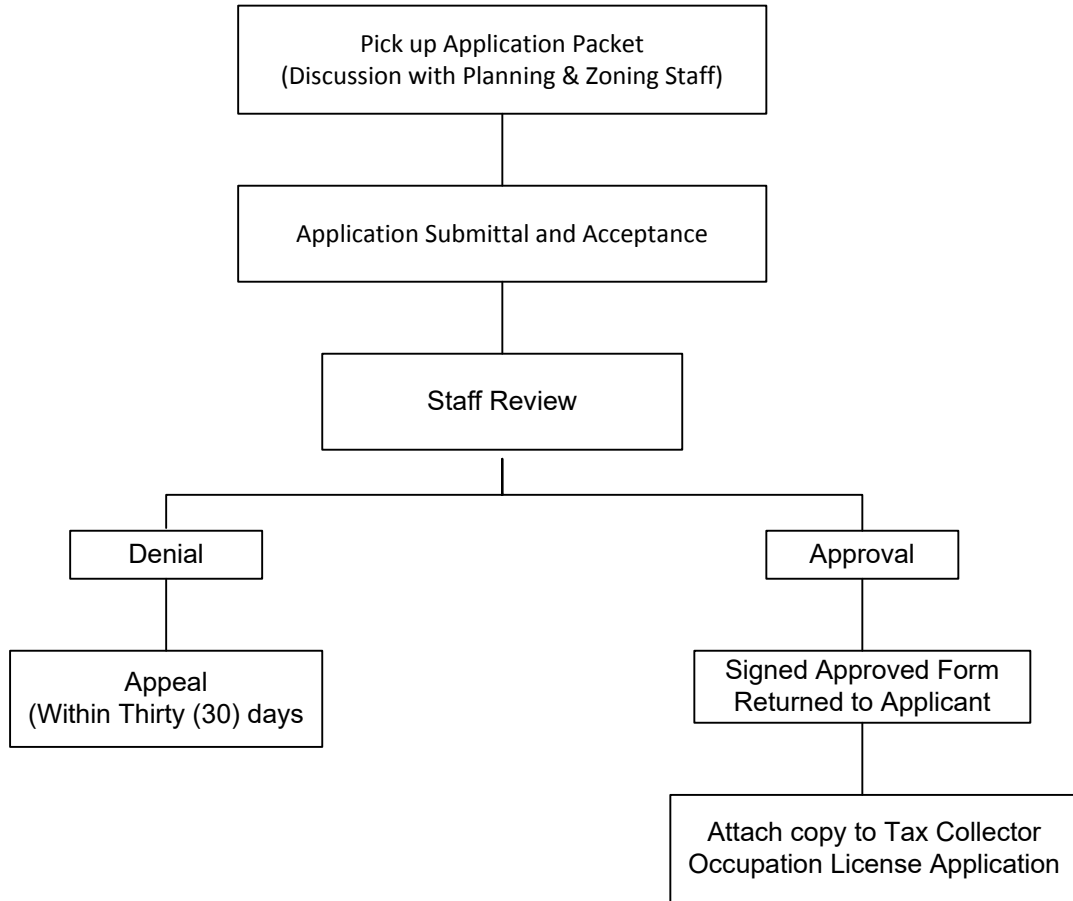
Section 27.02 Application

- A. The following items must be submitted in order to process your Application.
 - 1. Application form.

2. Physical address of business, owner's name, business name, and general description of type of business.
 3. If the Home Office applicant is not the property owner and is renting the home as a residence, a notarized letter of authorization from current owner or property management company must be submitted.
 4. If property is regulated by a duly authorized Homeowner's or Property Owner's Association and is zoned PUD (Planned Unit Development), PRD (Planned Rural Development), or PSD (Planned Special Development), submit written approval from the appropriate homeowner's association representative.
 5. Staff will review and determine the current zoning of the proposed location and whether the property is properly zoned to conduct the requested business.
 6. If the proposed business use is a change in a former Use (intensity) of the property or Structure or a Building Permit is required, then you may need to submit additional information and obtain a Development Order as defined in Part 9.01, Land Development Code. Situations that may result in this review include, but not limited to, a requirement for increased parking, necessity for building permit, a change in zoning classification, review by another county or state department, or approval through Development Review Process for a Development Permit.
 7. Home Office/Rural Home Industry applicants will be required to attest (by signature) to compliance with Section 2.02.04.B.9 Land Development Code, limitations and conditions for home office use in residential/rural zoning districts. Conditions are listed and signature of applicant is required confirming compliance on the Application.
- B. The following items must be submitted in order to process your Application for allowing dogs in public food service establishments or restaurants as an accessory use.
1. The State of Florida division-issued license number for the public food service establishment or restaurant.
 2. The name, location, and mailing address of the public food service establishment or restaurant.
 3. The name, mailing address, and telephone contact information of the permit applicant.
 4. A diagram and description of the outdoor area to be designated as available to patrons' dogs, including dimensions of the designated area; a depiction of the number and placement of tables, chairs, and restaurant equipment, if any; the entryways and exits to the designated outdoor area; the boundaries of the designated area and of other areas of outdoor dining not available for patrons' dogs; any fences or other barriers; surrounding property lines and public rights-of-way, including sidewalks and common pathways; and other requirements specified by the County. The diagram or plan shall be accurate and to scale but need not be prepared by a licensed design professional.

5. A description of the days of the week and hours of operation that patrons' dogs will be permitted in the designated outdoor area.

**ST. JOHNS COUNTY PROCEDURES
HOME OFFICE, RURAL INDUSTRY OR BUSINESS OFFICE**





St. Johns County Florida
Board of County Commissioners
Application/Affidavit for Certificate for Home Office,
Rural Home Industry or Business Office (includes Change of Use and Doggy Dining)

- Certificate for Home Office Rural Home Industry Business Office
- Doggy Dining

Your certificate is approved subject to completion of the data and certification below including perpetual compliance with all criteria set forth in the Land Development Code provided on the reverse side of this form.

Applicant's Name Phone No.

e-mail

Names of People other than the Applicant engaged in Home Office/Rural Industry (i.e. family members)

Physical Address of Business Location

Please note that a notarized letter of authorization must be submitted if the business location is different from applicant's.

Type of profession, business or trade

Business Name

Business License Number (Restaurant Only)

In Filing this application, I understand that it becomes a part of Public Records of St. Johns County, and hereby certify that all information contained herein is accurate to the best of my knowledge.

Signed By _____ Date _____

TO BE COMPLETED BY STAFF

Legal Description

Special Conditions

Zoning:

Date:

Signed By _____ Title _____

The following regulations shall apply to the approval for the location described:

A. Home Office Section 2.02.04(B)

1. That no person shall be engaged in the conduct of the home office unless such person resides on the premises and that the premises shall be the primary residence for each of the persons engaged in the occupation.
2. That the use of the premises for the home office shall be clearly incidental and subordinate to its use for residential purposes by its occupants and shall, under no circumstances, change the residential character thereof;
3. That there shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of the home office;
4. That there shall call upon the premises in connection with the home office and no traffic shall be generated by the home office in a greater volume than the traffic typical in the subject residential neighborhood;
5. That there shall be no flammable or hazardous material stored on premises and no equipment or process shall used in the home occupation which creates noise, vibration, glare, flames; odors or electrical interference detectable to the normal sense off the lot;
6. That the activities of the home office shall occur entirely within the dwelling unit, excluding accessory structures such as garages, carports and sheds;
7. That the home office shall not occupy more than twenty-five percent (25%) of the gross floor area of the dwelling unit, exclusive of the area of an open porch or attached garage or similar space not suited or intended for the occupancy as living quarters;
8. Pick up or deliveries of any kind required by and made to the premises of the home office not exceed one business delivery per day;
9. That any supplies stored on the premises shall be for the purpose of maintaining and operating the home office.
10. That the address of the home office shall not be advertised and no signage of any kind be placed on the building or property identifying the home office use;
11. That the home offices not strictly conforming to all of the outlined criteria herein shall not be considered a home office and shall only be considered in accord with the Home Occupation exception provisions contained in Section 2.03.07 LDC;
12. That the home office shall be open to inspection by St. Johns County inspectors upon reasonable notice to occupant and at a reasonable times;

B. Doggy Dining section 2.02.04(C)

1. All public food service establishment employees shall wash their hands promptly after touching, petting, or otherwise handling dogs. Employees shall be prohibited from touching, petting, or otherwise handling dogs while serving food or beverages or handling tableware or before entering other parts of the public food service establishment.
2. Patrons in a designated outdoor area shall be advised that they should wash their hands before eating. Waterless hand sanitizer shall be provided at all tables in the designated outdoor area.
3. Employees and patrons shall be instructed that they shall not allow dogs to come into contact with serving dishes, utensils, tableware, linens, paper products, or any other items involved in food service operations.
4. Patrons shall keep their dogs on a leash at all times and shall keep their dogs under reasonable control.
5. Dogs shall not be allowed on chairs, tables, or other furnishings.
6. All table and chair surfaces shall be cleared and sanitized with an approved product between seating of patrons. Spilled food and drink shall be removed from the floor or ground between seating of patrons.
7. Accidents involving dog waste shall be cleaned immediately and the area sanitized with an approved product. A kit with the appropriate materials for this purpose shall be kept near the designated outdoor area.
8. A sign or signs reminding employees of the applicable rules shall be posted on the premises as designated in the approved site plan
9. A sign or signs reminding patrons of the applicable rules shall be posted on the premises as designated in the approved site plan.
10. A sign or signs placing the public on notice that the designated outdoor area is available for the use of patrons and patrons' dogs shall be posted on the premises as designated in the approved site plan.
11. Dogs shall not be permitted to travel through indoor or non-designated outdoor portions of the public food service establishment or restaurant, and ingress and egress to the designated outdoor portions of the public food service establishment must not require entrance into or passage through any indoor area of the food establishment.
12. A permit for dogs in outdoor portions of a restaurant issued pursuant to this section shall not be transferred to a subsequent owner upon the sale of a public food service establishment or restaurant but shall expire automatically upon the sale of the establishment. The subsequent owner shall be required to reapply for a permit pursuant to this section if the subsequent owner wishes to continue to accommodate patrons' dogs.

C. Rural Home Industry section 2.02.04(E)

1. A Rural Home Industry shall include, but not be limited to, such activities as welding services, repair of farm equipment, furniture making, lawn maintenance services, tool sharpening, and lawn maintenance equipment repair.
2. The primary dwelling unit on the site of a Rural Home Industry shall be owner-occupied. In the event that the primary dwelling unit ceases to be owner-occupied, the Rural Home Industry shall be terminated.
3. External impacts, such as noise, odor or vibrations, shall not exceed those normally associated with the principal Uses allowed in the zoning district within which the property is located.
4. The employees onsite at the home industry shall be restricted to members of the immediate family or the other residents of the property.
5. No commodity or good not produced on the premises shall be sold on the premises or displayed or warehoused on the premises for sale elsewhere. This does not preclude taking orders for sales or provisions of services offsite.
6. No traffic shall be generated by the Rural Home Industry that is in excess of that normally expected by the principal use.
7. The activities and materials associated with the rural Home Industry shall not occupy a Front Yard and shall, unless conducted within a completely enclosed building, be setback a minimum of fifty (50) feet from any side or rear property line. If said setback is not provided, screening shall be required as per section 6.06.04 B.5.
8. Signage shall be allowed as per Article VII of Land Development Code.

I certify I have received a copy, understand and will comply with the above provisions of the Land Development Code Home/Office Rural Home Industry.

Signed By

Date

*Certification: I certify that the above information is correct and I have received a copy, understand and will comply with all set forth on this form. I further understand that this certificate/affidavit in no way affects deed restrictions. It is the applicant's responsibility to verify compliance with such restrictions.



Owner's Authorization Form

_____ is hereby authorized TO ACT ON BEHALF OF

_____ the owners(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a development Permit or other action pursuant to a: application for:

[Empty rectangular box for application details]

By signing, I affirm that all legal owners(s), as listed on the Recorded Warranty Deed on file with the St. Johns County Clerk of Courts or otherwise stated (_____), have been notified of the _____ (Identify what document)

I further understand incomplete or false information provided on this form may lead to revocation of permits, termination of development activity.

Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ as _____ for _____.

Notary Public, State of Florida
Name: _____
My Commission Expires: _____
My Commission Number is: _____

Personally Known ____ OR Produced Identification ____

Type of Identification Produced _____
Revised August 30, 2011