



Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 •

(561) 793-2418 Phone • (561) 793-2420 • loxahatcheegrovesfl.gov

HOME BASED – RESIDENTIAL LOCAL BUSINESS TAX RECEIPT (BTR)

HOME-BASED/RESIDENTIAL ENTERPRISE LBTR APPLICATION

SUBMITTAL CHECKLIST (to be completed by applicant)

- ☐ Loxahatchee Groves Local Business Tax Receipt Application
- ☐ Palm Beach County Business Tax Receipt Application or Current Local Business Tax Receipt
- ☐ Fictitious name Registration and/or Articles of Incorporation, (if applicable)
- ☐ A copy of a valid State License, (state licensed professionals only) **the local business tax receipt will not be issued until the state license has been submitted**
- ☐ A copy of your State Driver's License with the current address per Florida Statute 322.19
- ☐ A copy of Palm Beach County Property Appraiser record search

HOME-BASED/RESIDENTIAL ENTERPRISE LAND DEVELOPMENT CODE REQUIREMENTS

Article 80 Conditional Uses on reserve side

HOME OFFICES: A home office shall be subject to the following supplementary use standards pursuant to Article 80 Conditional Uses, Section 80-015 of the Land Development Code

RESIDENTIAL ENTERPRISE: A home office shall be subject to the following supplementary use standards pursuant to Article 80 Conditional Uses, Section 80-020 of the Land Development Code

AFFIDAVIT OF COMPLIANCE

I have read the above regulations for home occupations/residential enterprises. I am aware of my responsibilities and liabilities for the use and occupation of the property. I do hereby covenant and agree to abide by each of the aforesaid stipulations. I further understand that any violation of the stipulations may result in possible code enforcement action and/or revocation of license.

Business/DBA/Trade Name: _____

(FL Statutes requires registration of a fictitious name or article of incorporation to accompany this application)

Business Location: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(if different than business)

Date Opened: _____ Federal Employer ID **OR** Social Security #: _____

Business Phone Number: _____ Cell/Emergency Number: _____

Email Address: _____

Nature of Business: _____ **OR** Profession: _____
(Roofing Company, Cleaning Service etc.) (Doctor, Lawyer, Barber etc.)

Description of Services Provided: _____

The below signed applicant for a Town of Loxahatchee Groves Local Business Tax Receipt hereby acknowledges that this Local Business Tax Receipt is issued by the Town as part of the Town's taxing function and is not to be construed to be approval in any fashion or acknowledgement of compliance with applicable statutes, laws and ordinances including but not limited to zoning regulations, nor compliance with any other regulators restrictions which may be applicable to the subject site, including but not limited to the Countrywide Wellfield Protection Ordinance, as amended from time to time.

Applicant/Qualifier (print): _____ Signature: _____

Address: _____ City: _____ State: _____ Zip: _____

Staff Use Only: BTR# _____ STAFF INITIALS _____

One Time Process Fee: \$75.00 Local Business Tax: \$ _____ Misc Fees: \$ _____ Non-Compliant Fee: \$250.00 Total Fees: \$ _____



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Date: _____

Business Name: _____

Federal Employer ID #: _____

Questionnaire:

_____ How long have you resided and operated your business at this present location? Please attach your Sunbiz registration indicating business start date as well as earliest Palm Beach County BTR or Occupational License for business at this address.

_____ Is there a home on the property? (Yes or No)

_____ Is this property owner-occupied? (Yes or No)

_____ Is there a Homestead Exemption on this property? (Yes or No)

_____ Is this property rented by you? (Yes or No). If yes, please provide a written notarized letter from the property owner indicating acknowledgement of business on said property.

_____ Is there any signage, equipment or processes that create noise, vibration, heat, smoke, dust, glare, fumes, or noxious odors? (Yes or No)

_____ How many business vehicles are regularly parked on the property? _____ How many other vehicles are required to access the property for business purposes?

_____ How many employees **do not** reside on the property? _____ How many other employees regularly access the property to perform their duties?

_____ Do you use an on-site accessory building for your business? If yes, please describe the type and size of building and its usage. _____

_____ Do you use, store, or dispose of any corrosive, combustible, or other hazardous or flammable materials or liquids on your property? If Yes, please explain: _____

_____ Do you generate livestock waste and/or do you receive it on the property? If Yes, please answer the following:

1. If generating, how are you disposing of the livestock waste? _____
Please provide name and contact information for hauler. _____

2. If receiving, please explain the purpose and which haulers from which you accept livestock waste? _____

_____ Is your property or any portion lines considered bona fide agricultural? If so, what portion and for what purpose(s)? _____



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SECTION 80-015 – HOME OFFICE

Home office as defined in Article 10, “Definitions, Abbreviations, and Construction of Terms” shall be permitted in all residential zoning districts subject to the following limitations:

- (A) Commercial vehicles associated with the home office in all residential districts shall be subject to Section 20-010(G)
- (B) No sign or any other evidence of the existence of the home office shall be visible from the exterior of the dwelling unit
- (C) The property must have a homestead exemption

SECTION 80-020 – RESIDENTIAL ENTERPRISE

Residential enterprises are defined in Article 10, “Definitions, Abbreviations, and Construction Terms” shall be permitted in all residential zoning districts as a use accessory to a principal residential use and subject to the following limitations:

- (A) Residential of property: The plot on which a residential enterprise is located shall be occupied by the owner who shall provide proof of homestead exemption within one year of establishing the residential enterprise
- (B) Size of property: Residential enterprise shall be permitted on properties of five (5) acres or more in size
- (C) Location of residential enterprise: A residential enterprise shall be conducted only within an accessory building on the property where the main dwelling is located and not within the dwelling
- (D) Number of accessory buildings: There shall be a maximum of two (2) accessory buildings used for a residential enterprise
- (E) Size of accessory buildings: The total floor area ratio (F.A.R.) of all accessory buildings used for a residential enterprise shall not exceed 0.01
- (F) Appearance of accessory buildings: The accessory buildings used for a residential enterprise shall be in the same style and have the same architectural appearance as the principal residential use
- (G) Employees or contractors: In addition to any person(s) who are the residents of the property, there shall be a maximum of two (2) outside employees or contractors who assist with the residential enterprise
- (H) Clients or customers: No client or customer shall be allowed on the premises to transact business of any nature
- (I) Delivery: Merchandise or goods shall be shipped by way of the U.S. Postal Service, United Parcel Service, Federal Express or similar small package carrier. If other commercial carriers are required, the residential enterprise shall be deemed to require a Special Exception pursuant to Article 170
- (J) Commercial vehicles: Commercial vehicles associated with the residential enterprise shall be subject to Section 20-010(G)
- (K) Adult Entertainment: Adult entertainment or the production of adult entertainment materials is prohibited

Exceptions to the foregoing limitations shall be subject to approval by the Town Council, and such requests shall be considered in conjunction with the criteria set forth in Section 170-025(A) for Special Exceptions