



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
ZONING DIVISION
POLICY AND PROCEDURE**

Jon MacGillis, ASLA, Zoning Director

PPM # ZO-O-022

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**SUBJECT: PROCEDURES FOR COORDINATING ZONING REVIEW OF
BUSINESS TAX RECEIPTS (BTR)**

PURPOSE: To establish procedures for staff to adhere to when reviewing and signing off on a BTR.

BACKGROUND: The Zoning Division shares responsibility with the Palm Beach County Tax Collector's office in reviewing and signing BTR's; excluding BTR requests for Home Occupation, which are directed to the Tax Collector's Office for review and approval. This PPM will outline the general procedures for reviewing, signing off, and maintaining electronic files for all other BTR's.

GENERAL: Staff shall review all BTR for compliance with the Zoning Code regulations and any conditions imposed on the site by the BCC, Advisory Boards and/or Development Review Officer (DRO).

PROCEDURES: The following procedures shall be met when staff are reviewing and signing off on the Zoning Division on BTR applications.

1. On-Call staff shall review the BTR and ensure the site is within the unincorporated area of the County, review the use for compliance with Article 3, Overlays and Zoning Districts, Article 4, Use Regulations, and Article 5, Supplemental Standards.
2. On-Call staff shall review the official Zoning Map to determine if any approvals exist on the site which may have conditions related to the use. Ensure any required approvals such as conditional use, special permit, etc., that are in effect and might limit the use are referenced on the BTR for Code Enforcement and that Code Enforcement signature line is circled. If the use is restricted but

does not have an approval as required by the ULDC, direct applicant to appropriate section within the Zoning Division for further information.

3. On-Call staff shall search ePZB and ezINFO (via PCN and/or Control number) to see if any other documentation such as correspondence, Zoning Confirmation Letters, research, etc. exist on the subject site. Staff shall also research any ePZB notification flags and Contact Logs that are associated with critical notes on the subject site.
4. On-Call staff shall sign the BTR for zoning approval if all code requirements and special conditions, if any, are met. Ensure any notes you need to add are placed next to your signature on the form explaining any limits on the approval to notify the property owner and or other County staff.
5. On-Call staff will indicate on the BTR other Agencies that will be required to review and sign the application. (i.e. Code Enforcement Division, Fire Department, Building Division.
6. On-Call staff shall make a photo copy of the BTR application and put it in the file in the On-Call Room. These copies will be monitored for completeness, scanned with other associated documents and attached to the BTR application in ePZB by the Receptionist. Please refer to the "BTR Process in ePZB" Training Manual for information regarding creating an ePZB BTR application.



Zoning Director