

PUBLIC HEARING

What is a BOA Public Hearing?

At the Board of Adjustment (BOA) public hearings, city staff, the applicant and the adjacent property owners give formal comments and evidence to support or oppose their position on the proposed project.

The Planning & Development Department shall prepare the public hearing notice and send the notice to all adjacent property owners via certified mail at the applicant's expense.

The Planning Department will post the public hearing notice on the applicant's property and within City Hall 15 days prior to the public hearing.

Incentives:

The City of Milton provides incentives to businesses based on the increase in property value, of the business location, and the number of new full time employees. These incentives are for new businesses found on Hwy 87, 89 & 90, on sites greater than 10 acres and properties located in the Community Redevelopment Area (CRA). The type and amount vary.

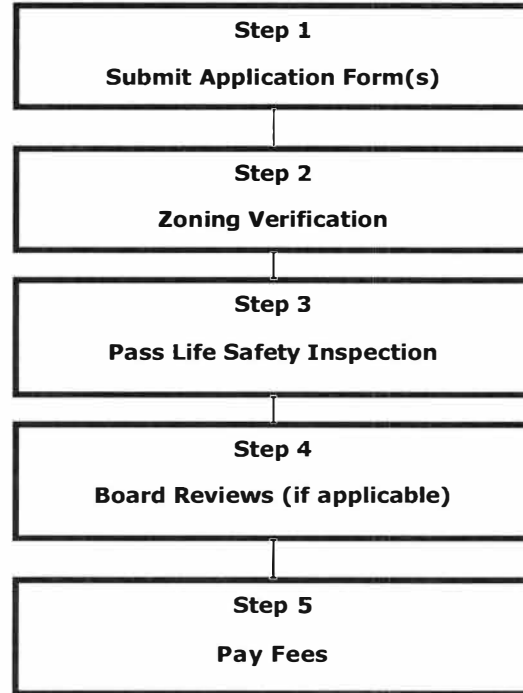
How do I get more information?

For more information contact the Planning and Development Department at (850) 983-5440. If you would like to review the agendas, minutes or ordinances, please go online to the city's website at www.miltonfl.org.

Under City Services go to the Planning Dept to review the City's Land Development Regulations (LDR) and/or to print any of the required application forms.

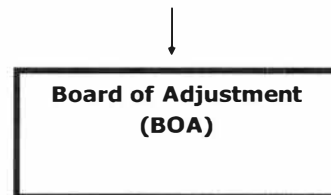
For more information about the fee schedule for City Business Tax contact the Clerk's Office or Finance Department at (850) 983-5401 or go online to the city's website at www.miltonfl.org.

FLOW CHART

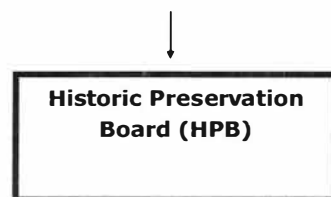


Types of Board Reviews

- If business is not a permitted use



- If business is within the Historic District



A citizen's guide for New Business, Minor Development Approval, and Incentives Guide

If you have any questions, please contact the:

**City of Milton's
Planning and Development
Department
6738 Dixon Street
Milton, FL 32570
Phone: (850) 983-5440
Fax: (850) 983-5415
www.miltonfl.org**

**My City:
I'm Part of It.
I'm Proud of It!**

THE APPLICATION PROCESS

Who must complete an Occupational Business Tax Application?

Anyone looking to open a business that is located inside the city limits of Milton.

What are the steps in the Occupational Business Tax Process?

Step 1— Submit Application Form(s)

Step 2— Zoning Verification

Step 3— Pass Life Safety Inspection

Step 4— Board Reviews (if applicable)

Step 5— Pay Fees

What Application Forms are Required (Step 1)

First you must complete and submit a City of Milton Occupational Business Tax

Application. Any food service establishment or automotive related type business must also complete a Commercial Wastewater Discharge Permit (CWDP) Application. Any business wishing to have any type of sign must

complete a Sign Permit Application. If your business is not a permitted use within a specific zoning district you may be able to

obtain a "Special Exception" through the City's Board of Adjustment. You must complete and submit a Board of Adjustment Application

form. If you are making any interior or exterior changes to the building an Application for

Development Approval (ADA) form must be completed. If your business is located within the City of Milton's Historic District any

alterations to the building or site that is listed as a contributing structure will require approval from the City's Historic Preservation

Board (HPB). All forms must be submitted to the Planning & Development Department and can be found online at www.miltonfl.org

THE PROCESS (cont.)

Where do I get Zoning Verification? (Step 2)

After the applicant completes and submits the Occupational Business Tax Application form, the Planning Department Zoning Officer will review the application and verify the zoning of the proposed business location. If the business is not a permitted use you may be able to obtain a "Special Exception" through the City's Board of Adjustment at the applicants expense. Santa Rosa County (SRC) will determine if the business is considered a "Change of Occupancy/Use". The Santa Rosa County Building Dept. can be reached at (850) 981-7000. If the business is considered a permitted use, the Zoning Officer will sign off on the Routing Slip once all other applicable approvals have been obtained.

How do I pass a Life Safety Inspection? (Step 3)

All new business applicants must schedule and pass a Life Safety Inspection which is performed by the City of Milton's Fire Chief. All new businesses are required to have basic safety mechanisms such as: fire extinguishers; EXIT signs; access for emergency vehicles; handicap accessibility; etc.

If you are going to make any interior or exterior modifications to the building an additional permit may be required in accordance with the Florida Building Code. For more information, or to schedule an inspection please contact the City of Milton Fire Department at (850) 983-5430.

Board Reviews (if applicable) (Step 4)

Board of Adjustment (BOA)

The Board of Adjustment is a seven (7) member citizen board appointed by the City Council.

REVIEW BOARDS

(Step 4) Continued

The duties are to hear and decide the granting of Special Exceptions and Variances by the terms of the City's Land Development Regulations (LDR). If a Special Exception or Variance is required, applications must be submitted to the Planning Department 17 days prior to the scheduled meeting date.

The BOA meets the last Monday of each month (as needed) at 5:30 p.m. at City Hall.

Historic Preservation Board (HPB)

The Historic Preservation Board is a seven (7) member citizen board appointed by the City Council. The board's purpose is the preservation and protection of buildings of historic significance. The board shall review all applications for renovations or alterations to regulated historic structures within the city's historic district. If approved the development approval authority will issue a Certificate of Appropriateness prior to authorizing any development approvals. The Historic Preservation Board applications must be received eight (8) calendar days prior to the scheduled meeting date.

The HPB meets the second Thursday of each month (as needed) at 5:30 p.m. at City Hall.

Pay Fees (Step 5)

The Business Tax is issued by the City Clerk's office within the Finance Department located at City Hall. The cost of the tax will be determined by the type of business for which you are applying. The applicant must provide copies of their Santa Rosa County Tax and State Tax (if applicable). All city business taxes are renewable on an annual basis and the applicant will be mailed a renewal notice by August of each year. The business tax application and fee schedule can be found online at

www.miltonfl.org