

1 33Introduced by Council Member Morgan and Substituted by the
2 Neighborhoods, Community Services, Public Health and Safety
3 Committee:

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6 **ORDINANCE 2018-310-W**

7 AN ORDINANCE AMENDING SECTION 656.152
8 (CERTIFICATE OF USE APPLICATION AND FEE),
9 SUBPART E (CERTIFICATES OF USE), PART 1
10 (GENERAL PROVISIONS), CHAPTER 656 (ZONING
11 CODE), TO REQUIRE THAT A TENANT AFFIRMATION
12 AND ACKNOWLEDGEMENT AND A LANDLORD AFFIRMATION
13 AND ACKNOWLEDGEMENT BE INCLUDED WITHIN A
14 CERTIFICATE OF USE APPLICATION FOR LEASED
15 PROPERTIES; PROVIDING FOR APPROVAL OF
16 AFFIRMATION AND ACKNOWLEDGMENT FORMS;
17 PROVIDING AN EFFECTIVE DATE.

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19 **WHEREAS**, the City desires to better inform business owners,
20 occupants, property owners and property managers of any required
21 improvements, updates or changes to a commercial property when it
22 is converted from one use to another in advance of persons having
23 to expend additional costs to comply with state and local Building
24 and Fire Code requirements, and the City believes that advance
25 notification best protects those investors and the public; now
26 therefore

27 **BE IT ORDAINED** by the Council of the City of Jacksonville:

28 **Section 1. Amending Section 656.152 (Certificates of use**
29 **application and fee), Subpart E (Certificates of Use), Chapter 656**
30 **(Zoning Code), Ordinance Code.** Section 656.152 (Certificates of

1 use application and fee), Chapter 656 (Zoning Code), Part 1
2 (General Provisions), Subpart E (Certificate of Use), Ordinance
3 Code, is hereby amended to read as follows:

4 **CHAPTER 656. ZONING CODE**

5 **PART 1. GENERAL PROVISIONS**

6 * * *

7 **SUBPART E. CERTIFICATES OF USE**

8 * * *

9 **Sec. 656.152. Certificates of use application and fee.**

10 (a) An application for a certificate of use shall be filed
11 with the Department. The Director is authorized and directed to
12 establish a certificate of use application, which shall contain the
13 following information:

14 (1) Applicant's name, address, phone number and email
15 address;

16 (2) Applicant's business name, address, phone number and
17 email address;

18 (3) The previous use of the structure;

19 (4) The proposed use of the structure;

20 (5) Seating capacity of the structure; ~~and~~

21 (6) Square footage of the use or structure;

22 (7) ~~Any Additional information deemed necessary by the~~
23 ~~Director.~~ A Tenant Affirmation and Acknowledgment and a Landlord
24 Affirmation and Acknowledgement (applicable for leased property);
25 and

26 (8) Any Additional information deemed necessary by the
27 Director.

28 (b) Except for those certificates of use issued solely for a
29 change in name and/or ownership, the fee for a certificate of use
30 is as found in www.coj.net/fees. An applicant for a certificate of

1 use shall pay the fee to the Department upon ~~receipt of the~~
2 ~~certificate of use~~ submission of the application. The fee for
3 certificates of use issued for a change in name and/or ownership is
4 as found in www.coj.net/fees, and subject to the Annual Review of
5 Fees provision found in Section 106.112, Ordinance Code.

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7 **Section 2. Approval of Affirmation and Acknowledgment**
8 **Forms.** The Council hereby approves the Tenant Affirmation and
9 Acknowledgement and the Landlord Affirmation and Acknowledgement
10 forms referenced in Section 1 above in substantially the same form
11 as attached hereto as **Exhibit 1** and incorporated herein by
12 reference.

13 **Section 3. Effective Date.** This Ordinance shall become
14 effective upon signature by the Mayor or upon becoming effective
15 without the Mayor's signature.

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17 Form Approved:

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19 /s/ Paige Hobbs Johnston

20 Office of General Counsel

21 Legislation Prepared by: Paige H. Johnston

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