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## Opening a Business or Building a Development In Waldo A “How To” Guide

Welcome to Waldo! Thank you for your interest in our City. In order to help you facilitate the location and approval of your business or development, we have prepared this “how to” guide. We have tried to anticipate a variety of situations, but if you find that this instructions do not entirely address your needs, please do not hesitate to contact City Hall. We are happy to answer your questions! We strongly encourage you to contact the City as soon as possible in your business location or development process to avoid unnecessary expenses and delays.

### **Step One: Check your land use designation**

All land uses in Waldo are allocated by the Comprehensive Plan and Future Land Use Map. Waldo does not have zoning, but in certain land use districts and for certain uses a special use permit may be required for your use. You may ask for a verbal confirmation of land use designation or apply for a *Certificate of Land Development Code Compliance* (Fee: \$25) for official confirmation. **Do not rely on external information provided by the Alachua County Property Appraiser’s Office, realtors, or other sources for information about land use designations. This information may be incorrect!**

- *Are you interested in a specific location?* Prior to signing a lease, purchasing property, or moving to a new business location, check with the City to confirm that the property’s land use designation will allow your proposed use.
- *Do you have a business or development and would like to know where it would be allowed?* Advise the City in as much detail as possible about the business or development. We can help you find the right land use category.
- At the point when you have a specific location in mind, we strongly encourage you to apply for a *Certificate of Land Development Code Compliance* (Fee: \$25), which will provide you guidance as to what additional regulations might apply to the property (for example, an existing building location may require a change in the number of required parking spaces). A *Certificate of Land Development Code Compliance* will also provide you with important information about the availability of public

facilities and services, such as potable water and sanitary sewer, site access, and stormwater management.

## Step Two: Processes

After you have checked your land use designation, you will be advised of the process needed to locate your business or development.

- *Have you been advised that your proposed use is allowed in your land use category and are you seeking to locate in an existing building that does not need site modifications?*
  - If site changes are not required (for example: additional parking spaces, new driveway access, you will need to apply for Local Business Tax Registration. Obtain a Local Business Tax Registration Form, complete it, and return it with all of the necessary information attached to City Hall.
- *Have you been advised that your chosen site will need modifications to accommodate your business or are you developing a new site?*
  - Please utilize the City's **First Step Process**. The City's First Step process is free. The First Step process allows you to submit a detailed proposal to the City for review and comment. Staff will advise you on issues related to land development code regulations, coordination with the Suwannee River Water Management District, FDOT, and other applicable agencies, availability of water and sewer, and the required City processes. Obtain a First Step application from City Hall, complete it, and return it to City Hall. It is helpful if you include a development plan sketch with your application.
  - Certain site modifications require the approval of a **Site Plan**. Site Plan approval is required for all development, except: 1) the construction of a single family or duplex home; 2) alteration of an existing structure where such alteration does not create the need for additional parking or other modifications to the site; and 3) residential subdivisions. Examples of site modifications that would require site plan approval include, but are not limited to, the following: the creation of additional parking spaces, the construction of a new stormwater management facility, alteration of an existing stormwater management facility, moving or widening driving access to the site, and any major alterations to potable water and/or sanitary sewer infrastructure (for example: installation of new pipes, relocating pipes, or connecting to City infrastructure). The City requires a **Pre-application Conference** prior to the submittal of Preliminary Site Plans. Preliminary Site Plans are approved by the City Plan Board.

- If you are proposing **residential development** through the creation of 2 or more lots, you must follow the platting requirements found in Article 10, Subdivision Regulations, Land Development Code. The creation of 5 lots or fewer is a Minor Subdivision. The creation of more than 5 lots is a Major Subdivision.
- *Have you been advised that your business or development use requires the approval of a Special Use Permit?*
  - If you have been advised that your use requires the approval of a **Special Use Permit**, you will need to apply for a Special Use Permit. Special Use Permits are approved by the City's Plan Board.
  - If your Special Use Permit requires site modifications or new development, you may process a Preliminary Site Plan application concurrently with the Special Use Permit application.

### **Step Three: Building Permit**

Building permits are required for new building construction and the alteration of existing buildings (interior and exterior) consistent with the Florida Building Code. The City of Waldo can assist you with any questions about the building permit process. Applications for building permits may be obtained from City Hall.

### **Step Four: Business Tax Registration**

*This section applies to businesses that required Special Use Permit and/or Site Plan approvals.*

Now that you have received all of your approvals from the City, you may obtain your Local Business Tax Registration Form from City Hall. Complete the application and return it to City Hall with the required attachments. The City will advise you on the amount of the business tax.

### **Contact Information**

The City's Comprehensive Plan, Future Land Use Map, Land Development Code, and applications may be found at [www.waldo-fl.com](http://www.waldo-fl.com).

City Hall: (386) 468-1001