APPLICATION

MONROE COUNTY

PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT

Request for a Special Vacation Rental Permit (Initial)

Vacation Rental Application Fee: $493.00

Vacation rental means an attached or detached dwelling unit that is rented, leased or assigned for tenancies of less than 28 days duration. Vacation rental use does not include hotels, motels and RV spaces, which are specifically addressed in each Land Use District.

An owner or agent is required to obtain an annual special vacation rental permit for each dwelling unit prior to renting any dwelling unit as a vacation rental except as provided for under Monroe County Code. A special vacation rental permit is nontransferable between owners. A change of ownership of the vacation rental unit shall require the new owner or his agent to obtain a new vacation rental permit for the residential dwelling unit.

Date of Submittal: _____/_____/_____ (Month Day Year) **Permit Application Number:** _____

Property Owner:

_____
Name

_____
Mailing Address (Street, City, State, Zip Code)

_____
Daytime Phone

_____
Email Address

Vacation Rental Manager (required):

_____
Name / License Number

_____
Mailing Address (Street, City, State, Zip Code)

_____
Daytime Phone

_____
Email Address

Agent (if applicable):

_____
Name

_____
Mailing Address (Street, City, State, Zip Code)

_____
Daytime Phone

_____
Email Address

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Legal Description of Property:
(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key (Island)

Real Estate (RE) Number	Alternate Key Number

Street Address (Street, City, State, Zip Code)	Approximate Mile Marker

Land Use District Designation: _____

Vacation rental use of any detached and attached dwelling units that are not deed restricted as affordable housing, employee housing or commercial apartments may be permitted in the following Land Use Districts: Urban Residential (UR), Sub Urban Residential (SR), Sub Urban Residential - Limited (SR-L), Improved Subdivision - Vacation Rental (IS-V), Destination Resort (DR), Commercial Fishing Special District 16 (CFSD-16), Mixed Use (MU) & Maritime Industries (MI)

Vacation rental use of non-conforming detached and attached dwelling units that are not deed restricted as affordable housing, employee housing or commercial apartments may be permitted in the following Land Use Districts: Urban Commercial (UC) & Sub Urban Commercial (SC)

Vacation rental use of a dwelling unit in existence as of January 1, 2000 may be permitted in the following Land Use District: Offshore Island (OS)

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ **Complete vacation rental application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership** (i.e. Warranty Deed);
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser**;
- ☐ **Photograph(s) of dwelling unit from adjacent roadway(s)**;
- ☐ **Floor plan of dwelling unit** (showing the gross square footage of the dwelling unit, building layout and types of rooms);
- ☐ **Site Plan** (drawn to scale and including all property lines and mean high-water lines, structures, drives, adjacent roadways, parking spaces and buffer-yards);
- ☐ **Valid Monroe County Occupational License**;
- ☐ **Approved Florida Department of Health or Florida Department of Environmental Protection inspection or certification of the adequacy of the sewage disposal system for use as a vacation rental unit;**
- ☐ **Valid and current Florida Department of Revenue sales tax identification number under Florida Statutes, Chapter 212 (Florida Tax and Revenue Act);**
- ☐ **Valid and current permit, license or approval under Florida Statutes, Chapter Ch. 509 (Public Lodging Establishments);**
- ☐ **Copy of valid Special Vacation Rental Manager License Application;**

APPLICATION

- ☐ **Valid federal tax identification number or social security number(s) of the owner(s) of the vacation rental property to be licensed;**
- ☐ **Written statement granting authorization to Monroe County Code Enforcement Department to inspect the premises of the vacation rental unit prior to the issuance of the special vacation rental permit and at any other time after issuance of such permit, concerning compliance with the Monroe County Code;**
- ☐ **Copy of Tenants Agreement;**
- ☐ **Copy of a "Notice of Vacation Rental Use Application"** (the notice of application shall clearly state the name, address and day/evening telephone numbers of each vacation rental manager, agent, caretaker and owner of the dwelling unit; the number of the Monroe County Code Enforcement Department; and a copy of the tenants agreement. Notice to the adjacent property owners must include the following statement: "You have the right to appeal a decision to approve or deny this special vacation rental permit to the planning commission within 30 days under Monroe County Code. You may have other rights that Monroe County cannot enforce. Review of a special vacation rental permit application by Monroe County will consider the existence of valid private deed restrictions, restrictive covenants or other restrictions of record which may prohibit the use of the dwelling unit for vacation rental purposes. You may wish to consult an attorney concerning these private rights.");
- ☐ **Proof that a "Notice of Vacation Rental Use Application" was sent by certified return mail to all property owners located within 300 feet of the dwelling unit which is the subject of the special vacation rental permit application, not less than 30 days prior to the date of approval of the application** (this list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included)

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

APPLICATION

I certify that all provisions and regulations set forth in Monroe County Code, Vacation rental uses, shall be met.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

This application shall bear the signature of all owner(s), all authorized agent(s) and all authorized manager(s) of the owner(s):

Signature of Agent (if applicable): _____ **Date:** _____

Printed Name of Agent: _____

Sworn before me this _____ day of _____

_____
Notary Public
My Commission Expires

Vacation Rental Manager (required): _____ **Date:** _____

Printed Name of Manager: _____

Sworn before me this _____ day of _____

_____
Notary Public
My Commission Expires

Property Owner (required): _____ **Date:** _____

Printed Name of Owner: _____

Sworn before me this _____ day of _____

_____
Notary Public
My Commission Expires

If necessary, please attach additional sheets with notarized signatures of all other authorized agents, vacation rental managers and property owners.

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.

NOTICE OF VACATION RENTAL USE

MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT

NOTICE OF VACATION RENTAL USE APPLICATION

This information is regarding a special vacation rental permit application for the following property:

Legal Description of Property:
(If in metes and bounds, attach legal description on separate sheet)

Block Lot Subdivision Key

Real Estate (RE) Number Alternate Key Number

Street Address (Street, City, State, Zip Code) Approximate Mile Marker

Property Owner (required):

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone / Evening Phone

Vacation Rental Manager (required):

Name / License Number

Mailing Address (Street, City, State, Zip Code)

Daytime Phone / Evening Phone

Agent (if applicable):

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone / Evening Phone

If necessary, please attach additional sheets with names all other owners, agents and vacation rental managers.

Monroe County Code Enforcement:
Lower Keys: (305)292-4495 / Middle Keys (305)289-2810 / Upper Keys (305)453-8806

You have the right to appeal a decision to approve or deny this special vacation rental permit to the planning commission within thirty (30) days under Monroe County Code. You may have other rights that Monroe County cannot enforce. Review of a special vacation rental permit application by Monroe County will consider the existence of valid private deed restrictions, restrictive covenants or other restrictions of record which may prohibit the use of the dwelling unit for vacation rental purposes. You may wish to consult an attorney concerning these private rights.

TENANT'S AGREEMENT

SPECIAL VACATION RENTAL PERMIT REGULATIONS AND CONDITIONS
TENANT'S AGREEMENT

Legal Description of Property:
(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key

Real Estate (RE) Number	Alternate Key Number

Street Address (Street, City, State, Zip Code)	Approximate Mile Marker

1) No more than one motorized watercraft, including a jet ski or wave runner, shall be allowed at each vacation rental unit. The watercraft may be moored at either an existing on-site docking facility or stored on a trailer in an approved parking space.

2) Vehicles, watercraft and trailers must not be placed on the street or in yards. All vehicles, watercraft and boat trailers must be parked or stored off-street in parking spaces specifically designated and approved in the special vacation rental permit, and may not exceed a maximum of one vehicle per bedroom or efficiency unit and one boat trailer per vacation rental unit.

3) No boat docked at a vacation rental property shall be chartered to a person other that registered guests of the vacation rental unit or used for live-aboards, sleeping or overnight accommodations. In addition, recreation vehicles shall not be used for sleeping or overnight accommodations at the vacation rental unit.

4) Noise which is audible beyond the real property boundaries of the vacation rental property is prohibited.

5) All trash and debris on the vacation rental property must be kept in covered trash containers. Each vacation rental unit must be equipped with at least four (4) covered trash containers for such purpose. Owners must post, and occupants must comply with, all trash and recycling schedules and requirements applicable to the vacation rental unit. Trash containers must not be placed by the street for pick-up until 6:00 p.m. the night before pick-up and must be removed from the area by the street by 6:00 p.m. the next day.

6) The owner or agent shall require a lease to be executed with each vacation rental use of the property and maintain a guest and vehicle register listing all vacation rental occupants' names, home addresses, phone numbers, vehicle license plate and watercraft registration numbers. Each lease and this register shall be kept by the vacation rental manager and available for inspection by Monroe County Code Enforcement Department personnel during business hours.

7) Vacation rental units must be registered, licensed and meet all applicable state requirements contained in Florida Statutes Chapter 212 (Florida Tax & Revenue Act) (1-800-352-3671) and Chapter 509 (Public Lodging Establishments) (1-805-487-1395) as implemented by the Florida Administrative Code, as may be amended.

8) The vacation rental use must comply with all State of Florida Department of Health and State of Florida Department of Environmental Protection standards for wastewater treatment and disposal.

9) All vacation rental units shall have a vacation rental manager who has been issued a vacation rental manager license by the Planning & Environmental Resources Department. The vacation rental manager shall reside within and be licensed for that section of the county (upper, middle, and lower keys) where the vacation rental unit is located and be available twenty-four (24) hours per day, seven (7) days a week for the purpose of promptly responding to complaints regarding conduct or behavior of vacation rental occupants or alleged

violations of this section. Any change in the vacation rental manager shall require written notification to the planning department and notification by certified return mail to property owners within three hundred (300) feet of the subject dwelling.

10) Complaints to the vacation rental manager concerning violations by occupants of vacation rental units to this section shall be responded to within one (1) hour. The neighbor who made the complaint shall be contacted by telephone or in person and informed as to the results of the actions taken by the manager. A record shall be kept of the complaint and the manager's response for a period of at least three (3) months after the incident, which shall be available for inspection by the Monroe County Code Enforcement Department during business hours.

11) The applicant must grant authorization to the Monroe County Code Enforcement Department to inspect the premises of the vacation rental unit prior to the issuance of the special vacation rental permit and at any other time after issuance of such permit, concerning compliance with the Monroe County Code Chapter 9.5 (i.e. the Land Development Regulations).

12) No special vacation rental permit may be transferred from one owner or manager to another, or one residential dwelling unit to another. In the event ownership or management of a licensed residential unit is changed, the previous vacation rental license holder must notify the County of such change, and the new owner or manager must obtain a new vacation rental license for the residential dwelling unit.

13) The name, address, and telephone number of the vacation rental manager(s), the telephone number of county code enforcement department and the number of the special vacation rental permit shall be posted and visible from the front property line of the vacation rental unit.

14) The applicant must submit an approved inspection report from the Fire Marshal verifying compliance with NFPA Life Safety Code 101, as may be amended, and which is hereby incorporated by reference.

15) Occupancy of vacation rental unit(s) shall be limited to no more than two (2) individuals per bedroom, or no more than two (2) individuals per efficiency unit, when rented as a vacation rental unit subject to the provisions of Monroe County Ordinance No. 004-1997.

16) Tenant's agreement to the forgoing rules and regulations must made a part of each and every lease under Florida Statutes §509.01 for any vacation rental unit subject to the provisions of the Monroe County Code. These vacation rental regulations must be prominently posted in a conspicuous location within each vacation rental unit subject to the provisions of the Monroe County Code along with the violations warning.

17) Review of this permit did not consider the existence of valid private deed restrictions, restrictive covenants or other restrictions of record which may prohibit the use of the dwelling unit for vacation rental purposes.

VIOLATION WARNING

Violations of any of the vacation rental regulations constitutes a violation of Monroe County Code punishable as a second degree misdemeanor and is also grounds for immediate termination of the lease and eviction from the leased premises and criminal penalties under Florida Statutes §509.151 ("Defrauding an Innkeeper"), §509.141 ("Ejection of Undesirable Guests"), §509.142 ("Conduct on Premises) or §509.143 (Disorderly Conduct on Premises, Arrest").

TENANT'S AGREEMENT

This application shall bear the signature of all owner(s), all authorized agent(s) and all authorized manager(s) of the owner(s):

Signature of Agent (if applicable): _____ **Date**: _____

Printed Name of Agent: _____

Sworn before me this _____ day of _____

_____
Notary Public
My Commission Expires

Vacation Rental Manager (required): _____ **Date**: _____

Printed Name of Manager: _____

Sworn before me this _____ day of _____

_____
Notary Public
My Commission Expires

Property Owner (required): _____ **Date**: _____

Printed Name of Owner: _____

Sworn before me this _____ day of _____

_____
Notary Public
My Commission Expires

If necessary, please attach additional sheets with notarized signatures of all other authorized agents, vacation rental managers and property owners.