

**APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



Request for a Special Vacation Rental Permit (Renewal)

Renewal Vacation Rental Application Fee: \$100.00
This application and fee is for renewals only.

Vacation rental means an attached or detached dwelling unit that is rented, leased or assigned for tenancies of less than 28 days duration.

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 unless an exemption to the vacation rental permit has been issued for the property as provided in Section 134-1(b) of the Monroe County Code.

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

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 Application: _____/_____/_____
Month Day Year

Initial Vacation Rental Permit Number: _____

Applicant / Agent Authorized to Act for Property Owner: (Agents must provide notarized authorization from all property owners.)

Applicant (Name of Person, Business or Organization) Name of Person Submitting this Application

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

Work Phone Home Phone Cell Phone Email Address

Vacation Rental Manager:

Vacation Rental Manager Name

Address (Street, City, State and Zip Code)

Daytime Phone Email Address

APPLICATION

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key (Island)
Real Estate (RE) / Parcel ID Number			Alternate Key Number
Street Address (Street, City, State and Zip Code)			Approximate Mile Marker

Current Land Use (Zoning) District Designation: _____

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*)
- Current Property Record Card(s) from the Monroe County Property Appraiser**
- Current and valid Monroe County Business Tax**
- Current and valid Florida Department of Revenue Certificate of Registration** (issued pursuant to Chapter 212, Florida Statutes)
- Current and valid Florida Department of Business and Professional Regulation license** (issued pursuant to Chapter 509, Florida Statutes)
- Current and valid Special Vacation Rental Manager License** (or copy of application for license)
- An approved inspection report from the Office of the Fire Marshal verifying compliance with NFPA Life Safety Code 101**

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 significant modifications have been made to the building since the last application, a new floor plan of dwelling unit**
- If significant modifications have been made to the site since the last application, a new site plan**
- If significant modifications have been made to the wastewater system since the last application, an 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**

The applicant/owner hereby acknowledges and agrees that any staff discussions or negotiations about conditions of approval are preliminary only, and are not final, nor are they the specific conditions or demands required to gain approval of the application, unless the conditions or demands are actually included in writing in the final development order or the final denial determination or order.

By signing this application, the owner of the subject property authorizes the Monroe County Planning & Environmental Resources staff to conduct all necessary site visits and inspections on the subject property.

APPLICATION

If deemed necessary, the Planning & Environmental Resources Department reserves the right to request additional information.

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.

I grant the Monroe County Code Compliance Department the right 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 the permit to determine compliance with the county land development regulations.

This application shall bear the signature of all owner(s) and all authorized manager(s) of the owner(s). If necessary, please attached additional sheets with notarized signatures of all other authorize property owners and/or vacation rental managers:

Property Owner Signature: _____ **Date:** _____

Printed Name of Owner: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me, by means of either physical presence OR online notarization,
on ____ day of _____, 20____, by _____
(PRINT NAME OF PERSON MAKING STATEMENT)

Who is personally known to me OR produced _____ as
(TYPE OF ID PRODUCED)
identification.

SIGNATURE OF NOTARY PUBLIC

PRINT, TYPE OR STAMP COMMISSIONED
NAME OF NOTARY PUBLIC
MY COMMISSION EXPIRES:

APPLICATION

Vacation Rental Manager Signature: _____ Date: _____

Printed Name of Manager: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me, by means of either physical presence OR online notarization,
on ____ day of _____, 20____, by _____
(PRINT NAME OF PERSON MAKING STATEMENT)

Who is personally know to me, OR produced _____ as
(TYPE OF ID PRODUCED)
identification.

SIGNATURE OF NOTARY PUBLIC

PRINT, TYPE OR STAMP COMMISSIONED
NAME OF NOTARY PUBLIC
MY COMMISSION EXPIRES:

Please deliver or mail the complete application package to the:

**Monroe County Planning & Environmental Resources Department
Murray Nelson Government Center
10205 Overseas Highway
Key Largo, FL 33037**

Or

**Monroe County Planning & Environmental Resources Department
Marathon Government Center
2798 Overseas Highway, Suite 400
Marathon, FL 33050**