



Islamorada, Village of Islands
Planning & Development Services
 86800 Overseas Highway, Islamorada, FL 33036
 T: 305-664-6400, F: 305-664-6467

Application for New Vacation Rental License and Annual Registration

Pursuant to Village Code Chapter 30, Article VI, Division 6

Application Fee: \$1,325.00 / License Period January 1, 2023 - December 31, 2023

Make Checks Payable to Islamorada, Village of Islands

Applications will be accepted by CityView Portal, In Person Appointment or U.S. Mail (with email approval)

Incomplete Applications will not be accepted

Please be advised, in order to be eligible to apply for a Vacation Rental License, the property must be assessed by the Monroe County Property Appraiser at a total assessed value in excess of:

Assessed Value	Future Land Use Map Category	Value Basis
\$603,000	If property is within Residential High (RH) or Mixed Use (MU) FLUM	This value is based on 600% of the 2022 median adjusted gross annual income for households within Monroe County of \$100,500; utilizing the 2022 Monroe County Property Appraiser total assessed values.
\$904,500	If property is within Residential Conservation (RC), Residential Low (RL), or Airport (A) FLUM	Based on 900% of the 2022 median adjusted gross annual income for households within Monroe County of \$100,500; utilizing the 2022 Monroe County Property Appraiser total assessed values.

PROPERTY OWNER / APPLICANT:

Name: _____

Mailing Address: _____

Primary Phone: _____ Fax: _____

Email Address: _____

AGENT (if applicable): Property Owner must submit a notarized letter authorizing the agent to act on their behalf including the agent's name, address and phone number.

Name: _____

Mailing Address: _____

Primary Phone: _____ Fax: _____

Email Address: _____

PROPERTY MANAGER (Required): A delegated 24-hour contact person other than an owner who resides in the Village and is responsible for leasing or day-to-day maintenance and operation of a residential dwelling unit used as a vacation rental use.

Name: _____

Mailing Address: _____

Primary Phone: _____ Fax: _____

Email Address: _____

SECONDARY LOCAL CONTACT (Required): A delegated 24-hour contact person residing in Monroe County north of the Seven Mile Bridge.

Name: _____
Mailing Address: _____
Primary Phone: _____ Fax: _____
Email Address: _____

LEGAL DESCRIPTION OF PROPERTY on which vacation rental license is sought:

Physical Address: _____
Key / Mile Marker: _____
Real Estate (Parcel I.D. #): _____
Account # (Alternate Key): _____
Zoning District / FLUM: _____

REQUIRED DOCUMENTS PURSUANT TO CODE SECTION 30-1296 (INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED)

1. A \$1,325.00 application fee payable to Islamorada, Village of Islands.
2. Attach a property record card from the [Monroe County Property Appraiser \(https://qpublic.schneidercorp.com/Application.aspx?AppID=605&LayerID=9946&PageTypeID=2&PageID=4381\)](https://qpublic.schneidercorp.com/Application.aspx?AppID=605&LayerID=9946&PageTypeID=2&PageID=4381)
3. A copy of **ALL** paid and filed **MONTHLY** Monroe County Tourist Development Tax receipts demonstrating vacation rental use for the most recent 12 months. **See Exhibit "A" or provide proof of payment of tourist development taxes by accessing your account with the [Monroe County Tax Collector http://www.monroetaxcollector.com/](http://www.monroetaxcollector.com/). Additionally, if the Monroe County Tourist Development Taxes (Required Document No. 3) have been paid on your behalf by a rental company, the following documentation is also required:**
 - a) Initial Sales Tax Certificate Registration.
 - b) A rental agreement between the property owner and rental / property management company.
 - c) Monthly breakdown of rentals which includes the price per unit and the sales/tourist taxes for the most recent 12 months.
 - d) Copies of checks remitted to the property owner from the property management company on a yearly or monthly basis or a copy of Schedule E of the property owner's tax returns for the most recent 12 months
4. Attach a copy of each **YEARLY** Monroe County Local Business Tax (formerly called Occupational Licenses) for the property, as required by the [Monroe County Tax Collector](http://www.monroetaxcollector.com/), demonstrating vacation rental use for the most recent 12 months. **See Exhibit "B" (<http://www.monroetaxcollector.com/>).**
5. Attach a copy of the most recently issued State Licenses, including but not limited to, all licenses from the Florida Division of Hotels and Restaurants, [Florida Department of Business and Professional Regulation](http://www.myfloridalicense.com/dbpr/) as required by Chapter 509, Florida Statutes, for a public lodging facility (the "Resort Dwelling/Condominium License"). **See Exhibit "C" (<http://www.myfloridalicense.com/dbpr/>).**
6. Attach a warranty deed for the property proving ownership.
7. Attach a **scaled** drawing indicating the property boundaries, the location of the vacation rental unit and accessory structures, and the number and location of approved parking spaces.
8. Signed and notarized Vacation Rental License Property Owner's Affidavit (**attached**).

9. A life safety inspection must be completed and passed prior to the issuance of a vacation rental license pursuant to Code Section 30-1297(d). Operation of any vacation rental unit without a license or in violation of these regulations shall be punishable as to the owner, occupant, and/or property manager in accordance with the village code enforcement procedures, or as authorized by state law, or by a fine established by separate resolution [Ref. Code Section 30-1298(a)].

Once your application and payment have been processed, you must schedule your life safety inspection through the Village’s CityView Portal <https://cvportal.us/cityviewportal> within 30 days. If you do not have a portal account, please create one then email anita.muxo@islamorada.fl.us or susan.mclaughlin@islamorada.fl.us so we may add that account to the application’s contact list. Inspections are performed by the Village’s Fire Inspector on Tuesdays and Thursdays. The Office of the Fire Chief asks that inspection requests be made and inspections conducted within 30 days of your application being processed. Licensed vacation rental units must meet the applicable provisions of Rule 69A-43, Florida Administrative Code and Florida Fire and Prevention Code. If you have any questions regarding the inspection, please email fire.prevention@islamorada.fl.us.

VACATION RENTAL LICENSES ARE NOT TRANSFERABLE IN THE SALE OF A PROPERTY.

I, the Applicant, certify that I am the owner of the property and that I am familiar with the information contained in this application, and that such information is true, complete and accurate. I certify that all information required has been provided. I attest that I meet the criteria in Village Code Chapter 30, Article VI, Division 6. By my signature below, I acknowledge that I have read and fully understand the Village’s vacation rental use regulations.

Signature of the Applicant grants authorization to Islamorada, Village of Islands Staff to inspect the premises of the vacation rental unit prior to the issuance of the vacation rental license and at any other time after issuance of the license concerning compliance with Islamorada, Village of Islands Code.

Digital signatures do not require notarization when they can be verified by a Trusted Certificate issued by a third-party Certificate Authority. If you are not using a “verifiable digital signature”, print this document and have it notarized. Digital signatures are only acceptable on applications submitted through the CityView portal.

Signature of Property Owner/Applicant Date

Signature of Property Owner/ Applicant Date

State of _____

County of _____

Sworn to and subscribed before me by means of ___ physical appearance or ___online notarization, this ____ day of _____, 20____, by _____ (name of person signing the application) as _____ (type of authority e.g. officer, manager / member, trustee, attorney in fact) for _____ (name of entity or party on behalf of whom application was executed).

- Personally Known
- Produced ID (Type)

(Seal)

Signature of Notary Public

Print Name of Notary Public

VACATION RENTAL LICENSE OWNERS' AFFIDAVIT

PROPERTY OWNER/ APPLICANT:

Name: _____
Physical Address of Vacation Rental Property: _____
Real Estate (Parcel I.D.) #: _____
Account (Alternate Key) #: _____

I/we, the Applicant(s), agree to abide by the following list of terms, conditions and requirements in applying for, and operating, the requested vacation rental. Operation of any vacation rental unit without a license or in violation of these regulations shall be punishable as to the Owner, occupant, or Property Manager in accordance with the Village Code enforcement procedures, or as authorized by State law.

VACATION RENTAL USE AND OCCUPANCY RESTRICTIONS

1. No vacation rental use shall be for less than seven (7) days, unless otherwise permitted in a tourist commercial (TC) zoning district.
2. Motor vehicles and vessel trailers shall only be parked in driveways or other areas designed and designated for parking on the vacation rental unit property, and not on the street or extending over the right-of-way or sidewalk. The number of motor vehicles and vessel trailers parked on a vacation rental unit property shall not exceed the maximum number of permitted parking spaces identified in the application. Only motor vehicles of registered occupants may be parked overnight. No recreational vehicle, sport utility vehicle or any other motor vehicle or vessel parked or moored at the vacation rental unit property shall be used for sleeping, liveaboard use or other overnight accommodations.
3. For vacation rental units that contain dock areas, the total length of moored vessels shall not exceed the length of the shoreline and no vessel shall be moored against another vessel or create a navigational obstruction or hazard.
4. All trash and debris shall be kept in covered trash containers. Each vacation rental unit shall be equipped with adequate covered trash containers for such purposes. Occupants shall comply with all trash provisions and recycling provisions that are applicable to the vacation rental unit. Schedules of garbage pick-up and recycling pickup shall be posted with the rental agreement.
5. The maximum occupancy load of any vacation rental unit shall not exceed two adults per bedroom (children over six shall be considered adults for purposes of this section), or the lesser of such other maximum occupancy load level as may be set by either the Florida Fire Prevention Code for the particular residential dwelling unit pursuant to its administration rule making authority or the Village building official.
6. All vacation rental units shall comply with all building and fire safety codes for Public Lodging Establishments as required by State law or the Code.
7. Prior to occupancy of a vacation rental unit, the occupants of each unit shall be provided with a written copy of the use and occupancy restrictions in the form of a copy of these regulations and a written rental agreement. Each Owner or Property Manager shall have a written agreement requiring an occupant who agrees to be responsible for all occupants during the rental term to comply with such restrictions as a condition of the agreement, signed by such occupant prior to occupancy. A copy of these use and occupancy restrictions shall also be prominently displayed in each vacation rental unit in no less than 16 point type, along with a warning in **bold type**, that any violation thereof shall constitute grounds for immediate termination of the rental agreement, eviction from the vacation rental unit by the Owner or Property Manager and appropriate fines levied.
8. All lease and rental agreements shall contain in bold type the following:
 - a. Each occupant's (by family) home address and phone number;
 - b. Property Manager's address and 24-hour phone number(s); and
 - c. The phone number at the vacation rental unit.

9. A copy of the rental agreement must be maintained on the property at all times and made available for review at the request of any Village code compliance officer, fire safety inspector, law enforcement officer or other designated Village representative. Failure to maintain a copy of the rental agreement and to make it available upon request shall constitute a violation of these regulations.
10. A sign no smaller than twelve inches by twelve inches and measuring between two and four feet in height shall be prominently displayed, as determined by the Planning and Development Services director, on each property indicating an effective annual permit and permit number.
11. Rental agreements shall disclose Village regulatory requirements regarding vacation rental use, noise ordinances and parking regulations. Rental agreements shall also include a provision that authorizes access by code enforcement personnel for purposes of determining compliance with the Village Code.
12. In addition to complying with these regulations, the Owner and Property Manager of a vacation rental unit shall comply with the provisions of all applicable statutes, administrative rules and the Village Code, including but not limited to Chapter 509 and Chapter 212, Florida Statutes. A violation of any such statute, rule, or the Code shall also constitute a violation of these regulations. To the extent that a conflict exists between the provisions of these regulations and any statute, rule, or the Code, the more restrictive regulations shall prevail.
13. All vacation rental units shall be immediately evacuated upon the posting of a hurricane warning by the National Weather Service or the National Hurricane Center for any portion of the Florida Keys or upon posting of a non-resident evacuation order issued by the Village, County or State.
14. All advertising of vacation rental units shall require identification of State and Village license numbers. Any advertising of vacation rental units that are not lawfully licensed by the Village shall constitute a violation of these regulations.

Digital signatures do not require notarization when they can be verified by a Trusted Certificate issued by a third-party Certificate Authority. If you are not using a “verifiable digital signature”, print this document and have it notarized. Digital signatures are only acceptable on applications submitted through the CityView portal.

Signature of Property Owner/Applicant

Date

Signature of Property Owner/ Applicant

Date

State of _____

County of _____

Sworn to and subscribed before me by means of ___ physical appearance or ___online notarization, this ____ day of _____, 20____, by _____ (name of person signing the application) as _____ (type of authority e.g. officer, manager / member, trustee, attorney in fact) for _____ (name of entity or party on behalf of whom application was executed).

- Personally Known
- Produced ID (Type)

(Seal)

Signature of Notary Public

Print Name of Notary Public