



Village of Palmetto Bay

Certificate of Use for Vacation Rentals Procedures

Prior to the issuance of any Certificate of Use for Vacation Rentals, the applicant shall read Ordinance 2020-12 comply with the following requirements:

1. Complete application and submit to the Community & Economic Development Department, Planning & Zoning Division for its review. The Certificate of Use application will be assigned a process number and a processing fee will be collected by the cashier in the amount of \$167.00 at the time of submittal. The processing fee is not refundable.
2. A Village's inspection is required for the process under Ordinance 2020-12. Please contact **Planning & Zoning at (305) 259-1273** or email jvillegas@palmettobay-fl.gov. **No inspections will be conducted on Wednesday or Thursday.**
3. Once the Certificate of Use receives a process number from the department and the required inspection is approved, the designated employee will determine if the application can move forward for approval.
4. Once fees are collected and application requirements are satisfied, the Certificate of Use for Vacation Rentals will be issue. This certificate requires annual inspection as stated on Ordinance 2020-12.
5. Applicant may request to pick up certificate once is ready or specify to be sent by mail or email.

PLEASE READ CAREFULLY

For the Community & Economic Development to be able to process your Certificate of Use, it is necessary that the applications be complete and include all required attachments. During the process reviewing submitted applications, the applicant(s) may be asked to submit additional information. The Village does not guarantee a certificate upon submission of your application. **Submission of an application for this process does not imply consent to operate your business therefore, you shall not conduct any business until a Certificate of Use is issued.** The Village may not be held responsible for improvements you make at the location. Proper permits must be obtained for all alterations, remodeling, change of occupancy and repairs affecting the electrical, plumbing, mechanical or building structure.

Providing false or misleading information in an application for a Certificate of Use is grounds to deny or revoke the Certificate of Use.

DEPARTMENT USE ONLY:

Processor Name: _____ Date: _____ Zoning: _____

Folio No: _____ S _____ T _____ R _____

Inspector Name: _____

Approved: _____ Denied _____

Condition under which Approved/Denied

Process # _____

Certificate # _____

Authorize Name: _____ **Authorize Signature:** _____



CERTIFICATE OF USE APPLICATION FOR VACATION RENTALS

Date: _____

Received Date: _____

Check List:

1. Proof of property ownership/ executed lease agreement
2. Articles of incorporation (if applicable)
3. Employer Identification Number (if applicable)
4. State license from Florida Department of Business and Regulations
5. Floor Plan and Exterior Plan

PROPERTY INFORMATION:

Property address: _____ Zip Code: _____

Legal Description: _____

OWNER'S INFORMATION:

Corporate officer/ Property owner: _____ Title: _____

Address (if different than above): _____

City: _____ State _____ Zip Code _____

Telephone # _____ email: _____

RESPONSIBLE PARTY:

Name: _____ Title: _____

Address: _____

City: _____ State _____ Zip Code _____

Telephone # _____ Email: _____

LISTING INFORMATION:

Provide all sites where rental is or will be listed for rental:

Signature of the applicant & landlord verifies the above information is true and correct. Signatory (s) understands the conditions under the Certificate of Use is being approved and accepts that no charges or refunds can be made once is process. Signatory (s) authorized to sign for the business and understand that any misrepresentation of information on this application may result in the revocation of the CU and/or possible enforcement action being initiated against the business and/or is authorized representative. Signatory (s) is aware of all requirements and regulations under Ordinance 2020-12.

GENERAL INFORMATION

Instructions: Please write N/A if the question is not applicable to the type of business you are applying for.

- 1. What is the gross floor area of location? _____ square feet.
- 2. What is the number of parking spaces exclusively for this use? _____
- 3. What is the number of employees including owners and management? _____ employee(s).
- 4. What is the number of bedrooms _____. What is the number of bathrooms _____?

AFFIDAVIT

State of _____)
County of _____)

_____ being first duly sworn, deposes and says that:
He/she is the (Owner, Representative or Agent) _____ of (name of business/applicant) _____, and that matters and facts stated in this application are true to his/her knowledge, and that he/she, in the aforementioned position is authorized to execute this application for the purposes of obtaining a Local Business Tax Receipt from the Village of Palmetto Bay.

Signature

Sworn to and subscribed before me this
_____ day of _____, 20____.

Print Name and Title Notary Public, State of Florida

My Commission Expires: _____

PROVIDE INITIALS ON ALL BELOW STATEMENT
ACKNOWLEDGING COMPLIANCE:

____ Statement that the responsible party has the permission of the property owner and authority to offer the property as a vacation rental and act as the responsible party.

____ Statement as to whether the entire property, or just a part thereof (i.e., a room or rooms), will be used as a vacation rental.

____ Statement that insurance coverage will be in effect at all times while the property is being used as a vacation rental to cover liability for injury or harm to transient occupants or other invitees and acknowledging that a standard homeowner's or renter's insurance policy may not necessarily provided such liability coverage while the property is used as a vacation rental.

____ Statement acknowledging that the responsible party has received information explaining that using the property as a vacation rental could result in loss of the Homestead Exemption and has provided such information to the property owner.

____ Statement acknowledging that the responsible party has received information explaining that using the property as a vacation rental could result in loss of the Homestead Exemption and has provided such information to the property owner previous calendar year.

____ Statement acknowledging that the vacation rental must be registered with the Florida Department of Revenue, for purposes of collecting and remitting applicable state taxes and all such state taxes have been, or will be, paid.

____ Statement acknowledging that a vacation rental license, issued by the Florida Department of Business and Professional Regulation, or successor agency, must be obtained.

____ Statement acknowledging that the property is and will be at all times during which it is used as a vacation rental, maintained in compliance with the vacation rental standards set forth.

____ An Interior Floor Plan showing layout of rental property including sleeping areas, bathrooms and kitchen, etc.

_____ An Exterior Site Plan showing structures, driveway, pool, hot tub, etc.

_____ Statement acknowledging comprehension and understanding of the rules and regulations under ORDINANCE 2020-12.

Supporting documentation. The responsible party shall maintain all required licenses, records, and other documentation sufficient to demonstrate that the statements and information required above are true and accurate. All such licenses, records, and other documentation shall be provided upon request, and failure to do so may result in the denial, suspension, or revocation of the Certificate of Use.