

Growth Management Department

1769 E. Moody Blvd., Bldg. 2, Bunnell, FL 32110 Telephone: (386) 313-4009 – Fax: (386) 313-4109 – www.flaglercounty.org

Short-Term Vacation Rental Certificate Application

□ Initial □ F	Renewal/Transfer	☐ Modification
	Ferm Vacation Rental Appli al: \$200.00 ● Transfer: \$50	cation Fee: .00 ● Modifications: \$50.00
dwelling and a two-family dwelling. Ordinal family residential building, or a group of m dwelling units within such building or group	nce No. 2015-02 shall not appullification of buildings. Ordinance No	defined in section 3.08.02, of a single-family oly to short-term vacation rentals within a multings, which includes three (3) or more individuals. 2015-02 shall also not apply to unincorporated full-time basis by the owner as an on-premise
dwelling unit as a short-term vacation renta	al except as provided for und n owners. A change of owner	ficate for each dwelling unit prior to renting any ler Flagler County Code. A short-term vacation ship of the short-term vacation rental unit shall ficate for the residential dwelling unit.
Date of Submittal:///		
Applicant/Property Owner:		
Property Owner (Name/Entity)		
Mailing Address (Street, City, State and Zip Cod	le)	
Daytime Phone	Email Address	
Short-Term Vacation Rental Responsible	Party:	
Short-Term Vacation Rental Responsible Party N	Name	
Address (Street, City, State and Zip Code)		
Contact Phone number	Email Ad	dress

Short-Term Vacation Rental Certificate Application



Legal Description of Property: (If in metes and bounds, attach legal description on separate sheet) Block Subdivision Lot Parcel Number (PN) [example 11-12-30-0650-000C0-0040] Street Address (Street, City, State and Zip Code) **Current Zoning District Designation:** Short-Term Vacation Rentals may only be permitted in all residential zoning districts provided they are in compliance with Ordinance No. 2015-02. No person shall rent or lease all or any portion of a dwelling unit as a short-term vacation rental as defined in section 3.08.02 without initially and then on a continuing basis: Existing, legally-established shortterm vacation rentals located in zoning districts and developments described in subsection 3.06.14.A as of June 1, 2015 may become vested in the ways described in Sub-Section 3.06.14 N, of Flagler County Ordinance 2015- 02 (as amended by Ordinance No. 2012-05) provided they are otherwise in compliance with all other requirements contained therein. 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) [I = Initial, R/T = Renewal/Transfer, M = Modification] Complete Short-Term Vacation Rental Application [I, R/T, M] Correct fee (check or money order made payable to Flagler County Board of County Commissioners) [I, R/T M] Copy of "Short Term Vacation Rental Tenant Agreement" [1] **Proof of ownership** (i.e. Recorded Warranty Deed) [I, R/T, M] Exterior Sketch plan (Drawn to scale: all structures, pools, fencing, and uses, including areas provided for off-street parking and trash collection) [I, M]

☐ Interior Sketch plan (Drawn to scale: floor layout, bedrooms/sleeping areas, exits, smoke/carbon monoxide detectors

and fire extinguishers) [I, M]

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In addition to the foregoing, the following must be submitted in order to have a complete modification application submittal (increase of gross square footage of dwelling unit, increase in the number of sleeping areas/bedrooms and/or increase in occupancy):

	If modifications have been made to the building since the last application, a new floor plan of dwelling unit						
	If modifications have been made to the site since the last application, a new site plan						
	If 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 short-term vacation rental						
	ertify that all provisions and regulations set forth in the Flagler County Code of Ordinances and Ordinance No. 15-02 shall be met.						
	ertify that I am familiar with the information contained in this application, and that to the best of my knowledge ch information is true, complete and accurate.						
of	rant Flagler County the right to inspect the premises of the short-term vacation rental unit prior to the issuance the Short-Term Vacation Rental (STVR) Certificate and at any other time (subject to appropriate notice) after uance of the STVR Certificate to determine compliance with the County's Code of Ordinances.						
neo	is application shall bear the signature of all owner(s) and all authorized responsible party(ies) of the owner(s). If cessary, please attached additional sheets with notarized signatures of all other authorize property owners and/or shortmy vacation rental responsible party(ies):						
Pr	operty Owner Signature: Date:						
Pr	inted Name of Owner:						
Sh	ort-Term Vacation Responsible Party Signature:						
Da	te:						
Pr	inted Name of Responsible Party:						

Please deliver or mail the complete application package to the Flagler County Growth Management Department, 1769 East Moody Boulevard, Building 2, Bunnell, FL 32110.



Attachment 1

(Sample Short-Term Vacation Rental Tenant Agreement)

<u>Please read</u>: This agreement is a sample form only. It is the Property Owner's responsibility to ensure that they are in compliance with all federal, state and local laws.

SHORT-TERM VACATION RENTAL TENANT AGREEMENT

by and between	enant Agreement (the "Agreement") is made ("Property Owner/Responsible Party") and		
("Tenant") as of	[(date). For good and		
valuable consideration, the sufficiency of agree as follows:	which is acknowledged, the parties hereby		
1. <u>Property</u> . The property is located at:			
2. The property is furnished and includes: [list appliances and other provided items			
3. Rental Party. The rental party shall cons	sist of Tenant and the following persons:		
3. <u>Maximum Occupancy</u> . The maximum not Term Vacation Rental Certificate for the pro-	umber of tenants is as permitted on the Short- operty.		
4. <u>Term of Occupancy</u> . The Tenant's occup (the "Check-in Date") and ends at Date").			
the unit and the license tag numbers for all v	and ages of all persons who will be occupying vehicles that the occupant(s) will be parking at the number of off-street parking spaces at the on Rental Certificate.		
Exhibit A at all times while at the proper	by Flagler County's requirements attached as ty and shall cause all members of the rental on the property to abide by the following ty.		
The parties agree to the terms of this Short-evidenced by the signatures set forth below.	Term Vacation Rental Tenant Agreement, as		
Property Owner/Responsible Party:	Tenant:		
[electronic or manual signature]			
Name (print)	Name (print):		
Date:	Date:		
Phone # (during stay):	Phone # (during stay):		

Exhibit "A"

FLAGLER COUNTY, FLORIDA

SHORT-TERM VACATION RENTAL REGULATIONS AND CONDITIONS TENANT AGREEMENT ADDENDUM

- 1) Compliance with the maximum occupancy of the short-term vacation rental unit as permitted on the Short-Term Vacation Rental Certificate for the property.
- 2) Compliance with the parking standards based on the maximum short-term occupancy permitted, minimum off-street parking shall be provided as one (1) space per three (3) occupants. Garage spaces shall count if the space is open and available and the transient occupants are given vehicular access to the garage. No parking 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 short-term vacation rental certificate.
- 3) Property Owner provides the following name, address and telephone number of a contact person who is available twenty-four hours per day, seven days a week, for the purpose of promptly responding to inquiries: *Name:* _______.
- 4) Notice that quiet hours are to be observed between 10:00 p.m. and 8:00 a.m. daily or as superseded by any County noise regulations.
- 5) One (1) trash storage container shall be provided per four (4) transient occupants or fraction thereof. Owners must post, and occupants must comply with, all trash and recycling schedules and requirements applicable to the short-term vacation rental unit.
- 6) Tenant's agreement to the foregoing rules and regulations is a material part and condition of the subject Rental Agreement under Florida Statutes Section 509.01 and subsection 3.06.14.H in the Land Development Code. These and any other short-term vacation rental regulations with which Tenant must comply shall also be prominently posted within the short-term vacation rental unit.
- 7) Nearest medical facility is Florida Hospital Flagler located at 60 Memorial Medical Parkway (at the intersection of Moody Blvd. aka SR 100 and Memorial Parkway 386-586-2000). Link https://www.floridahospital.com/flagler.
- 8) Tenants must evacuate from the short-term vacation rental upon posting of any evacuation order issued by local, state, or federal authorities.

Exhibit "B"

GUEST REGISTRATION

		COLO	INCOIOI	0 111011			
CONTACT INFO	RMATION						
Last Name		First	Middle		Miss Ms.	Birth Date:	mm/dd/year
Street Address	City	State	ZIP Code	Home Phone N	0.	Cellular Phone	e No.
P.O. Box	City	State	ZIP Code	E-mail address			
Driver's License or Othe	r Identification					Issuing Agenc	у
GUESTS (over 1	8 years old)						
FOR THE SAFETY OF E	EVERYONE, UNREGI	STERED GUES	STS OR VISITO	RS ARE NOT AL	OWED ON	THE PROPERTY	AT ANY TIME
Last Name	First	Ad	ldress (if differen	1)		Home Phone N	No. (if different)
Last Name	First	Ad	ldress (if differen	1)		Home Phone N	No. (if different)
Last Name	First	Ad	ldress (if differen	t)		Home Phone N	No. (if different)
Last Name	First	Ad	ldress (if differen	t)		Home Phone N	No. (if different)
Last Name	First	Ad	ldress (if differen	t)		Home Phone N	No. (if different)
Last Name	First	Ad	ldress (if differen	2)		Home Phone N	No. (if different)
TEENS/CHILDRE	EN (under 18 ye	ars old)					
Last Name	First	Pa	rent or Guardian	(if different from t	op section)	Age	
Last Name	First	Pa	rent or Guardian	(if different from t	op section)	Age	
Last Name	First	Pa	rent or Guardian	(if different from	op section)	Age	
Last Name	First	Pa	rent or Guardian	(if different from	op section)	Age	
Last Name	First	Pa	rent or Guardian	(if different from	op section)	Age	
Last Name	First	Pa	rent or Guardian	(if different from	op section)	Age	
Last Name	First	Pa	rent or Guardian	(if different from	op section)	Age	
Last Name	Firet	Pa	rent or Guardian	(if different from t	on section)	Age	

VEHICLE AND WATERCRAFT REGISTRATION

CONTACT					
Last Name		First	Middle	Check-in date	Check-out date
	SAFETY OF EVERYONE, AL				
UNREG	STERED VEHICLES AND	WATERCRAFT WII	L BE REMOVI	ED FROM THE PREM	IISES.
Note: If information is not c watercraft you expect to bri			cate the nun	nber of vehicles, to	railers, and
VEHICLES					
Make	Model	Color		Lic. F	Plate I State
				1.	N. 1. 101.1
Make	Model	Color		Lic. F	Plate I State
Make	Model	Color		Lic. F	Plate I State
TDAIL EDO					-
TRAILERS					
Make	Model	Color		Lic. F	Plate I State
Make	Model	Color		Lic. F	Plate I State
\\\\				·	
WATERCRAFT					
Make	Model	Color		Regis	tration Number I State
Make	Model	Color		Regis	tration Number I State



Attachment 2

(Marine Sea Turtle Lighting)



Flagler County has adopted land development regulations related to the protection of marine sea turtles, especially regulating lighting during the nesting season from May 1 through October 31 each year. These regulations pertain to properties located on the coastal barrier island; this property is subject to these regulations.



REQUIREMENTS

In addition to avoiding identified nest sites, occupants of short-term vacation rentals visiting between May 1 and October 31 should:

- close drapes, windows and sliding glass doors that face the Atlantic Ocean so that artificial lighting does not directly illuminate the beach (most windows and glass doors are glazed to filter artificial light);
- turn off exterior lighting when not in use to reduce lighting impacts;
- avoid the use of flashlights whenever possible on the beach;
- shield outside fires if permitted so that flames are not visible from the beach; and
- except as provided in organized public displays, refrain from the use of fireworks.