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** ☐ **Renewal/Transfer** ☐ **Modification**

Short-Term Vacation Rental Application Fee:

Initial: $500.00 ● Renewal: $250.00 ● Transfer: $250.00 ● Modifications: $150.00

Short-term vacation rental means: rental as a commercial business, as defined in section 3.08.02, of a single-family dwelling and a two-family dwelling. Ordinance No. 2015-02 shall not apply to short-term vacation rentals within a multi-family residential building, or a group of multi-family residential buildings, which includes three (3) or more individual dwelling units within such building or group of buildings. Ordinance No. 2015-02 shall also not apply to unincorporated areas west of U.S. Highway 1 and to any facilities that are occupied on a full-time basis by the owner as an on-premises permanent resident.

The owner is required to obtain an annual short-term vacation rental certificate for each dwelling unit prior to renting any dwelling unit as a short-term vacation rental except as provided for under Flagler County Code. A short-term vacation rental certificate is nontransferable between owners. A change of ownership of the short-term vacation rental unit shall require the new owner to obtain a transfer short-term vacation rental certificate for the residential dwelling unit.

Date of Submittal: _____/_____/_____
Month Day Year

Applicant/Property Owner:

_____
Property Owner (Name/Entity)

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

_____
Daytime Phone Email Address

Short-Term Vacation Rental Responsible Party:

_____
Short-Term Vacation Rental Responsible Party Name

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

_____
Contact Phone number Email Address

Short-Term Vacation Rental Certificate Application

Legal Description of Property:

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

_____

Block Lot Subdivision

_____

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 short-term 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"** [I]
- ☐ **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]

Short-Term Vacation Rental Certificate Application

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

I certify that all provisions and regulations set forth in the Flagler County Code of Ordinances and Ordinance No. 2015-02 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 Flagler County the right to inspect the premises of the short-term vacation rental unit prior to the issuance of the Short-Term Vacation Rental (STVR) Certificate and at any other time (subject to appropriate notice) after issuance of the STVR Certificate to determine compliance with the County's Code of Ordinances.

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

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

Printed Name of Owner: _____

Short-Term Vacation Responsible Party Signature: _____

Date: _____

Printed 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)

Please read: 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

This Short-Term Vacation Rental Tenant Agreement (the "*Agreement*") is made by and between _____ ("*Property Owner/Responsible Party*") and _____ ("*Tenant*") as of _____ (date). For good and valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

1. Property. The property is located at: _____

2. The property is furnished and includes: _____
   [list appliances and other provided items like linens, towels, etc.]

3. Rental Party. The rental party shall consist of Tenant and the following persons:

3. Maximum Occupancy. The maximum number of tenants is as permitted on the Short-Term Vacation Rental Certificate for the property.

4. Term of Occupancy. The Tenant's occupancy begins at _____ p.m. on _____ (the "*Check-in Date*") and ends at _____ a.m. on _____ (the "*Checkout Date*").

5. Tenant Registration. Provide the name and ages of all persons who will be occupying the unit and the license tag numbers for all vehicles that the occupant(s) will be parking at the unit, with a total number not to exceed the number of off-street parking spaces at the unit as designated on the Short-Term Vacation Rental Certificate.

6. Rental Rules: Tenant agrees to abide by Flagler County's requirements attached as **Exhibit A** at all times while at the property and shall cause all members of the rental party and anyone else Tenant permits on the property to abide by the following requirements at all times while at the property.

The parties agree to the terms of this Short-Term Vacation Rental Tenant Agreement, as evidenced by the signatures set forth below.

Property Owner/Responsible Party:	Tenant:
[electronic or manual signature]	
_____	_____
Name (print)_____	Name (print): _____
Date: _____	Date: _____
Phone # (during stay):	Phone # (during stay):
_____	_____

SAMPLE

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:*** _____ ***Phone:***_____.

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.

SAMPLE

Exhibit "B"

GUEST REGISTRATION

CONTACT INFORMATION

Last Name	First	Middle	O Mr. O Miss O Mrs. O Ms.	Birth Date: mm/dd/year	
Street Address	City	State	ZIP Code	Home Phone No. ( )	Cellular Phone No. ( )
P.O. Box	City	State	ZIP Code	E-mail address	
Driver's License or Other Identification				Issuing Agency	

GUESTS (over 18 years old)

FOR THE SAFETY OF EVERYONE, UNREGISTERED GUESTS OR VISITORS ARE NOT ALLOWED ON THE PROPERTY AT ANY TIME

Last Name	First	Address (if different)	Home Phone No. (if different)
Last Name	First	Address (if different)	Home Phone No. (if different)
Last Name	First	Address (if different)	Home Phone No. (if different)
Last Name	First	Address (if different)	Home Phone No. (if different)
Last Name	First	Address (if different)	Home Phone No. (if different)
Last Name	First	Address (if different)	Home Phone No. (if different)

TEENS/CHILDREN (under 18 years old)

Last Name	First	Parent or Guardian (if different from top section)	Age
Last Name	First	Parent or Guardian (if different from top section)	Age
Last Name	First	Parent or Guardian (if different from top section)	Age
Last Name	First	Parent or Guardian (if different from top section)	Age
Last Name	First	Parent or Guardian (if different from top section)	Age
Last Name	First	Parent or Guardian (if different from top section)	Age
Last Name	First	Parent or Guardian (if different from top section)	Age
Last Name	First	Parent or Guardian (if different from top section)	Age

SAMPLE

VEHICLE AND WATERCRAFT REGISTRATION

CONTACT

Last Name	First	Middle	Check-in date	Check-out date

FOR THE SAFETY OF EVERYONE, ALL VEHICLES AND WATERCRAFT MUST BE REGISTERED;
UNREGISTERED VEHICLES AND WATERCRAFT WILL BE REMOVED FROM THE PREMISES.

Note: If information is not currently available, e.g. rental cars, please indicate the number of vehicles, trailers, and watercraft you expect to bring. This form may be completed at check-in.

VEHICLES

Make	Model	Color	Lic. Plate I State
Make	Model	Color	Lic. Plate I State
Make	Model	Color	Lic. Plate I State

TRAILERS

Make	Model	Color	Lic. Plate I State
Make	Model	Color	Lic. Plate I State

WATERCRAFT

Make	Model	Color	Registration Number I State
Make	Model	Color	Registration Number I State

SAMPLE

Attachment 2

(Marine Sea Turtle Lighting)

SEA TURTLE NESTING SEASON

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.

Together we can ensure Flagler County beaches remain safe nesting grounds for marine sea turtles. Thank you for your help!