



SHORT TERM VACATION RENTAL APPLICATION FOR REGISTRATION

City of Dunedin, Florida ♦ Community Development Department
737 Loudon Avenue ♦ Dunedin, FL 34698 ♦ 727-298-3210 ♦ www.dunedingov.com

Please complete this application and submit to the Community Development Department for review and approval.

I. SHORT TERM VACATION RENTAL PROPERTY INFORMATION

Street Address: _____ City / State / Zip: _____

II. PROPERTY OWNER INFORMATION

Owner's Name: _____

Owner's Address: _____

Phone Number: _____ Email: _____

III. RESPONSIBLE PARTY INFORMATION

(The Responsible Party shall be available at the emergency phone number listed below twenty-four (24) hours, seven (7) days a week.)

Responsible Party's Name: _____

Responsible Party's Address: _____ City / State / Zip: _____

Emergency Phone Number: _____ Email: _____

IV. REQUIRED ATTACHMENTS

The following must be submitted with this application. Incomplete applications will not be accepted.

- 1. Proof of Registration with the Florida Department of Revenue for sales tax collection and Pinellas County Tourist Development Tax.
2. Proof of Licensure with the Florida Department of Business and Professional Regulation for a Vacation Rental.
3. Business Tax Receipt from the City of Dunedin
4. Proof of General Liability insurance.
5. Proof of passing an initial Business Tax Receipt fire inspection.
6. Short Term Vacation Rental Annual Registration Fee of \$200.00.

V. APPLICANT'S ACKNOWLEDGEMENT

I, the undersigned, do hereby acknowledge that the information given in this application is complete and accurate, and I understand that to make false statements within this application may result in denial of application and possible legal action. If granted a Short Term Vacation Rental Registration I agree to operate within all applicable City and State laws, and to notify the City if any of the information I have given changes. I further acknowledge that no portion of the Short Term Vacation Rental Annual Registration fee is refundable, and in the event of non-compliance this application and the registration shall be subject to revocation. I further acknowledge that I have received a copy, reviewed and understand the requirements in Section 103-14.7 - SHORT TERM VACATION RENTALS of the City of Dunedin's Land Development Code.

Property Owner's Signature: _____ Printed Name: _____

STATE OF FLORIDA
COUNTY OF PINELLAS

The instrument was acknowledged before me on this ____ day of _____, 20____, by _____.

___ Personally Known
___ Produced Identification: _____

NOTARY PUBLIC
My commission expires: _____

103-14.7 - Short Term Vacation Rentals

103-14.7.1 - Intent

The City of Dunedin, Florida finds that certain transitory uses of residential property tend to affect the residential character of the community and are injurious to the health of the community. Therefore, it is necessary and in the interest of public health, safety and welfare to monitor and provide reasonable means for citizens of the City of Dunedin to mitigate impacts created by such transitory uses of residential property within the City of Dunedin. It is unlawful for any owner of any of any property within the geographic bounds of the City of Dunedin to rent or operate a Vacation Rental of residential property contrary to the procedures and regulations established in this Section or applicable state statute.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.2 - Registration Required

It is unlawful for any person to allow another person to occupy any residential property as a Vacation Rental within the City of Dunedin, or offer such rental services within the City of Dunedin, unless the person has registered the Vacation Rental property with the City of Dunedin and the Vacation Rental property has been issued a Certificate of Compliance in accordance with the provisions of this Section.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.3 - False information

It shall be unlawful for any person to give any false or misleading information in connection with the application for registration required by this Section.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.4 - Application for Registration

Application for registration of a Vacation Rental shall be made to the Planning and Development and shall set forth at a minimum:

- (A) The address of the property.
- (B) The zoning district of the property.
- (C) Name, address and phone number of the property owner.
- (D) Name, address and emergency contact phone number of Responsible Party for the

property, which shall be a 24 hour, seven days a week contact number.

- (E) That the phone number for Responsible Party will be answered 24 hours a day, seven days a week by the responsible party;
- (F) Owner acknowledgement of Section 103-14.7.5, Vacation Rental Standards.
- (G) Proof of Registration with the Florida Department of Revenue for sales tax collection and Pinellas County Tourist Development Tax.
- (H) Proof of Licensure with the Florida Department of Business and Professional Regulation for a Vacation Rental.
- (I) Business Tax Receipt from City of Dunedin.
- (J) Proof of General Liability insurance.
- (K) Proof of Passing an initial Business Tax Receipt fire inspection.
- (L) The owner's sworn acknowledgement that he or she has received a copy of this section, has reviewed it and understands its requirements; and

Submission of an incomplete registration application form shall result in rejection of the application.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.5 - Vacation Rental Standards

- (A) Vacation Rental units may NOT be rented or occupied by a convicted sexual offender or sexual predator.
- (B) There shall be one off street parking space for each bedroom. Recreational vehicles and accessory trailers shall not be permitted in driveways or other designated parking areas. No recreational vehicles or any other motor vehicle may be used for sleeping. On street parking shall not be permitted.
- (C) That all vehicles associated with the Vacation Rental must be parked in compliance with the Code of Ordinances of the City of Dunedin.
- (D) That it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in Section 107-41, Noise.
- (E) That the owner shall comply with all applicable city, county, state and federal laws, rules, regulations, ordinances and statutes.
- (F)

That no solid waste container shall be located at the curb for pickup before 6:00 p.m. the day prior to pick up, and solid waste container shall be removed before midnight of the day of pickup.

- (G) That, whoever, without being authorized, licensed, or invited, willfully enters or remains in any structure or conveyance or a property, or, having been authorized, licensed, or invited, is warned by the owner or lessee, to depart the property and refuses to do so, commits the offense of trespass in a structure or conveyance.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.6 - Fees for Annual Registration

The fees for annual registration shall be provided for in Appendix C—Fees of the City's Land Development Code.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.7 - Responsible Party Required

Whenever any property is required to be registered under this Section, the owner shall appoint a natural person who resides within 25 miles of the Vacation Rental property to serve as the Responsible Party for service of notices, as specified herein and notices given to the Responsible Party shall be sufficient to satisfy any requirement of notice to the owner. An initial Responsible Party shall be designated and name submitted with the application for registration and the City Clerk or his or her designee shall thereafter be notified of any change of Responsible party within 15 days of such change. Further, it is the affirmative duty of the Responsible party to:

- (A) Maintain all properties under their control in compliance with the occupancy limits, as specified in the Florida Building Code and the Code of Ordinances of the City of Dunedin, Florida as determined by the building official or his designee;
- (B) See that the provisions of this Section are complied with and promptly address any violations of this Section or any violations of law which may come to the attention of the Responsible Party;
- (C) Be situated close enough to the property as to be able to, and shall, respond to emergency calls within two hours of notification; and
- (D) Maintain the entire property free of garbage and litter, provided however, that this subsection shall not prohibit the storage of garbage and litter in authorized receptacles for collection.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.8 - Responsible Party

(A) Duties of the Responsible Party:

1. Be available at the listed phone number 24 hours a day, seven days a week to handle problems arising from the Vacation Rentals use; and
2. Be able and willing to come to the Vacation Rental dwelling unit within two hours following notification from the City/Code Enforcement of issues related to the vacation rental; and
3. Receive service of any notice of violation of this section; and
4. Monitor the Vacation Rental dwelling unit at least weekly to assure continued compliance with the requirements of this section.

(B) An owner may change his or her designation of a Responsible Party temporarily or permanently; however, there shall be only one Responsible Party for each Vacation Rental property at any given time. To change the Responsible Party, the owner shall notify the City in writing of the name, contact information and certification as required under "Responsible Party" for the new Responsible Party.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.9 - No Limitation of Remedies

Nothing in this section shall limit the City from enforcement of its code, state or federal law by any other legal remedy available to the City. Nothing in this section shall be construed to limit or supplant the power of the inspector(s), code enforcement inspector or Code Enforcement Board under the City's ordinances, rules and regulations and the authority granted under state law, to take the necessary action, consistent with the law, to protect the public from property which constitutes a public nuisance as defined under state law or the City Ordinances, codes or regulations or to abate a nuisance by any other lawful means or proceedings.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.10 - Sale or Transfer of Dwelling Unit Used for Vacation Rentals

Whenever a dwelling unit used for Vacation Rentals is sold or otherwise changes ownership and new owner desires to use the unit for Vacation Rentals, a new registration is required. Vacation Rental Registrations are not transferrable from one owner to another.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.11 - Expiration of Registration

- (A) All registrations issued under the provisions of this Section shall be valid for no more than one year, and all registration shall expire on September 30th of each year.
- (B) Half-Year Receipts - Any person who was not liable for a local business tax receipt before April 1 during any business tax year may be issued a local business tax receipt for the second half of the business tax year, commencing from April 1, upon payment of one-half of the amount fixed as the price of an annual local business tax receipt.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.12 - Revocation

- (A) Any certificate of compliance issued pursuant to this Section may be denied, revoked, or suspended by the City Manager upon the adjudication of a violation of this Section, any City of Dunedin Ordinance, or state law by the Responsible Party, property owner or Transient Occupant attributable to the property for which the certificate of compliance is issued. Such denial, revocation or suspension is in addition to any penalty provided herein.
- (B) *Offenses/violations.*
 - 1. Non-compliance with any provisions of this Section shall constitute a violation of this Section.
 - 2. Separate violations. Each day a violation exists shall constitute a separate and distinct violation.
- (C) *Remedies/enforcement.*
 - 1. Violations of this Section shall be subject to penalties as part of a progressive enforcement program with the primary focus on compliance and compatibility with adjoining properties, versus penalties and legal action to accomplish a safe and effective Vacation Rental program it is key that Vacation Rental Responsible Parties are responsive and responsible for the management of the property for compliance with this section.
 - 2.

Additional remedies. Nothing contained herein shall prevent the City of Dunedin from seeking all other available remedies which may include, but not be limited to, suspension or revocation of a Vacation Rental Registration injunctive relief, liens and other civil and criminal penalties as provided by law, as well as referral to other enforcing agencies.

(D) *Suspension of Vacation Rental Certificate of Compliance.* In addition to any fines and any other remedies described herein or provided for by law, the Code Enforcement Board may suspend a Vacation Rental Registration in accordance with the following:

1. *Suspension time frames.*

- (a) Upon a second violation of this Section, the Vacation Rental certificate shall be suspended for a period of 90 calendar days.
- (b) Upon a third violation of this Section, the Vacation Rental Registration shall be revoked.

2. *Suspension restrictions.* A Vacation Rental may not provide transient occupancy during any period of suspension of a Vacation Rental Registration.

- (a) The suspension shall begin immediately following notice, commencing either:
 - (i) at the end of the current Vacation Rental lease period; or
 - (ii) within 30 calendar days, whichever date commences earlier, or as otherwise determined by the Code Enforcement Board.
- (b) Operation during any period of suspension shall be deemed a violation pursuant to this Section and shall be subject to daily fine, up to \$250.00 for initial violation and \$500.00 for repeat violation, for each day that the Vacation Rental operates during a period of violation.

(E) *Number of violations.* For purposes of this section only, violations shall be considered per the rental period or per every seven days, whichever is less and for only those violations in which a code enforcement citation or criminal charge was issued. Violations could potentially occur over multiple times over the same rental period.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.13 - Appeals

A revocation of Responsible Party status by the City Manager may be appealed to the City's Board of Adjustment and Appeal.

(A) *Applicability.* A person may file an appeal of a revocation or suspension of his or her

Responsible Party status.

- (B) *Filing of Appeal.* The appeal shall be filed within 30 days of receiving notice of the revocation or suspension by certified mail.

(Ord. No. 19-13, § 1, 9-5-2019)

103-14.7.14 - Minimum life and safety requirements

- (A) *Residential Swimming pool, spa and hot tub safety.* A swimming pool, spa or hot tub shall comply with the current standards of the Residential Swimming Pool Safety Act, Chapter 515, Florida Statutes.
- (B) *Smoke and carbon monoxide (CO) detection and notification system required.*
- (C) *Fire extinguisher required on each floor/level of the unit.* The extinguisher(s) shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location.

(Ord. No. 19-13, § 1, 9-5-2019)