



# AGENDA MEMORANDUM

**Meeting Date:** March 14, 2022

**To:** The Honorable Mayor Maria Mitchell and Members of the City Council

**Via:** William Alonso, City Manager/Fin. Director

**From:** Councilwoman Jacky Bravo

**Subject:** Vacation Rentals a.k.a Short Term Rentals and AirBnB,

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**RECOMMENDATION:** To adopt additional regulation requirements to the current Short Term Rental Ordinance No. 1117-2021

A *vacation rental* is any dwelling unit or residence including, but not limited to, any unit or group of units in a condominium, cooperative or apartment building that is rented in whole or in part to a transient occupant for a period of less than 30 days or one calendar month, whichever is less.

## Items of discussion:

1. Transient tax collection (Sales and Use Tax on Rental of Living or Sleeping Accommodations) Florida Department of Revenue
2. Certificate of Use (Certificate of Registration)  
*Responsible parties must obtain a Certificate of Use (CU) prior to listing and advertising the property on any peer-to-peer platform. The cost is \$36.70 per certificate. Upon applying for a CU, a property inspection will be scheduled. The cost for the inspection is \$89.97, plus a \$9.50 surcharge, for a total of \$136.17. A new CU must be obtained annually at the same cost. You can apply for a new CU prior to or on the day that the current CU expires. If a property does not pass inspection, or if it has outstanding fines or liens for violations of this code, a CU will not be granted. (Source: <https://www.miamidade.gov/building/standards/residential-short-term-vacation-rentals.asp#0>)*
3. Rental Inspection
4. Set deadline renewal date and provide expiration dates for all certificates in example local business license and certificate of use (notification processes)
5. Late fees
6. Online registration process, renewal and payment process
7. Designated email for vacation rental communication example [vacationrentals@miamisprings-fl.gov](mailto:vacationrentals@miamisprings-fl.gov)

## Supporting documents/information:

- Rental inspections checklist/guide (preparing for inspection)
- Important Dates / FAQ'S

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## Sec. 150-145. Vacation rentals.

(A) *Definitions.* For purposes of this section, the following definitions shall apply:

*Enclosed* shall mean any space enclosed by a roof and four complete solid, floor to roof walls, which may include glass windows. Screening shall not count as a wall.

*Responsible party* shall mean the owner or the person designated by the owner of the property to be called upon to answer for the maintenance of the property and for the conduct and acts of occupants of vacation rental properties.

*Transient occupants* shall mean any person, or guest or invitee of such person who occupies or is in actual or apparent control or possession of residential property registered or used as a vacation rental. It shall be a rebuttable presumption that any person who holds themselves out as being an occupant or guest of an occupant of a vacation rental, or a property used as a vacation rental, is a transient occupant.

*Vacation rental* shall mean any unit or group of units in a condominium or cooperative or any individually or collectively owned single-family, two-family, three-family, or four-family house or dwelling unit that is rented to guests more than three times in a calendar year for periods of less than 30 days or one calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests, but that is not a timeshare project.

- (B) *Registration required.* It is unlawful for any person to allow another person to occupy any residential property as a vacation rental within the City, or offer such rental services within the City, unless the person has registered the vacation rental property with the City in accordance with the provisions of this section.
- (C) *Application for registration.* The application for registration of a vacation rental shall be made to the City Manager or his or her designee on a form provided by the City. Submission of an incomplete registration application form shall result in rejection of the application. The application must be signed under oath or affirmation by the property owner and the Responsible Party, and shall set forth at a minimum the following:
- (1) The address and legal description of the property offered for rental.
  - (2) Proof of ownership of the property, including the name, address and phone number of each person or entity with an ownership interest in the property.
  - (3) The gross square footage of the property and of that portion of the dwelling unit to be used for the vacation rental, including the number of rooms, bedrooms, kitchens and on-site parking spaces attributable to the vacation rental use.
  - (4) A valid and current federal employer tax identification number for the owner(s) of the property, when owned by a corporate entity.
  - (5) Proof of licensure with, or exemption from, the state department of business and professional regulation for a transient public lodging establishment.
  - (6) The name, address, e-mail address, and 24-hour phone number of the person who will act as the responsible party operating the vacation rental property. The responsible party phone number shall be answered at all times, 24 hours a day, seven days a week.
  - (7) The name and contact information for any listing services on or through which the vacation rental is to be offered for rent.
  - (8) The application shall bear the signatures of all owners, authorized agents, authorized property managers and the responsible party.

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- (9) The owner of the property and the responsible party must individually acknowledge the affirmative duty to ensure compliance with the requirements of this section, including the owner and responsible party requirements of this section.
- (10) Acknowledgement that the application and any related approvals are specific to the property identified in the application and approval; other properties are not jointly shared commodities and shall not be considered available for use by transient occupants of the property which is the subject of the application.
- (11) A statement that insurance coverage will be in effect at all times while the property is use as a vacation rental to cover liability for injury or harm to transient occupants or other invitees, and acknowledging that a standard homeowners' or renter's insurance policy may not necessarily provide such liability coverage while the property is used as a vacation rental.
- (D) *Responsible party required.* Whenever any property is required to be registered under this section, the owner shall act as, or retain at all times, an appointed person capable of meeting the duties and requirements provided in subsection (f). The designated responsible party must reside within 30 miles of the vacation rental property to serve as the responsible party for service of notices as are specified herein. Notices given to the responsible party shall be sufficient to satisfy any requirement for notice to the owner. An initial responsible party shall be designated and shall participate in the application for registration, and the City Manager or his or her designee shall thereafter be notified of any change of responsible party within 15 days of such change.
- (E) *Fees for registration.* The City may charge reasonable fees for registration to compensate for administrative expenses which shall be set by resolution of the City Council.
- (F) *Owner and responsible party requirements.* In addition to general compliance with all federal, state, county and local laws, it is the affirmative duty and responsibility of the owner and the responsible party, individually and collectively, to adhere to the following:
- (1) Inform all guests, in writing, prior to occupancy of the property, of all applicable City ordinances concerning noise, vehicle parking, solid waste collection, and common area usage. This information shall also be made available to each transient occupant inside the property;
  - (2) Maintain the property under their control in compliance with the occupancy limits, as specified in this section, the minimum housing standards of the county, fire codes, specific requirements of the state building code and the City Code, as determined by the City Manager, Building Official or respective designee;
  - (3) Ensure that, at all times:
    - a. All vehicles associated with the vacation rental are parked in compliance with the City Code; and
    - b. The entire property, including the front, back, and side yards, is maintained free of garbage and litter, provided however, that this subsection shall not prohibit the storage of garbage and litter in authorized receptacles for collection; and
    - c. All transient occupants are aware that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in Section 99-03 of the City Code; and
    - d. All transient occupants are aware that unauthorized occupants of any structure or conveyance of the property that have been warned by the owner or lessee to leave and refuse to do so commit the offense of trespass of a structure or conveyance and will be charged under the State of Florida and local law; and
    - e. 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; and

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- f. He or she is available with authority to address and coordinate solutions to problems with the rental of the property at all times, 24 hours a day, seven days a week and be physically present at the property within two hours of notification to respond to emergencies, noise complaints, events that are being held without required permits, maximum occupancy violations, and other occurrences determined by the Police to require the presence of the owner or responsible party; and
  - g. He or she keeps available a register of all transient occupants, which shall be open to inspection by the City; and
  - h. No rental is made, or occupancy allowed by, any person on the Florida Sexual Offenders and Predators (FDLE) database or any other state sex offender database consistent with the requirements of Section 130-06 "Sexual offenders and sexual predators" of the City Code.

(G) *Standards and requirements for vacation rentals.*

- (1) *Registration.* The City Manager or his or her designee may issue a registration to an applicant upon proof that the owner or responsible party has:
  - a. Submitted a complete vacation rental registration application form including appropriate documentation of compliance with applicable state department of revenue and state department of business and professional regulation requirements; and
  - b. Submitted the applicable registration fee; and
  - c. Provided an affidavit, demonstrating initial and on-going compliance with vacation rental standards contained herein, plus any other applicable local, state and federal laws, regulations and standards to include, but not be limited to F.S. ch. 509, and Rules, Chapter 61C and 69A, Florida Administrative Code; and
  - d. Provided a copy of the rental/lease agreement form to be used when contracting with transient occupants which includes the minimum transient occupant information required by Subsection 150-145(g)(2)b., below; and
  - e. No pending or outstanding code enforcement violations or liens against the property;
  - f. Subsequent to the issuance of a registration, a business tax receipt from the City pursuant to Chapter 113 of the City Code shall be obtained.
- (2) *Vacation rental standards.* The following standards shall govern the use of any vacation rental as a permitted use:
  - a. *Maximum occupancy.* Maximum overnight occupancy for vacation rentals shall be up to a maximum of two persons per bedroom, plus two additional persons per property, up to a maximum of ten persons, excluding children under three years of age. At all other times, maximum occupancy for vacation rentals shall not exceed the maximum overnight occupancy of the vacation rental plus four additional persons per property, up to a maximum of 14 persons, excluding children under three years of age. For purposes of this subsection, "overnight" shall mean from 11:00 p.m. until 7:00 a.m. the following day. Notwithstanding the foregoing, at no time may the occupancy of a vacation rental exceed the maximum occupant load for the property under the Florida Building Code.
  - b. *Minimum vacation rental transient occupant information.* The following information shall be posted conspicuously within the property and shall be provided to each vacation rental lessee as part of their lease:
    - 1. The maximum occupancy permitted under the certificate of registration;

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2. A statement advising the occupant that it is unlawful to allow or make any noise or sound that exceeds the limits set forth in Chapter 99, "Noise," of the City Code and that outdoor amplified sound is prohibited at a vacation rental and such violation is subject to City code enforcement, including but not limited to fines of up to \$5,000.00 per violation for violations that are irreparable or irreversible in nature;
  3. A notice that all unauthorized occupants of any structure or conveyance of the property that have been warned by the vacation rental agent, owner or registered transient occupants to leave and refuse to do so commit the offense of trespass of a structure or conveyance and will be charged under the state and local law;
  4. A sketch of the location of the off-street parking spaces available to the property;
  5. The days and times of trash pickup and the solid waste handling and containment requirements of this division;
  6. A list of uses prohibited on the property which shall include use of the property as a party, event or entertainment venue;
  7. The location of the nearest hospital; and
  8. The local non-emergency police phone number.
- c. *Use.* The following limitations apply to the use of the property:
1. The provisions of Chapter 99, "Noise" of the City Code shall apply at all times which prohibits loud, unnecessary, excessive, or unusual noise. In addition, outdoor amplified sound at a vacation rental shall not be permitted at any time.
  2. No more than four unregistered guests may be present on the property at any given time and no unregistered guests may remain on the property after 11:00 p.m.
  3. The vacation rental may not be used or advertised for any commercial or non-residential use, including use of the property as a party, event or entertainment venue.
- d. *Advertising.* Any advertising of the vacation rental unit by the owner on any service shall conform to information included in the vacation rental certificate of registration and the property's approval, and shall include at a minimum, identification of the maximum occupancy permitted on the property. The owner or responsible party shall ensure that the name and contact information for any listing services on or through which the vacation rental is to be offered for rent which was provided in the application is updated with the City to reflect any changes and maintain with the City at all times a list of current listing services.
- e. *Posting of certificate of registration.* The certificate of registration shall be posted on the back of or next to the main entrance door and shall include at a minimum the name, address and phone number of the responsible party and the maximum occupancy of the vacation rental.
- f. *Other standards.* The occupant shall be advised that all standards contained within the Code of Ordinances and land development regulations of the City including, but not limited to: noise, parking, and property maintenance, are applicable to the vacation rental and may be enforced against the occupant.
- g. *Minimum life/safety requirements:*
1. Swimming pool, spa and hot tub safety. A swimming pool, spa or hot tub shall comply with the current standards of Residential Swimming Pool Safety Act, F.S. ch. 515.
  2. Smoke and carbon monoxide (CO) detection and notification system. If an interconnected and hard-wired smoke and carbon monoxide (CO) detection and notification system is not

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in place within the vacation rental unit, then an interconnected, hard-wired smoke alarm and carbon monoxide (CO) alarm system shall be required to be installed and maintained on a continuing basis consistent with the requirements of Section R314, Smoke Alarms, and Section R315, Carbon Monoxide Alarms, of the Florida Building Code - Residential.

3. Fire extinguisher. A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher shall be installed, inspected and maintained in accordance with NFPA 10 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 locations.
- (H) *Sale or transfer of dwelling unit used for vacation rentals.* Whenever a dwelling used for vacation rentals is sold or otherwise changes ownership and the new owner desires to use the dwelling for vacation rentals, the new owner must, prior to allowing any vacation rental use submit a new vacation rental registration application.
- (I) *Administration, penalties, and enforcement.*
- (1) *Annual registration of vacation rentals.* All vacation rental registrations shall be renewed annually with the City upon payment of the renewal fee and verification that there are no outstanding code violations or liens on the property. Any violations must be corrected and any fines or liens paid prior to renewal of the registration. Failure to correct outstanding violations in the timeframes provided shall result in the denial of an initial application or suspension of the vacation rental registration until such time as the violations are corrected and inspected. When reviewing an application for registration, the City Manager or designee shall consider the violation history of the property identified in the application. If the violation history shows three or more violations of this section within the preceding 12 months, a certificate of registration shall not be issued or renewed unless and until all pending and outstanding violations or liens are first satisfied and corrected.
  - (2) *Registration not transferable.* No registration issued under this section shall be transferred or assigned or used by any person other than the person to whom it is issued, or at any location other than the location for which it is issued.
  - (3) *Expiration of registration.* All registrations issued under the provisions of this section shall be valid for no more than one year, and all registrations shall expire on September 30 of each year. Fees for renewal shall be established by resolution of the City Council. In the event of a failure to renew the vacation rental registration prior to the expiration date, a new application for registration of a vacation rental shall be required.
  - (4) *Revocation.* In addition to, or as an alternative to, the penalties of subsection (5) below, any vacation rental registration 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 ordinance, or state law by the responsible party, owner, or transient occupant attributable to the property for which the vacation rental registration is issued. Such denial, revocation or suspension is in addition to any other penalty or remedy available at law.
  - (5) *Offenses/violations.*
    - a. *Fine.* A violation of any of the provisions of this section is punishable by a fine of \$250.00 per violation. Each day a violation occurs shall constitute a separate violation. Repeat violations shall be punishable by a fine of \$500.00 per violation. Violations that are irreparable or irreversible in nature shall be punishable by a fine not to exceed \$5,000.00 per violation.
    - b. *Suspension of vacation rental registration.* In addition to any fines and any other remedies described herein or provided for by law, a vacation rental registration shall be suspended for multiple violations of the maximum occupancy, parking requirements, noise ordinance, failure to

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advertise the maximum occupancy, or any other requirements of this section, in any continuous 48-month period, in accordance with the following suspension timeframes:

1. Upon finding of a second violation, the vacation rental registration shall be suspended for a period of 30 calendar days.
  2. Upon finding of a third violation, the vacation rental registration shall be suspended for a period of 12 calendar months.
  3. For each additional violation, the vacation rental registration shall be suspended for an additional 12 calendar months.
- c. *Suspension restrictions.* A vacation rental may not provide transient occupancy during any period of suspension of a vacation rental registration. The suspension shall begin immediately following notice of the suspension commencing either at the end of the then current vacation rental lease period; or within 30 calendar days, whichever is earlier, or as otherwise determined by the City's Code Compliance Board.
- d. Operation during any period of suspension shall be deemed a violation pursuant to this section and shall be subject to a daily fine, up to the maximum amount as otherwise provided in Florida Statutes for repeat violations, for each day that the vacation rental operates during a period of violation.

(J) *Vesting.*

- (1) Vacation rentals existing as of January 25, 2021, shall be considered vested vacation rentals only as related to contracts entered prior to January 25, 2021. Rental/lease agreements that were entered into prior to January 25, 2021, as evidenced by a written and validly executed rental/lease agreement or contract provided to the City Manager no later than April 25, 2021, shall be considered vested.
- (2) Vesting shall:
  - a. Apply only to date specific rental agreements; and
  - b. Not apply to renewals of existing rental agreements or contracts which are at the option of either of the parties.
- (3) All rental agreements entered into after January 25, 2021, shall comply with the provisions of this section. No vacation rental shall be occupied pursuant to a contract/lease entered into after January 25, 2021, until the owner has registered the property as a vacation rental.
- (4) A vested contract/lease transferred to a subsequent owner shall continue to be vested, but shall not be transferred to a different vacation rental property, provided the new owner complies with the registration requirements of this section.

( Ord. 1117-2021, passed 1-25-21 )



Department of

## BUILDING AND ZONING

CITY OF MIAMI SPRINGS

### VACATION RENTAL REGISTRATION APPLICATION

#### ATTACHMENT CHECKLIST

The following attachments are required to register your vacation rental with the City of Miami Springs:

- ☐ **Proof of Ownership (Deed or Other Document Evidencing Ownership)**
- ☐ **Sketch of Floorplan (Refer to attachment)**
- ☐ **Copy of State Department of Business and Professional Regulation license (or exemption).**
- ☐ **Copy of Florida Department of Revenue Registration**
- ☐ **Copy of City of Miami Springs Local Business Tax Receipt**
- ☐ **Comply with any active Code Compliance Violations**
- ☐ **Notarized Affidavit of Initial and On-Going Compliance:** Applicants are required to submit an affidavit (Refer to page 4 of this application) attesting to compliance with the standards of Section 150-145 of the City Code, as well as any other applicable local, state, and federal laws, regulations, and standards, including, but not limited to F.S. Chapter 509, and Rules Chapter 61C and 69A of the Florida Administrative Code.
- ☐ **Copy of the rental/lease agreement:** A copy of the rental/lease agreement form to be used when contracting with transient occupants which includes the minimum transient occupant information required by subsection 150-145(g)(2)b of the City Code.
- ☐ **Evidence of Liability Insurance:** This Certificate of Insurance shall provide language explicitly providing such coverage when the property is used as a vacation rental/short-term rental/transient lodging establishment.
- ☐ **Registration Application Fee: \$250.00**

**Public Records Notice:** The submitted application, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed, without any notice to Applicant, if a public records request is made for such information, and the City will not be liable to Applicant for such disclosure. If Applicant believes that information in its application, including attachments, contains information that is confidential and exempt from disclosure, Applicant must include a general description of the information and provide reference to the Florida Statute or other law which exempts such designated information from disclosure in the event of a public records request. The City does not warrant or guarantee that information designated by Applicant as exempt from disclosure is in fact exempt, and if the City disagrees, it will make such disclosures in accordance with its sole determination as to the applicable law.





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## BUILDING AND ZONING

CITY OF MIAMI SPRINGS

### VACATION RENTAL REGISTRATION APPLICATION

This application must be completed in full and all required documents must be submitted for application review and determination pursuant to the requirements of Section 150-145 of the City of Miami Springs Code of Ordinances. Vacation Rentals shall be operated in compliance with the City's Code at all times. Vacation Rental registrations are subject to revocation for failure to comply.

#### APPLICANT INFORMATION

Select one of the following:

☐ New Application \$250.00

☐ Renewal Application \$150.00

☐ Update Information

Name

Telephone Number

E-mail

Alternate Telephone Number

Mailing Address

Suite No.

City

State

Zip Code

#### PROPERTY INFORMATION

Address

Gross Square Footage of Dwelling

Folio Number

Subdivision Name

Square Footage to be used as Vacation Rental

Total Rooms

No. Bedrooms

No. Kitchens

No. On-Site Parking Spaces

#### OWNER INFORMATION

☐ Check this box if owner is same as applicant or attach additional pages if multiple owners.

Name

Telephone Number

E-mail

Alternate Telephone Number

Mailing Address

Suite No.

City

State

Zip Code

Owner EIN (if property is under corporate ownership) *If the property is under corporate ownership, a resolution of the corporation granting authorization to sign on behalf of the corporation must be submitted with this application.*



Department of

## BUILDING AND ZONING

CITY OF MIAMI SPRINGS

### VACATION RENTAL REGISTRATION APPLICATION

#### VACATION RENTAL RESPONSIBLE PARTY

Section 150-145 of the City Code requires the designation of a Responsible Party who must reside within 30-miles of the vacation rental property to serve as a 24-hour contact for issues arising on the property. The Property Owner may serve as the Responsible Party. The Responsible Party may be called upon to answer for the maintenance of the property and for the conduct and acts of occupants of vacation rental properties.

☐ Check this box if the Property Owner will serve as the Responsible Party.

Name

24-Hour Telephone Number

E-mail

Residential Address

Suite No.

City

State

Zip Code

#### LISTING PLATFORMS INFORMATION

Section 150-145 of the City Code requires disclosure of any and all listing services used or intended to be used for the marketing of the registered vacation rental. Please use additional pages for these disclosures as may be necessary. The term "platform" as used below refers to online platforms, websites, listing services, print advertisements, private advertisements, or any other means or method utilized in soliciting customers to rent the registered vacation rental. The Property Owner or Responsible Party shall ensure that the name and contact information for any listing services on or through which the vacation rental is to be offered for rent which is provided in this application is updated with the City to reflect any changes and maintain with the City at all times a list of current listing services.

1.

Platform Name

Contact E-mail

Contact Telephone Number

2.

Platform Name

Contact E-mail

Contact Telephone Number

3.

Platform Name

Contact E-mail

Contact Telephone Number

#### LICENSING INFORMATION

Section 150-145 of the City Code requires proof of licensure (or proof of exemption from licensure) from the State Department of Business and Professional Regulation as a "Transient Public Lodging Establishment."

DBPR License Number

*(A copy of the State License or proof of exemption must be included with this application.)*

Florida Department of Revenue Registration Number

*(Proof of registration with the Florida Department of Revenue must be included with this application.)*



Department of

# BUILDING AND ZONING

CITY OF MIAMI SPRINGS

## VACATION RENTAL REGISTRATION APPLICATION

### PROPERTY OWNER AND RESPONSIBLE PARTY ACKNOWLEDGMENT

*(Use multiple pages if there are multiple property owners)*

The undersigned acknowledges and confirms that:

- they have received, reviewed, and understood Section 150-145, "Vacation Rentals" of the City of Miami Springs Code;
- the facts and information contained in this Application are true and correct;
- they are aware of the requirements of Section 150-145 of the City of Miami Springs Code, including the requirements for maintaining the County's minimum housing standards, fire codes, building code, and City Code as determined by the City Manager or Building Official.
- they are aware of the requirements of Section 150-145 of the City of Miami Springs Code, including: Owner and responsible party requirements, standards and requirements for vacation rentals, and vacation rental standards, including minimum life/safety requirements.
- there are no outstanding code violations or liens on the property.
- They will comply with any other applicable local, state, and federal laws, regulations, and standards, including, but not limited to F.S. Chapter 509, and Rules Chapter 61C and 69A of the Florida Administrative Code.

The undersigned acknowledges that the Owner and the Responsible Party are responsible for ensuring that:

- a. All vehicles associated with the vacation rental are parked in compliance with the City Code; and
- b. The entire property, including the front, back, and side yards, is maintained free of garbage and litter, provided however, that this subsection shall not prohibit the storage of garbage and litter in authorized receptacles for collection; and
- c. All transient occupants are aware of Chapter 99 of the City's Code, that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in section 99-03 of the City Code, and that ; and
- d. All transient occupants are aware that unauthorized occupants of any structure or conveyance of the property that have been warned by the owner or lessee to leave and refuse to do so commit the offense of trespass of a structure or conveyance and will be charged under the State of Florida and local law; and
- e. The provisions of section 150-145 of the City of Miami Springs Code are complied with and that any violations of this section or any violations of law which may come to the attention of the responsible party shall be promptly addressed; and
- f. He or she is available with authority to address and coordinate solutions to problems with the rental of the property at all times, 24 hours a day, seven days a week and be physically present at the property within two hours of notification to respond to emergencies, noise complaints, events that are being held without required permits, maximum occupancy violations, and other occurrences determined by the Police to require the presence of the owner or responsible party; and
- g. He or she keeps available a register of all transient occupants, which shall be open to inspection by the City; and
- h. No rental is made, or occupancy allowed by, any person on the Florida Sexual Offenders and Predators (FDLE) database or any other state sex offender database consistent with the requirements of section 130-06 "Sexual offenders and sexual predators" of the City Code.

Further, I understand that this application and any related approvals are specific to the property identified in this application; other properties or portions of properties are not jointly shared commodities and shall not be considered available for use by transient occupants of the property which is the subject of this application.

**Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true.**

PROPERTY OWNER	RESPONSIBLE PARTY
PRINT NAME _____	PRINT NAME _____
SIGNATURE _____	SIGNATURE _____
SWORN TO AND SUBSCRIBED BEFORE ME BY PRINT NAME _____	SWORN TO AND SUBSCRIBED BEFORE ME BY PRINT NAME _____
WHO IS PERSONALLY KNOWN TO ME OR PRODUCED _____	WHO IS PERSONALLY KNOWN TO ME OR PRODUCED _____
As identification, this _____ day of _____ 20_____	As identification, this _____ day of _____ 20_____
Notary's Signatures _____	Notary's Signatures _____
Printed Name of Notary _____	Printed Name of Notary _____
by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization	by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization



Department of

**BUILDING AND ZONING**

CITY OF MIAMI SPRINGS

**VACATION RENTAL REGISTRATION APPLICATION**

**SKETCH OF VACATION RENTAL FLOORPLAN**



## Tips for being a good neighbor during your stay

Welcome to the City of Miami Springs! Our City is well loved for its small town feel and serene natural beauty. For everyone's enjoyment of our City and to be a good neighbor during your visit, please keep the following rules in mind.



### Noise

At higher elevations, sound carries widely. A good rule of thumb is that if you're making noise that can be heard outside your host's property line, it's probably too loud. Especially after 10 p.m. Sunday through Thursday and after 11 p.m. Friday through Saturday. Please keep noise to a minimum.

Be aware of Chapter 99 of the City's Code, that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in section 99-03 of the City Code.



### Parking

Please park only in the designated parking areas provided for your rental unit. Do not block another driveway.



### Garbage

The City of Miami Springs is home to many wildlife, like foxes, possums, raccoons, and others that can be attracted to garbage. Please dispose of all garbage inside City approved receptacles provided by your host. Ask your host for specific garbage pick-up dates or call public works.



### Pets

Dogs must be on a leash when they are outside of their owner's property. Please do not leave pets unattended and always clean up after them.



### Occupancy

There is a two (2) person occupancy limit per bedroom and no more than ten (10) occupants may occupy the vacation rental, regardless of the number of bedrooms.



### Local Resources

Emergency Police: 911  
Non-emergency Police: 305.888.9711  
Animal Services: 311 or 305.468.5900  
Public Works: 305.805.5170  
Code Compliance: 305.805.5030



### Nearby Hospitals

Hialeah Hospital  
651 E 25 St, Hialeah, FL 33013  
  
Palmetto General Hospital  
2001 W 68 St, Hialeah, FL 33016  
  
Larkin Community Hospital  
1475 W 49 Pl, Hialeah, FL 33012



### Emergency Alert

During emergencies, Miami Dade County may issue critical safety information using the County Alert notification system. To sign up to receive notifications during your stay, please visit [www.MiamiDade.gov](http://www.MiamiDade.gov) or call 311.



### Prohibited Uses

The property cannot be used as a party, event or entertainment venue.

Miami Springs City Hall

201 Westward Drive

Miami Springs, FL 33166

305.805.5000



@MiamiSpringsFL



@CityofMiamiSprings



@MiamiSpringsFL



City of Miami Springs—Gov



## Erika Gonzalez-Santamaria

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**From:** Erika Gonzalez-Santamaria  
**Sent:** Thursday, February 24, 2022 2:16 PM  
**To:** William Alonso; Maria P. Mitchell  
**Subject:** FW: MDCLC Board appointment

Good afternoon,

I will place this item on the March 14<sup>th</sup> agenda, thank you!

### Erika Gonzalez-Santamaria, MMC, City Clerk

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**From:** MDCLC <mdclc@bellsouth.net>  
**Sent:** Thursday, February 24, 2022 2:13 PM  
**To:** Maria P. Mitchell <mitchellm@miamisprings-fl.gov>  
**Cc:** Erika Gonzalez-Santamaria <gonzaleze@miamisprings-fl.gov>  
**Subject:** MDCLC Board appointment



Dear Mayor Mitchell:

Allow me this opportunity to first thank you for your continued participation in and support of the Miami-Dade County League of Cities (MDCLC). President Joseph Corradino, and myself are well aware that MDCLC's

success is a direct result of the hard work and dedication of its members. For this reason, we need your cooperation in making appointments to the Board.

Each member municipality designates one of its elected officials to serve as a **Director** and one as an **alternate Director** of the League for a period of one year. The term commences at the date of the Annual Meeting in the month of May, and runs until the following May.

Allow this letter to serve as a kind reminder that you are required to designate a Director and an alternate to represent your municipality on the MDCLC's Board preferably before **April 4th, 2022**. Please send us a note to the League office naming your appointments.

Thank you for your continued cooperation and support.

Sincerely,

Richard Kuper, Esq.  
Executive Director  
["Safer at Home"](#)  
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