

**APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



**Request for an EXEMPTION to a Special Vacation Rental Permit**

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Vacation Rental Exemption Application Fee: \$180.00

Vacation rental means a dwelling unit that is rented, leased or assigned for tenancies of less than 28 days duration.

Vacation rentals may only be allowed in Land Use (Zoning) Districts which specifically indicate vacation rental uses as permitted uses in Monroe County Code Sections 130-74 through 130-103.

Within these districts, an owner or agent is required to obtain an annual special vacation rental permit for each dwelling unit prior to renting any dwelling unit as a vacation rental except as provided for under Monroe County Code Section 134-1(b).

Code Section 134-1(b) EXEMPTIONS: A vacation rental permit is not required for the following:

- (1) A vacation rental of a dwelling unit located within a controlled access, gated community with a homeowner's or property owner's association that expressly regulates or manages vacation rental uses; or
- (2) A vacation rental of a dwelling unit within a multifamily building located within a multifamily district, which has 24 hour on-site management or 24 hour on-site supervision. To meet these on-site management or supervision requirements, a designated individual must be physically located within the building or within 300 feet of the subject building and must be available at all times to respond to tenants' and neighbors' complaints.

Request for an EXEMPTION to Special Vacation Rental Permit is on a per unit basis requiring a separate application for each dwelling unit.

**Date of Application:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

**Applicant / Agent Authorized to Act for Property Owner:** (Agents must provide notarized authorization from all property owners.)

\_\_\_\_\_  
Applicant (Name of Person, Business or Organization)

\_\_\_\_\_  
Name of Person Submitting this Application

\_\_\_\_\_  
Mailing Address (Street, City, State and Zip Code)

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email Address

**Property Owner:** (Business/Corp must include documents showing who has legal authorization to sign.)

\_\_\_\_\_  
Name/Entity

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Mailing Address (Street, City, State and Zip Code)

**APPLICATION**

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Work Phone	Home Phone	Cell Phone	Email Address
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**Vacation Rental Management Entity:**

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Name/Entity	Contact Person
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Mailing Address (Street, City, State and Zip Code)

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Work Phone	Cell Phone	Email Address
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**Legal Description of Property: (If in metes and bounds, attach legal description on separate sheet.)**

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Block	Lot	Subdivision	Key
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Parcel ID Number	Alternate Key Number
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Street Address (Street, City, State & Zip Code)	Approximate Mile Marker
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**Land Use (Zoning) District:** \_\_\_\_\_

**Future Land Use Designation:** \_\_\_\_\_

**All of the following items must be included in order to have a complete application submission:**

(Please check the box as each required item is attached to the application.)

- Complete application for exemption to special vacation rental permit (unaltered and unbound);
- Correct fee (check or money order payable to *Monroe County Planning & Environmental Resources*);
- Proof of ownership (i.e., Warranty Deed);
- Current Property Record Card from the Monroe County Property Appraiser;
- Location map; and
- Photograph(s) of residence from adjacent roadway(s).

**In addition to the items above, all items from either Sec.134-1(b) (1)&(2) below must be included in order to have a complete application submission:** (Please check the box as each required item is attached to the application.)

**Sec.134-1(b)(1) -**

- Proof unit is located within a controlled access, gated community with a homeowner's or property owner's association that expressly regulates or manages vacation rental use.

Or

**Sec.134-1(b)(2)-**

- Proof that unit is located within a multifamily building located within a multifamily Land Use District; and  
**Proof of 24 hour on-site management or 24 hour on-site supervision** (to meet these site management or supervision requirements, a designated individual must be physically located within the building or within 300 feet of the subject building and must be available at all times to respond to tenants' and neighbors' complaints).

APPLICATION

If applicable, the following item must be included in order to have a complete application submission:  
(Please check the box as each required item is attached to the application.)

- Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property).
- Documentation recorded with the Monroe County Clerk’s office from the property owner's or homeowner’s association (rules & regulations), etc. identifying the rental of units is permitted and/or managed.**

**Note, approval of an exemption to a vacation rental permit, does not negate any State or County requirement for the property owner to apply for and maintain any registrations, licenses, or business tax for the unit.**

Is there a pending code enforcement proceeding involving all or a portion of the parcel proposed for development?

Yes    No   Code Case file # \_\_\_\_\_ Describe the enforcement proceedings and if this application is being submitted to correct the violation: \_\_\_\_\_  
\_\_\_\_\_.

**If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.**

\* \* \* \* \*

See Page 4 for Signature and Notary Acknowledgement

**APPLICATION**

The applicant/owner hereby acknowledges and agrees that any staff discussions or negotiations about conditions of approval are preliminary only, and are not final, nor are they the specific conditions or demands required to gain approval of the application, unless the conditions or demands are actually included in writing in the final development order or the final denial determination or order.

By signing this application, the owner of the subject property authorizes the Monroe County Planning & Environmental Resources staff to conduct all necessary site visits and inspections on the subject property.

I, the Applicant, 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.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by means of  
 physical presence or  online notarization,

by \_\_\_\_\_, who is personally known to me OR produced  
(PRINT NAME OF PERSON MAKING STATEMENT)

\_\_\_\_\_ as identification.  
(TYPE OF ID PRODUCED)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary Public  
My commission expires:

**Send complete application package to:**

**Monroe County Planning & Environmental Resources Department  
Marathon Government Center  
2798 Overseas Highway, Suite 400  
Marathon, FL 33050**