

## DEPARTMENT OF COMMUNITY DEVELOPMENT - PLANNING & ZONING DIVISION

## VACATION RENTAL RENEWAL APPLICATION AS DEFINED PER SECTION 16-2 OF THE CITY'S CODE OF ORDINANCES APPLICATION FEE: \$530

## <u>VACATION RENTAL APPLIED FOR (PLEASE SELECT ONE):</u>

| [] New Application             | [] Renewal Application | [] Change of Ownership |
|--------------------------------|------------------------|------------------------|
| PROPERTY INFORMATION           |                        |                        |
| Name of Property Owner:        |                        | _                      |
| D/B/A:                         |                        | _                      |
| Property Address:              |                        | _                      |
| Mailing Address:               |                        | _                      |
| Email Address:                 |                        | -                      |
| Primary Phone #:               |                        | _                      |
| Emergency Contact #:           |                        | _                      |
| # of Parking Spaces Available: |                        | _                      |
| Total # of Bedrooms:           |                        | -                      |
| Total # of Units:              |                        | -                      |
| Swimming Pool (Yes / No)       |                        |                        |

## **REQUIRED DOCUMENTS**)

- BOUNDARY SURVEY
   \* MOST RECENT
- 2. FLOOR PLAN
  - \* A DETAILED SKETCH SHOWING THE NUMBER OF BEDROOMS, UNITS, AND PARKING SPACES EXISTING ON THE PROPERTY.
- 3. DBPR LICENSE
  (FLORIDA DEPT. OF BUSINESS AND PROFESSIONAL REGULATION)
  \* A LICENSE FROM THE STATE OF FLORIDA DBPR IS REQUIRED
  AN ONLINE APPLICATION IS AVAILABLE ON THE STATE OF FLORIDA'S
  WEBSITE AT <a href="https://www.myfloridalicense.com">www.myfloridalicense.com</a> / CUSTOMER SERVICE (850) 487-1395

NOTE: Application must be signed by property owner or authorized corporate officer.

| Signature  |  | Title         |
|--|--|---------------|
| Printed Name   |  | Date          |
| State of Florida:<br>County of Broward:                  |  |               |
| The foregoing instrument was acknowledged before me this | _ day of                               | _, by         |
| who is personally know to me or who has produced         | as identification, and who did (or did |               |
| not) take an oath.                                       |  |               |
| NOTARY PUBLIC (SEAL) MY COMMISSION EXPIRES:              |  |               |
| OFFICE USE ONLY: DO NOT CO                               | MPLETE BEL                             | OW THIS LINE. |
| VACATION RENTAL CERTIFICA                                | ATE NUMBER                             | t:            |
| APPROVED BY:   |  |               |
| DATE:  |  |               |