

**RESOLUTION NO. 2024-002**

**A RESOLUTION OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ESTABLISHING A POLICY AND RATE SCHEDULE OF REASONABLE FEES FOR THE REGISTRATION OF VACATION RENTALS PURSUANT TO ARTICLE 45 SECTION 045-030 OF THE TOWN OF SOUTHWEST RANCHES' UNIFIED LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on September 28, 2023, the Town Council approved Ordinance 2023-008 amending the Unified Land Development Code (ULDC) Article 45 Section 045-030 by creating a Subsection entitled Vacation Rentals; and

**WHEREAS**, a vacation rental packet, attached hereto as Exhibit "A", includes an application for an applicant to qualify for a vacation rental license; and

**WHEREAS**, Ordinance No. 2023-008, provides that reasonable fees for registration, to compensate for administrative expenses, shall be adopted by Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, THAT:**

**Section 1. Recitals adopted.** That foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and hereby made a specific part of the Resolution.

**Section 2.** The Town Council hereby approves the vacation rental policy and registration fees, as attached hereto as Exhibit "A", which is incorporated herein by reference.

**Section 3. Conflict.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**Section 4. Severability.** If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, it is the intent of the Town Council that such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application and, to this end, the provisions of this Resolution are declared severable.

**Section 5.** Effective Date. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches, Florida, this 12<sup>th</sup> day of October 2023, on a motion by Council Member Jablonski and seconded by Council Member Kuczenski.

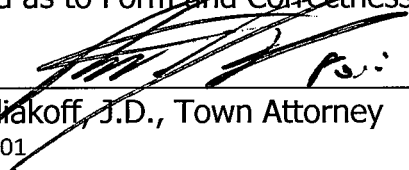
Breitkreuz	<u>Yes</u>	Ayes	<u>5</u>
Allbritton	<u>Yes</u>	Nays	<u>0</u>
Hartmann	<u>Yes</u>	Absent	<u>0</u>
Jablonski	<u>Yes</u>		
Kuczenski	<u>Yes</u>		

  
\_\_\_\_\_  
Steve Breitkreuz, Mayor

ATTEST:

  
\_\_\_\_\_  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

  
\_\_\_\_\_  
Keith Poliakov, J.D., Town Attorney  
1001.2386.01

EXHIBIT

A

# VACATION RENTAL INFORMATION PACKET

TOWN OF SOUTHWEST RANCHES CODE ENFORCEMENT  
DEPARTMENT 13400 GRIFFIN ROAD SOUTHWEST  
RANCHES, FLORIDA 33330

FY 2024



# Town of Southwest Ranches Vacation Rental Registration Application

FY 2024

Return Completed Application and Fee To:

**Code Compliance Department**

**13400 Griffin Road**

**Southwest Ranches, FL 33328**

**954-434-0008 Tel.**

**954-434-1490 Fax**

**ZoningInfo@southwestranches.org**

**Application #:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Check all that Apply:**

- New Application
- Renewal
- Modification to Property
- Assign/Change Responsible Party

Website Advertising: URL \_\_\_\_\_

Federal ID # \_\_\_\_\_

Property Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_

Contact phone and email \_\_\_\_\_

Property Address \_\_\_\_\_ Parcel ID # \_\_\_\_\_

PROPERTY INFORMATION				
Vacation Rental Address:				
Landline Phone #:				
Zoning District:		Swimming Pool:		Hot Tub:
# Paved Parking Spaces On Property (excluding street):		Square Footage of Living Area Under Air, Excluding Garage:		

# Bedrooms in Residence:		Maximum Occupancy Requested:	
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OWNER / AGENT INFORMATION			
Name:			
Mailing Address:			
Primary Phone:		Secondary Phone:	
Email address:			
Responsible Party:	<input type="checkbox"/> Yes		<input type="checkbox"/> No

The Responsible party must be available 24/7 and be able to immediately address and take affirmative action within one (1) hour of being contacted. A responsible party must be assigned below if the property owner is unable to meet this requirement. Failure to respond shall result in a violation of this agreement to operate, and subject the owner to a fine for each violation of up to \$500.00 minimum per violation.

RESPONSIBLE PARTY CONTACT INFORMATION (If Other than Owner/Agent)			
Name:			
Mailing Address:			
Primary Phone:		Secondary Phone:	
Email:			

Signature of the applicant (owner/agent or responsible party) grants authorization to the Town of Southwest Ranches staff to inspect the premises of the vacation rental unit(s) prior to the issuance of the Certificate of Compliance and at any other time after issuance of certificate concerning compliance with the Subsection of Section 045-030 of the Unified Land Development Code pertaining to Vacation Rentals. Signature also certifies that the owner/responsible party has read and examined this application and knows that the same is true and correct.

Applicant Name (Please Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please ensure that all items listed below are submitted with the application. Failure to provide these items, including the registration/application fee, will result in a delay of the application review process. During review, if information is missing, the applicant will be notified of the deficiency, and be allowed

fifteen (15) days to provide any missing information. Copies of all State of Florida and Broward County licenses/certificates are required.

NOTE: RENEWALS only require the Vacation Rental Application/Affidavit of Compliance, required fees, and current State and County licenses, if no material changes have occurred. A material change includes corporate structure, and corporate officer changes, mailing addresses and any contact information revisions, such as e-mail addresses, web addresses, and landline / cell phone numbers.

REQUIRED DOCUMENTS	YES	NO
<b>Vacation Rental Registration Application and Affidavit of Compliance.</b>		
<b>Agent Authorization, if applicable.</b>		
<b>Proof of Property Ownership (BCPA.net)</b>		
<b>Corporate Documents (Sunbiz.org)</b>		
<b>Vacation Rental: An exterior sketch of the facility.</b> The sketch shall show and identify all sheds, structures, pools, spas, hot tubs, fencing, and recreational uses, including areas provided for off-street parking. For purposes of the sketch, off-street parking spaces shall be delineated so as to enable a fixed count of the number of spaces provided. At the option of the Vacation Rental Owner, such sketch may be hand drawn and need not be professionally prepared, but must show dimensions.		
<b>Vacation Rental: An interior building sketch by floor.</b> A building sketch by floor, showing a floor layout identifying all bedrooms, other rooms, exits, hallways, stairways, and safety equipment as applicable. At the option of the Vacation Rental Owner, such sketch may be hand drawn, and need not be professionally prepared, but must show accurate dimensions and points of ingress/egress.		
<b>Licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment, vacation rental.</b>		
<b>License with the Florida Department of Revenue for sales and development tax collection. If no such certificate or account, provide name of entity through which taxes will be remitted.</b>		
<b>Broward County Tourist Development Tax Number Document.</b>		
<b>Disabled Veteran Exemption:</b> If you are a Disabled Veteran seeking an Exemption, we require documentation to verify your exemption. <b>Please provide us with a copy of your DD214 form as proof of honorable discharge along with documentation that you are a disabled veteran.</b>		
<b>HOA approval, if applicable</b>		
<b>Proof of vacation rental home insurance.</b>		
<b>Application Fee.</b>		



4. **Interior Posting:** In each Vacation Rental, there shall be provided, in a prominent location on the inside of the Vacation Rental, the following written information:
- The official street address and landline telephone phone number of the Vacation Rental.
  - The name, address, and phone number of the Vacation Rental Owner or Responsible Party as applicable.
  - The owner acknowledges the maximum occupancy of the Vacation Rental as determined and must provide a notice to visitors of the Vacation Rental who shall comply with the subsection of Section 045-030 of the Unified Land Development Code pertaining to Vacation Rentals.
  - The owner acknowledges the maximum number of vehicles allowed to park at the Vacation Rental, as included in the exterior sketch of the location of the paved off-street parking, and must provide a notice to visitors of the Vacation Rental who shall comply the subsection of Section 045-030 of the Unified Land Development Code pertaining to Vacation Rentals.
  - Telephone numbers for Southwest Ranches Police and Fire Departments: **Emergency 911** telephone for Police and Fire Departments; **Non-emergency telephone 954-764-4357** for Police and Fire Departments.
  - Notice of the need to respect the peace and quiet of neighborhood residents in compliance with Noise code in Chapter 15, Town of Southwest Ranches Code of Ordinances, and Nuisance regulations in Code section 12-33(U). A statement shall specifically provide that occupants shall be prohibited from making excessive or boisterous noise inside or outside of any residential dwelling unit at all times.
  - **Emergency evacuation instructions** shall be posted in a conspicuous place in a vacation rental, next to the interior door of each bedroom, and the exterior doors exiting the Vacation Rental; a legible copy of a building evacuation map shall be a minimum size, 8-1/2" by 11".
5. **Parking:** All vehicles associated with the Vacation Rental must be parked in compliance with the Town of Southwest Ranches Code of Ordinances. All vehicles associated with the vacation rental must be parked within a designated paved parking space, pre-approved temporary parking accommodations, or a driveway located on the subject property. There shall be no sidewalk, on street, grass parking, or encroachment upon neighboring property. Parking of trailers, boats, and recreational vehicles at Vacation Rentals shall be in accordance with the Town of Southwest Ranches Code of Ordinances.
6. **Property Owner/Agent/Responsible Party:**
- Availability. Every Vacation Rental Owner or Responsible Party, as applicable, shall be available by phone at the listed phone number 24-hours a day, seven days a week to respond to police, fire, code enforcement, or other emergency personnel requests. The Responsible Party shall promptly respond to complaints regarding conduct or behavior of Vacation Rental occupants or alleged violations of these regulations. The Responsible



Party must have authority to immediately address and take affirmative action, within one (1) hour of notice from the Town, on violations concerning life-safety, noise, and parking violations.

- Responsible Party Changes. A Vacation Rental Owner may change his or her designation of a Responsible Party temporarily, up to thirty (30) cumulative days during any consecutive twelve (12) month period, or permanently; however, there shall only be one designated Responsible Party for each vacation rental property at any given time. To change the designated Agent or Responsible Party, the Vacation Rental Owner shall notify the Town in writing including all information required by the subsection of Section 045-030 of the Unified Land Development Code pertaining to Vacation Rentals, along with a signed affidavit from the new Responsible Party acknowledging and agreeing to serve in this capacity and perform the duties required by the Town Code of Ordinances.

**7. Sexual Offenders:**

A Vacation Rental Owner or Responsible Party is responsible for ensuring sexual offenders/predators as defined in § 775.21, § 943.0435, § 944.607, or § 985.4815 register at the Broward County Sheriff's office and the Town of Davie Police Department following the process set forth in **§ 775.21**, 48 hours prior to arrival at a vacation rental, regardless of the length of stay. A Vacation Rental Owner and/or Responsible Party shall comply with Florida Law, Chapter 775.215, as amended from time to time, pertaining to the distance separation of homes with a sexual offender/predator residing within the Vacation Rental and any business, school, child care facility, park, playground, or other places where children regularly congregate.

The Vacation Rental Owner or Responsible Party shall inquire prior to check-in if any guest at the Vacation Rental is a sexual offender/predator as defined in §775.21, §943.0435, §944.607, or §985.4815. If any guest of a Vacation Rental is a sexual offender/predator as defined in §775.21, §943.0435, §944.607, or §985.4815, the operator shall immediately notify the Town of Davie Police Department.

Failure to comply with this section shall result in the revocation of the Vacation Rental Registration for the Vacation Rental and other enforcement provisions outlined in the subsection of Section 045-030 of the Unified Land Development Code pertaining to Vacation Rentals.

**8. Changes or Alteration to the Property or Operation:**

An amendment of a Vacation Rental Registration Application and Affidavit of Compliance shall be required, with payment of the appropriate building permit or administrative review fees, in the event that changes, including but not limited to the following examples, are proposed for the Vacation Rental:

- (1) An increase in the number of bedrooms in the Vacation Rental.
- (2) An increase or decrease in the number of parking spaces or a change in the location of parking spaces for the Vacation Rental.
- (3) A change in the designated Responsible Party.

- (4) The installation of outdoor playground or sports equipment, exterior lighting, or camera systems.

A change of ownership shall require a new application and all required documents must be submitted to the Town, including the appropriate fees.

The remainder of this page is left blank.

I hereby acknowledge that the approval of this Certificate of Compliance shall in no way permit any activity contrary to the Town of Southwest Ranches Code, or any activity that would constitute a nuisance under state or local law. I understand and acknowledge that the approval for use of this residence as a vacation rental is based on my representations to Town of Southwest Ranches staff and does not in any way constitute an evaluation or determination of legal or legal non-conforming status of the improvements on this site. I further acknowledge that it is my responsibility, as property owner and/or responsible party, to ensure that the conduct of this vacation rental is not contrary to any ordinance, code, or restriction which may govern the property on which the vacation rental will be conducted, which property address is referenced above. I acknowledge that any misrepresentation made by me or by my agent in applying for this certificate may render the certificate invalid and approvals void.

I hereby certify that the information contained herein and included with this application is accurate.

Property Owner/Agent Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE FOREGOING APPLICATION** was sworn and subscribed before me by means of

Physical presence, or  Online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
by \_\_\_\_\_, who  is personally known to me or  has produced  
Property Owner/Agent \_\_\_\_\_ as identification.

Signature of Notary Public

\_\_\_\_\_  
(Print Notary Name)

My Commission Expires: \_\_\_\_\_

Commission No.: \_\_\_\_\_

Responsible Party Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE FOREGOING APPLICATION** was sworn and subscribed before me by means of

Physical presence, or  Online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
by \_\_\_\_\_, who  is personally known to me or  has produced  
Responsible Party \_\_\_\_\_

\_\_\_\_\_ as identification.

Signature of Notary Public

\_\_\_\_\_  
(Print Notary Name)

My Commission Expires: \_\_\_\_\_

Commission No.: \_\_\_\_\_



**Town of Southwest Ranches**  
**Vacation Rental**  
*Certificate of Compliance*

**FY 2024**

**VACATION RENTAL REGISTRATION NO.** \_\_\_\_\_

Owner Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Responsible Party Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Vacation Rental Address \_\_\_\_\_

Other \_\_\_\_\_

MAXIMUM OCCUPANCY \_\_\_\_\_

**NOTE TO OWNER: PLEASE POST THE CURRENT CERTIFICATE OF COMPLIANCE ON OR NEAR THE MAIN ENTRANCE DOOR. ANNUAL RENEWALS OF THE VACATION RENTAL LICENSE ARE DUE BEFORE SEPTEMBER 30th OF THE CURRENT YEAR.**

<b>TO BE COMPLETED BY THE TOWN:</b>	
Code Enforcement _____	Approval Date _____
Administration _____	Approval Date _____



**Town of Southwest Ranches  
Vacation Rental  
Registration No. \_\_\_\_\_  
FY 2024**

**Notification and Prohibitions Declaration**

The operation of this Vacation Rental and the issuance of a Town of Southwest Ranches permit to operate shall require strict adherence at all times to the prohibition of all unlawful activity, including but not limited to code violations of Noise (DJ, Music, Bass, Vehicle, etc.) that proceeds beyond the VR real property boundaries, Guest Capacity exceeding Maximum Occupancy, Vehicular traffic and improper parking, and Unapproved special events, including all activities that create nuisance conditions that disturb the peace and quiet of the neighborhood. The Vacation Rental guests shall exhibit at all times the required conduct and decorum that respects the peace and quiet of neighborhood residents.

All relevant sections of the Town code shall be complied with at all times, including but not limited to Noise codes, Parking regulations, and the Nuisance code. The legal ramifications of failing to comply shall be enforceable against the property owner, agent, and responsible party. The enforcement action may include irreversible and other Code enforcement fines, and Police Department intervention resulting in closure, suspension, or revocation of a Vacation Rental permit to operate.

The failure to maintain compliance with the Town's Vacation Rental Ordinance will result in the immediate notification of the Vacation Rental owner/agent/responsible party of the non-compliant activity. The VR owner and responsible party hereby ensure that the conduct of Vacation Rental guests shall be subject to their supervision at all times, and a copy of this Notification and Prohibitions Declaration shall be provided to guests by posting in a conspicuous place in the Vacation Rental. Any guests that fail to comply with this declaration shall be subject to immediate removal from a Vacation Rental by the owner or responsible party.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Djs/22

**TOWN OF SOUTHWEST RANCHES**  
**VACATION RENTALS: CODES AND REGULATIONS**

1. **TOWN OF SOUTHWEST RANCHES VACATION RENTAL CODE**  
[https://library.municode.com/fl/southwest\\_ranches/codes/code\\_of\\_ordinances?nodeId=PTIIIUNLADECO\\_SP2DIREUSYABUHE\\_ART45AGRUDI\\_S045-030GEPR](https://library.municode.com/fl/southwest_ranches/codes/code_of_ordinances?nodeId=PTIIIUNLADECO_SP2DIREUSYABUHE_ART45AGRUDI_S045-030GEPR)
2. **SOLID WASTE REGULATIONS—PICK-UP DATES & REQUIREMENTS:**  
<https://www.SouthwestRanches-fl.gov/740/Trash-Bulk-Pickup-Recycling>
3. **NOISE REGULATIONS: TOWN CODE CHAPTER 15**  
[https://library.municode.com/fl/SouthwestRanches/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH15NO](https://library.municode.com/fl/SouthwestRanches/codes/code_of_ordinances?nodeId=PTIICOOR_CH15NO)
4. **TRAILERS, BOATS, RECREATIONAL VEHICLES CHAPTER 12-33**  
[https://library.municode.com/fl/SouthwestRanches/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH12LADECO\\_ARTIIISRE\\_DIV2GERE\\_S12-33GERE](https://library.municode.com/fl/SouthwestRanches/codes/code_of_ordinances?nodeId=PTIICOOR_CH12LADECO_ARTIIISRE_DIV2GERE_S12-33GERE)
5. **SWIMMING POOL SAFETY ACT FS CH. 515 REQUIREMENTS**  
[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0500-0599/0515/0515.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0500-0599/0515/0515.html)
6. **DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION**  
<http://www.myfloridalicense.com/dbpr>
7. **BROWARD COUNTY TOURIST DEVELOPMENT**  
<https://www.broward.org/RecordsTaxesTreasury/TaxesFees/Pages/TouristDevelopmentTaxes.aspx>
8. **FLORIDA DEPARTMENT OF REVENUE**  
<https://floridarevenue.com/taxes/Pages/default.aspx>
9. **SMOKE AND CARBON MONOXIDE (CO) DETECTION AND NOTIFICATION SYSTEM WITHIN THE VACATION RENTAL UNIT SHALL BE INTERCONNECTED, HARD-WIRED OR BATTERY POWERED, PROFESSIONALLY INSTALLED, AND PROFESSIONALLY MONITORED.**
10. **A PORTABLE, MULTI-PURPOSE DRY CHEMICAL 2A10BC FIRE EXTINGUISHER SHALL BE INSTALLED, INSPECTED AND MAINTAINED IN ACCORDANCE WITH NFPA 10 AND ACCESSIBLE AT EACH FLOOR / LEVEL OF THE UNIT.**

**HOMEOWNERS ASSOCIATION AFFIDAVIT**

- I, (Owner / Agent) \_\_\_\_\_, acknowledge that if this Vacation Rental Property is located within a Homeowners Association, the property may be subject to additional regulations not enforced by the Town of Southwest Ranches . I further understand the approval of this Vacation Rental Application by the Town does not exempt me from any other regulations enforced by the Homeowners Association.
  
- I, (Owner / Agent) \_\_\_\_\_, attest the Vacation Rental Property is not located within a Homeowners Association.

Property Owner/Agent Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE HOME OWNERS ASSOCIATION AFFIDAVIT** was sworn and subscribed before me by means of  Physical presence, or  Online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who  is personally known to me or  has produced Property Owner/Agent \_\_\_\_\_ as identification.

Signature of Notary Public

\_\_\_\_\_

*(Print Notary Name)*

My Commission Expires: \_\_\_\_\_

Commission No.: \_\_\_\_\_