Welcome to the City of Key Colony Beach

Property Manager/Local Contact Certification Course

PLEASE MUTE ALL ELECTRONIC DEVICES

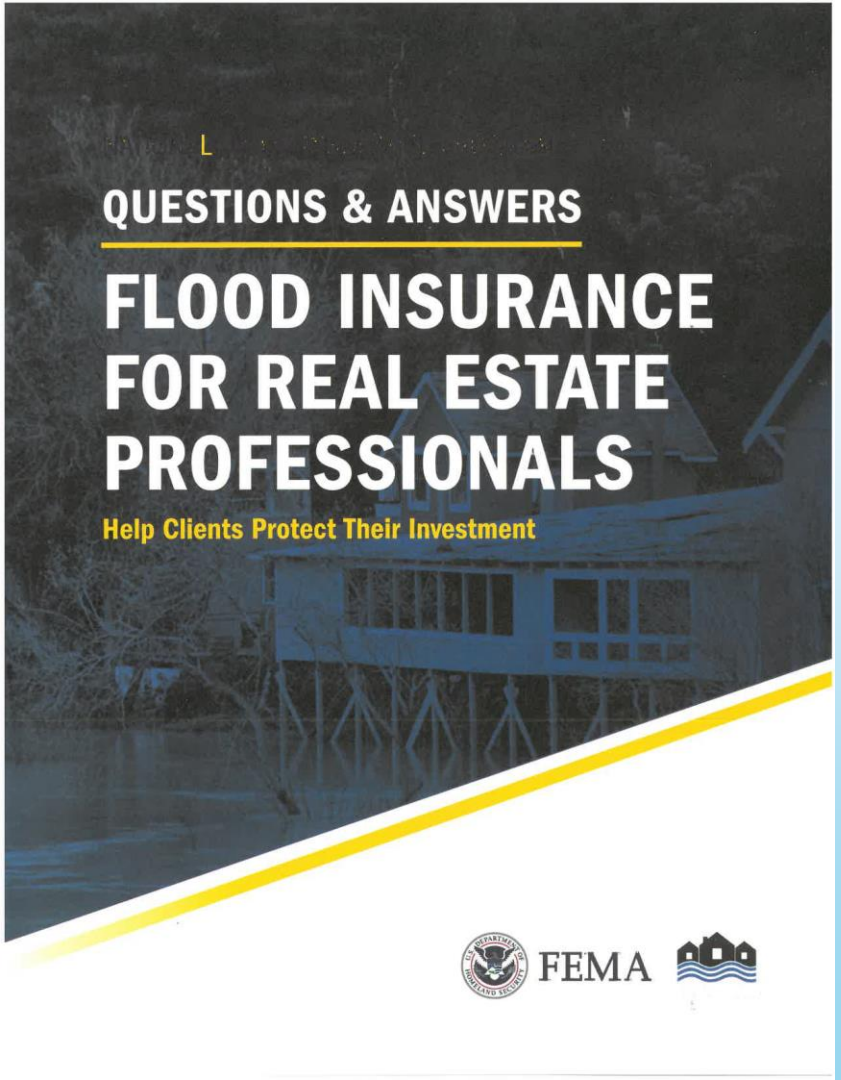
REMINDER - ACTION REQUIRED

To ensure that all participants get credit for attending we ask that all attending virtually please rename themselves to their **Full Name**. After your full name, please indicate whether you are renewing "**R**" or new "**N**."

Example

Peter Adams – R

John Adams – N



PLEASE BE SURE TO PICK UP YOUR COPY BEFORE YOU LEAVE.

IF YOU ARE ATTENDING VIA ZOOM PLEASE FEEL FREE TO PICK ONE UP IN CITY HALL.

CHAPTER 9 is the ordinance that gave the City the authority to establish the rental program. It contains all the rules pertaining to vacation rentals and a copy is in your packet for your review.

Chapter 9 - BUSINESS TAXES, PERMITS AND BUSINESS REGULATIONS

ARTICLE I. - IN GENERAL

Sec. 9-1. - Persons required to pay a business tax.
Any person who maintains a permanent business location or branch offices within the city and who engages in or manages any business, profession or occupation within the city, and any person who transacts any business or engages in any occupation or profession in interstate commerce where such tax is not prohibited by Section 8 of Article I of the United States Constitution, shall, prior to engaging in or managing said business, profession or occupation, procure from the city clerk a receipt for business tax.
Any person holding himself out to the public by sign, printed matter, internet website, telephone directory classified section or otherwise as being engaged in business within the City of Key Colony Beach, or as offering services or property to the public for a consideration, regardless of whether such person actually transacts any business or practices a profession, shall be considered as engaging in business and shall be liable for a business tax thereon.

Sec. 9-2. - Duration, expiration; partial year taxes.
Business tax payment shall be for one (1) year and shall be due on September 30 of each year, except as otherwise provided by law. Business tax from April 1 to the end of the fiscal year shall be at one-half (½) the stated rate.

Sec. 9-3. - When sold, due and payable, delinquency penalty.
All tax payments to the city clerk shall be due and payable in advance before September 30 of each year, and expire on September 30 of the succeeding year. If September 30 falls on a weekend or holiday, the tax is due and payable on or before the first working day following September 30. Those taxes not paid when due and payable are delinquent and subject to a delinquency penalty of ten (10) per cent for the month of October, plus an additional five (5) per cent penalty for each subsequent month of delinquency until paid. However, the total delinquency penalty may not exceed twenty-five (25) per cent of the tax for the delinquent business, occupation or profession.
Any person who engages in any business, occupation, or profession covered by this chapter, who does not pay the required tax within one hundred fifty (150) days and the initial notice of tax due, and who does not obtain the required receipt is subject to code board actions, civil actions and penalties, including court costs, reasonable attorneys' fees, additional administrative costs incurred as a result of collection efforts, and a penalty of up to two hundred fifty dollars ($250.00).

Sec. 9-4. - Doing business without a license.
Any person who engages in or manages any business, occupation or profession without first paying the tax, if required, is subject to a penalty of twenty-five (25) per cent of the tax due, in addition to any other penalty provided by section 1-9 and section 9-3.

Sec. 9-5. - Application, compliance with state and county requirements required.
Before the city shall be required to issue a tax receipt, it shall be the duty of the applicant to file an application with the city. Such application shall be in the form required by the city. Applicant must furnish evidence satisfactory to the city clerk that the applicant has complied with all city, state and county requirements concerning the occupation for which the tax is paid and that any unpaid fees and fines for violations have been paid.

Sec. 9-6. - Violations.
Violations of the provisions of this chapter shall be punishable by a fine of up to two hundred fifty dollars ($250.00) per day, and may result in a suspension or revocation of a business tax receipt. Alleged violations shall be referred to the code enforcement board.

Sec. 9-7. - Inspection required before issuance.
The building official shall conduct an inspection of the premises where any business is to be conducted whenever an application is submitted in order to ensure that the premises are in compliance with all applicable codes. The city may charge an administrative fee for the inspection referenced above; the amount of which shall be set by resolution of the city commission. No tax receipt will be issued until the business entity is in compliance with all city codes.

Vacation rental licenses are valid from October 1 through September 30. A first-time license may be issued anytime during this period, but all licenses expire September 30 no matter when issued.

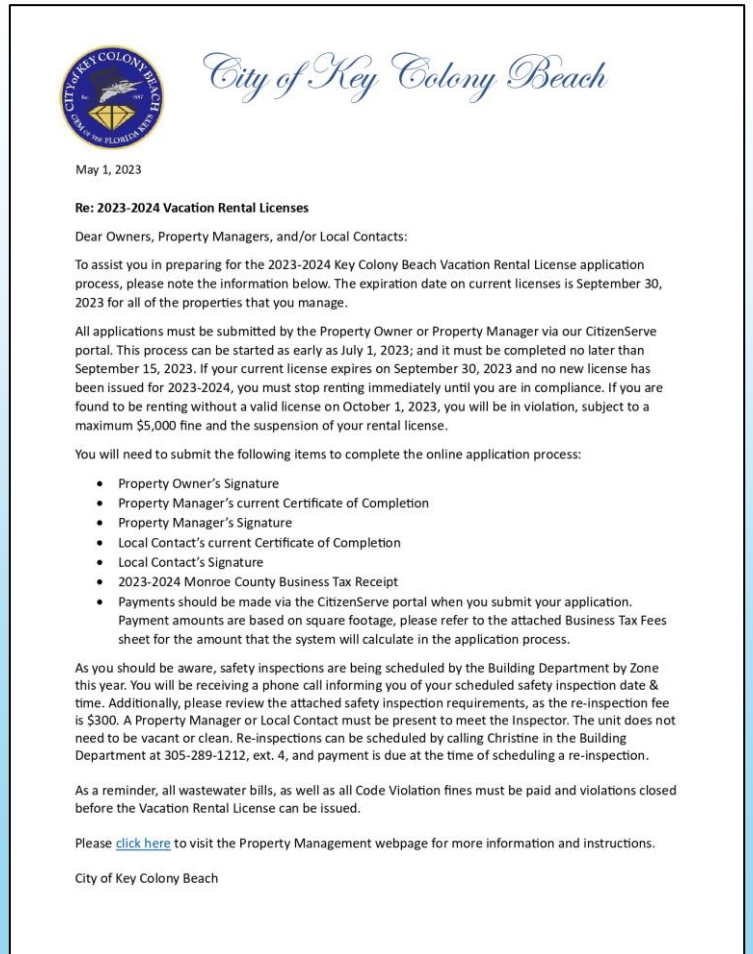
Each property or unit needs a business tax license. If you own a duplex, **2 licenses** are required to rent both sides.

The MINIMUM rental period allowed in KCB is 7 days.

Violations of the provisions of this ordinance are punishable by a fine of up to $250 per day and may result in suspension/revocation of the business tax license.

All fines and utilities must be paid to be issued and maintain a license.

VACATION RENTAL APPLICATION PROCESS



City of Key Colony Beach

May 1, 2023

Re: 2023-2024 Vacation Rental Licenses

Dear Owners, Property Managers, and/or Local Contacts:

To assist you in preparing for the 2023-2024 Key Colony Beach Vacation Rental License application process, please note the information below. The expiration date on current licenses is September 30, 2023 for all of the properties that you manage.

All applications must be submitted by the Property Owner or Property Manager via our CitizenServe portal. This process can be started as early as July 1, 2023; and it must be completed no later than September 15, 2023. If your current license expires on September 30, 2023 and no new license has been issued for 2023-2024, you must stop renting immediately until you are in compliance. If you are found to be renting without a valid license on October 1, 2023, you will be in violation, subject to a maximum $5,000 fine and the suspension of your rental license.

You will need to submit the following items to complete the online application process:

- Property Owner's Signature
- Property Manager's current Certificate of Completion
- Property Manager's Signature
- Local Contact's current Certificate of Completion
- Local Contact's Signature
- 2023-2024 Monroe County Business Tax Receipt
- Payments should be made via the CitizenServe portal when you submit your application. Payment amounts are based on square footage, please refer to the attached Business Tax Fees sheet for the amount that the system will calculate in the application process.

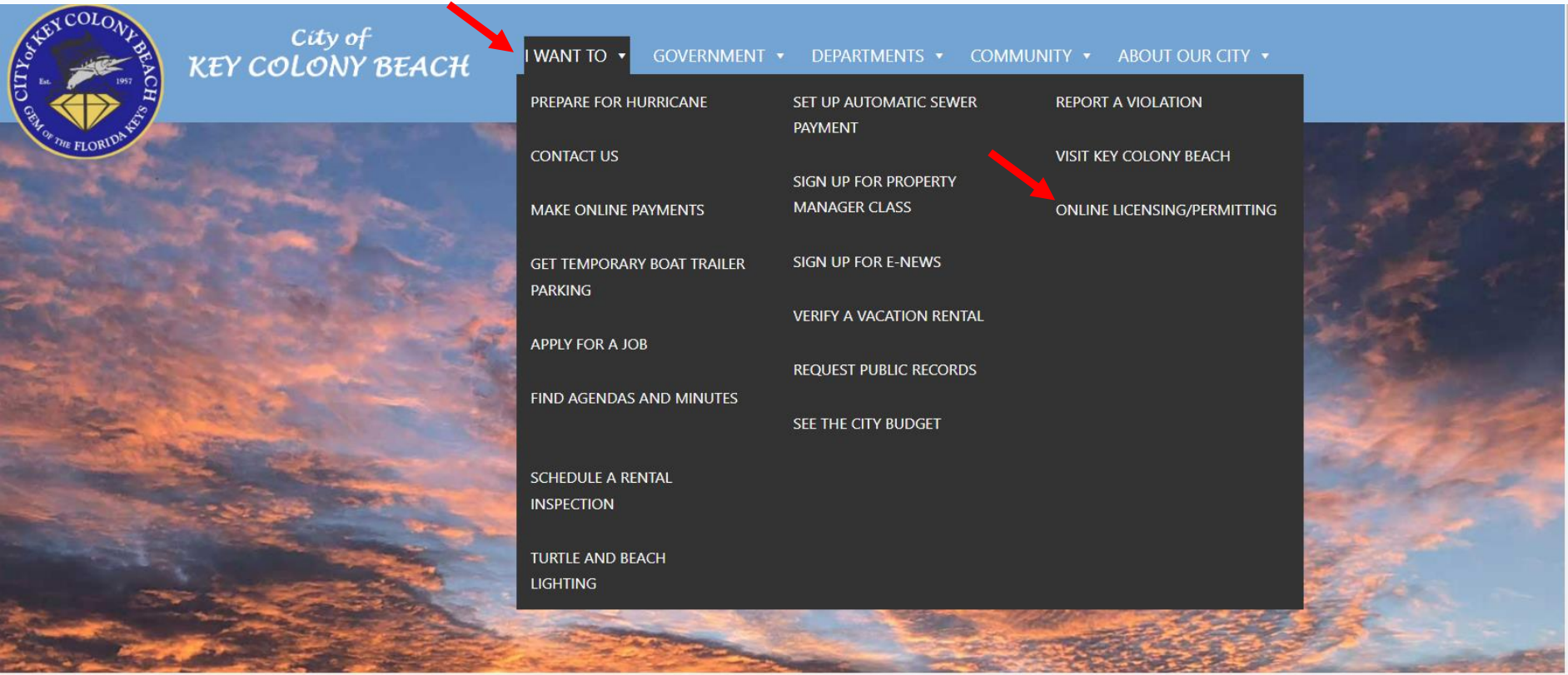
As you should be aware, safety inspections are being scheduled by the Building Department by Zone this year. You will be receiving a phone call informing you of your scheduled safety inspection date & time. Additionally, please review the attached safety inspection requirements, as the re-inspection fee is $300. A Property Manager or Local Contact must be present to meet the Inspector. The unit does not need to be vacant or clean. Re-inspections can be scheduled by calling Christine in the Building Department at 305-289-1212, ext. 4, and payment is due at the time of scheduling a re-inspection.

As a reminder, all wastewater bills, as well as all Code Violation fines must be paid and violations closed before the Vacation Rental License can be issued.

Please click here to visit the Property Management webpage for more information and instructions.

City of Key Colony Beach

VACATION RENTAL APPLICATION PROCESS



VACATION RENTAL APPLICATION PROCESS

LOGIN

Home Services Search Reports My Account Contact

WELCOME TO KEY COLONY BEACH, FL

Thank you for vising our website where you can access all of online services from your home, office, or mobile device.

Thank you for visiting our website, through this portal you have access to all of our online services for permitting, planning and zoning, licensing, code enforcement and general requests. We value your input, if you have any comments or suggestions please email us at 305-289-1212.

Online Services You Need

LICENSING

Starting a business? Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device.

APPLY FOR A LICENSE →

SEARCH FOR A LICENSE →

LEARN MORE ABOUT LICENSING →

Complaints and Requests

VACATION RENTAL APPLICATION PROCESS

Vacation Rentals - Property Managers

To apply for a short-term rental license, you must have a certified Property Manager and a certified Local Contact. The Owner can serve as the Property Manager if desired, and the Local Contact must be within one-hour's drive of Key Colony Beach.

To obtain certification, the Property Manager and Local Contact both need to complete the City of Key Colony Beach's Property Management Class, and apply for a Certificate of Completion.

Sign up for a Property Management class

How to obtain a license

Licensing

Trash Rules

Important Forms and Documents

- Property Management Class Packet 2023-2024
- Property Management Class PowerPoint Presentation
- Property Manager Certificate of Completion Required Documents
- Rules & Regulations Sheet
- Vacation Rental (Short-Term) Safety Inspection Requirements
- LONG-TERM Rental Safety Inspection Requirements
- Battery-Powered Smoke Detector Log

- **CitizenServe Licensing Tutorial Presentation**
- CitizenServe Mini-Tutorial "How to Find and Pay Code Violations"
- CitizenServe Mini-Tutorial "How to Make a Payment"
- CitizenServe Mini-Tutorial "How to Print your Rental License/Business Tax Receipt"
- CitizenServe Mini-Tutorial "How to Submit a Transfer of Owner, Property Manager or Local Contact"
- CitizenServe Mini-Tutorial "How to Upload a Document"
- CitizenServe Mini-Tutorial Monroe County Business Tax Receipt **EXAMPLE**
- CitizenServe Mini-Tutorial Property Management Class Certificate of Completion **EXAMPLE**

- Protecting Pelicans
- Manatee Manners - Please Don't Feed or Water Manatees

keycolonybeach.net/vacation-rentals-property-managers

ADDITIONAL INFORMATION

City of Key Colony Beach

Information for Vacation Rentals

1. **FLORIDA HOTEL/MOTEL LICENSE** – Is required for all Vacation Rentals. To obtain a state license, contact the Department of Business and Professional Regulation (DBPR).
   Call the office at (850) 487-1395 and leave a message for an inspector.
   E-mail: callcenter@dbpr.state.fl.us
   Online: www.MyFlorida.com/dbpr

2. **FLORIDA DEPARTMENT OF REVENUE SALES TAX** – Application for sales tax registration forms may be obtained in person, by mail, online, or call for information.
   Florida Dept of Revenue, Miami Service Center, 8175 NW 12th Street, Suite 119, Miami, FL 33126-1828.
   Phone: (305) 470-5001
   Online: www.MyFlorida.com/dor

3. **MONROE COUNTY BUSINESS TAX** – Paid once annually beginning July 1. Information and application may be obtained from the following:
   Monroe County Office of the Tax Collector, PO Box 1129, Key West, FL 33041-1129
   or 3101 Overseas Highway, Marathon, FL 33050.
   Online: www.monroetaxcollector.com/services/business-tax-receipts/
   Phone: (305) 295-5060 or (305) 289-6034

4. **MONROE COUNTY TOURIST DEVELOPMENT TAX** – Vacation rental Property Managers are required to pay tourist development taxes and file monthly reports, even if no rentals have occurred that month.
   Monroe County Office of the Tax Collector, PO Box 1129, Key West, FL 33041-1129
   or 3101 Overseas Highway, Marathon, FL 33050.
   Online: https://www.monroetaxcollector.com/services/tourist-development-tax/
   Tourist Express: https://monroe.county-taxes.com/tourist
   Phone: (305) 295-5058 or (305) 289-6034

5. **INSPECTIONS** – There is an annual inspection conducted by the City of Key Colony Beach, which is mandatory for maintaining a City of Key Colony Beach Vacation Rental License. See separate sheet for Vacation Rental Safety Inspection Requirements.

6. **FINES** – All City of Key Colony Beach Wastewater bills, as well as all Code Violation fines must be paid and violations closed before a vacation rental license can be issued.

TYPES OF TAXES

1. **Monroe County Business Tax -** $20/address/year, paid once annually beginning July 1.

2. **City of Key Colony Beach Vacation Rental Business Tax Receipt** = KCB Vacation Rental License. Fees based on sq feet.

3. **Monroe County Tourist Development Tax** – 5% tax, monthly report must be filed and taxes paid, even if there were NO RENTALS THAT MONTH.

4. **Florida Dept of Revenue Sales Tax** – 7.5% tax

TOURIST DEVELOPMENT TAX

Tourist Development Tax is a 5% tax on the total rental amount collected from every person or other party who rents for a period of 6 months or less.

The TD tax is due to the Tax Collector's Office monthly. It is due on the 1st day of the month following the reporting period and becomes delinquent if not paid or postmarked by the 20th day of the month following the reporting period. All owners/operators must submit a return **even if no taxes were collected for the month.**

Payments can be made online for the Tourist Development Tax through ***Tourist Express.*** Property owners that have signed up for Tourist Express are entitled to deduct 2.5% of the first $1,200.00 of tax due, or a maximum of $30.00 if the return is paid by the 20th day of the month following the reporting period.

Taxable charges include: Room rate, cleaning fees, pet fees, traveler service fees, processing fees, resort fees, in-room safe fees, cribs, rollaway beds, refrigerators, & microwaves.

Non-taxable charges include: Damage deposits, optional travel insurance.

City of Key Colony Beach

Business Tax Fees

The fees listed below are based on the square footage of the vacation rental unit. This fee includes administrative, safety inspection, and the business tax license fee.

Vacation Rental – Single Family and Duplex

Up to 999 square feet	$ 472.50
1,000 square feet to 1,199 square feet	$ 675.00
1,200 square feet to 1,399 square feet	$ 810.00
1,400 square feet to 1,599 square feet	$ 945.00
1,600 square feet to 1,799 square feet	$ 1,080.00
1,800 square feet to 1,999 square feet	$ 1,215.00
2,000 square feet and above	$ 1,350.00

Vacation Rental – Condo & Co-Op

Up to 999 square feet	$ 349.80
1,000 square feet to 1,199 square feet	$ 477.00
1,200 square feet to 1,399 square feet	$ 572.40
1,400 square feet to 1,599 square feet	$ 667.80
1,600 square feet to 1,799 square feet	$ 763.20
1,800 square feet to 1,999 square feet	$ 858.60
2,000 square feet and above	$ 954.00

Long Term Rental	$ 168.75
Transfer of Owner, Manager, or Local Contact	$ 112.50
Safety Re-Inspection/Cancellation/Rescheduling Fee	$ 300.00

*** All fees are to be paid online via Citizenserve when the Business Tax Application is submitted. (VISA, Discover, AMEX, Mastercard, and eChecks are accepted).**

KCB BUSINESS TAX FEES

Vacation Rentals fees are separated by category: Single Family and Duplex, Condo & Co-Op and are based on square footage.

Long term rentals (rent more than 6 months + 1 day) are $168.75 regardless of the sq. ft.

RULES & REGULATIONS

RULES & REGULATIONS for THE CITY of KEY COLONY BEACH

Key Colony Beach Code Enforcement & Police Department 305-289-1212
Monroe County Emergency Dispatch – 911 Non-Emergency Dispatch 305-289-2351

Welcome to Key Colony Beach, the Gem of the Florida Keys. These rules are codified in city ordinances or state statutes and will be **strictly enforced**. Properties will be fined and must come into immediate compliance. This document serves as formal notification of these common regulations. The full Code of Ordinances and Land Use Regulations are available on the city website at KeyColonyBeach.net.

It shall be unlawful for any person to make or continue, or cause to be made or continued, any excessive, disturbing, unnecessary, or unusually loud noise, or any noise which annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of other persons within the city. (This includes, but is not limited to the discharge of fireworks - sparklers okay.) ***Applies 24/7.***
City Code 10-2,3 **$250.00 per violation**

The vacation rental maximum occupancy is 2 persons per bedroom, plus 2 in a living room, gross maximum 10, but also limited by square footage. Each unit's ***actual occupancy*** is listed on the business tax license ***and may not be exceeded***.
City Code 9-20,25 **$250.00 per day**

Garbage must be in cans ***with lids on the cans***, or in a heavy-ply refuse bag securely tied or sealed. Leaf debris may be put into cans (no more than 12 inches higher than the top of the can) or tied in 4-foot bundles. Garbage cans and leaf debris may be placed out for collection no earlier than noon the day before collection. Refuse bags not in cans may be placed out for collection no earlier than 4 pm on the day before collection. Garbage cans must be removed from street to the proper storage location no later than 24 hours after collection. *City Code Chapter 7* **$50.00 per day**

GARBAGE COLLECTION TUESDAY & SATURDAY EARLY AM / RECYCLING COLLECTION TUESDAY ONLY EARLY AM LANDSCAPE DEBRIS COLLECTION WEDNESDAY ONLY AM

Littering is prohibited on land or into the water. This includes yard waste and cigarette butts. Discharging anything into the canals is strictly prohibited. Fish carcass disposal into canals shall be subject to the following: poke out the eyes; break the spine and gut the fish; ensure the fish carcass remains sunken and on the bottom of the canal as it decomposes; create no excessive accumulations of fish carcasses. *City Code 5-7, 7-12* **$250.00 per day**

City Street Speed Limit 25 mph. *City Code 17-1* Per Florida Statutes

The operation of an electric/motorized mobility device (such as scooters, hover boards, or skateboards) within the city is prohibited. Electric bicycles are permitted, but speed is limited to 10 mph in the multi-use/exercise path. These devices must yield the right-of-way to all pedestrians and give an audible signal before passing any pedestrian. Electric bicycles may operate up to 25 mph on the street. *City Code 17-1* **$25.00 per violation**

Animals at large are prohibited–all animals must be leashed. Maximum of 2 pets permitted. *City Code 4-6,10* **$100.00 per violation**

Animals are not permitted to defecate on other than pet owner's property without immediate removal of defecation.
City Code 4-6,10 **$50.00 per violation**

Only one recreational vehicle, or boat, or utility trailer, or personal watercraft trailer, or other trailer may be parked within the property boundaries per dwelling unit. Owner of trailer must be owner/renter of property. *City Code 5-80/6-59* **$100.00 per day**
(Temporary boat trailer parking MAY BE available in the designated area off 8th Street for a fee paid at City Hall.)

A vehicle or trailer parked on a vacant lot **must be** registered in the name of the owner of the vacant lot. All other parking on a vacant lot is prohibited. *LDR 101-55(3) City Code 5-80* **$100.00 per day**

Boat trailers, motorhomes, recreational vehicles, commercial vehicles, etc., may not extend over or be parked on any city right-of-way, which is 20 ft. from the center line of the roadway. *City Code 5-82/LDR101-55* **$100.00 per day**
Additional parking regulations apply to properties along Sadowski Causeway.

Every bicycle in use between sunset and sunrise shall be equipped with a white lamp on the front and a red lamp and reflector on the rear. *F.S. 316.2065 (7).* A bicycle rider or passenger under the age 16 years of age must wear a bicycle helmet.
F.S. 316.2065(d) **$64.50 per violation**

No vehicles, motorhomes, trailers, or campers may be used as a residence even for one night. *LDR 101-55(3)* **$100.00 per day**

Parking prohibited on 1st through 5th Streets and East Ocean Drive except with Property Owner's permission.
City Code 17-6 **$50.00 per day**

Parking in the City right-of-way (between the street and the house) is restricted to the Property Owner, their invited guests and renters. *City Code 17-6* **$50.00 per day**

Parking in the City right-of-way (between the street and the house) on the East side of Coral Lane and the West side of 7th Street (no houses) is regulated by posted signs. *City Code 17-6* **$50.00 per day**

No parking between midnight and 6:00 a.m. on City-owned parking areas, except Sunset Park (parking is prohibited from sunset to sunrise), and the Post Office parking lot for the limited purpose of continuous access to the City's Post Office
(see sec. 17-7 for additional regulations). City Code 17-6 **$50.00 per day**

Parking is prohibited in all areas marked "No Parking." *City Code 17-6* **$50.00 per day**

No parking on any street of Key Colony Beach, except as provided by F.S. Ch. 316. All parked vehicles must face the proper direction of travel. *City Code 17-6* **$50.00 per day**

No parking in the multi-use exercise path. *City Code 17-6* **$50.00 per day**

Living aboard a vessel is prohibited even for one night. *City Code 5-15* **$250.00 per day**

Rafting of vessels prohibited. *City Code 5-6* **$250.00 per day**

All watercrafts must operate at **IDLE SPEED/NO WAKE** landward of the buoys located off the Atlantic Ocean and Vaca Cut shorelines and within all Key Colony Beach waterways. *City Code 5-1* **$250.00 per violation**

The overall boat length of any boat may not exceed the waterfront property lines available with the house. Overall boat length of a boat includes outboard motor in the tilt up position and pulpit and anchor. *City Code 5-40* **$200.00 per day**

Diving and snorkeling are prohibited 4 days prior to opening of mini-season until 10 days after opening of commercial season in navigable canals, marinas and within 300 feet of shoreline. *City Code 5-11* **$250.00 per violation**

NEW CODE VIOLATIONS
Short term vacation rental with excessive number of tenants
Short term vacation rental – cleaning not acceptable **$250.00 per day**

Please note that this information must be kept in the rental unit and available for inspection upon request of the Code Enforcement and/or Police Departments of the City of Key Colony Beach. ***City Code 9-26***

Rental Unit Address _____ **Maximum Occupancy** _____

Dates of Rental: From _____ **To** _____

Occupants Name(s) _____ _____

_____ _____

_____ _____

_____ _____

Vehicle(s) License Plate Tag Number and State _____

_____

_____

I have read and understand the Rules and Regulations of the City of Key Colony Beach printed on the reserve side of this page. The above information regarding the occupants and vehicles at the rental unit shown above is true and correct.

_____ _____
Signature of Renter/Occupant **Date**

Revised 5/17/2023

RULES & REGULATIONS

Vacation rental tenants ***MUST*** sign the Rules & Regulations document.

"I have read and understand the Rules and Regulations of the City of Key Colony Beach printed on the reserve side of this page. The above information regarding the occupants and vehicles at the rental unit shown above is true and correct."

Please note that the signed document must be kept on file (either in the rental unit or electronically on file with the Property Manager) and available for inspection upon request of the Code Enforcement Officer and/or Police Officers of the City of Key Colony Beach.

The Rules and Regulations for the City of Key Colony Beach should be **prominently posted** in each rental unit.

PROPERTY MGR RESPONSIBILITIES

Either the Property Manager or the Local Contact should be checking on properties **WEEKLY**.

Common Code Violations include:

- Boat trailers in front yard
- Trash and Recycling not in/out on time
- Yard maintenance (Grass length, palm fronds, etc.)
- Yard waste, old newspapers, debris, litter

24/7 NOISE ORDINANCE

Excessive, disturbing, unnecessary or unusually loud noise, or any noise which annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of other persons within the city is prohibited. This includes, but is not limited to, the discharge of fireworks. (Sparklers are permitted). Applies 24 hours a day, 7 days a week. City Code 10-2, 3

OCCUPANCY

- The vacation rental maximum occupancy is 2 people for each bedroom, plus 2 people for a living room, not to exceed 1 person per 200 finished square feet (excluding garages, carports, screen rooms & storage areas) or 10 people, whichever is less. Children of all ages are counted as people. City Code 9-20, 25

- Examples: 2 BR, 1300 finished sq. ft. = 6 people
  3 BR, 1500 finished sq. ft. = 7 people

GARBAGE

- Garbage must be bagged and in cans with lids and cans must have house numbers displayed on them. Heavy-duty refuse bags may be placed outside if securely tied or sealed. The trash collection schedule is set by Marathon Garbage Service, and the current schedule is trash and recycling pick-up Tuesday morning, trash pick-up Saturday morning, and yard waste pick-up Wednesday morning. All cans may be placed for pick-up no earlier than noon the day before pickup (bags alone no earlier than 4:00 pm), and must be returned to the storage area within 24 hours.

City of Key Colony Beach

Rules for Trash, Recycling and Yard Waste

TRASH PICKUP is twice a week on Tuesdays and Saturdays

-Trash Cans-Place cans at curbside after NOON on Mondays and Fridays-If you are leaving on a different day, please do not put cans out. Please be sure cans are brought in within 24 hours of pickup (by Wednesday morning and Sunday morning or before).

-Trash Bags-Place bags at curbside after 4:00PM on Monday and Friday-please do not put bags out on any other day.

RECYCLING PICKUP is once a week on Tuesdays early in the morning

-Recycling cans/bins-Place at curbside after NOON on Mondays for pickup on Tuesday. If you are leaving on a different day, please do not put recycling out. Please be sure cans/bins are brought in within 24 hours of pickup (by Wednesday morning or before).

LANDSCAPING DEBRIS PICKUP is once a week on Wednesdays

-Landscape Debris/Yard Waste-Place at curbside on Tuesday for Wednesday pickup-please do not place at curbside on any other day.

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Trash pickup early AM-bring in cans when empty	Bring Trash Cans in by Noon or before	Trash and Recycling - cans out to curbside at Noon or after	Trash and Recycling pickup- bring in cans when empty Landscape Debris to curbside	Landscape Debris pickup- bring in cans when empty Bring in empty Trash and Recycling cans by Noon or before		Trash cans out to curbside at Noon or after

Contact Marathon Garbage at (305) 743-5165 to make an appointment to have any large items hauled away such as appliances, furniture, or other bulky items. If disposing of any appliances that have doors, such as refrigerators, freezers, washers/dryers, be sure doors are removed before placing at curbside for pickup.

Please note: Code Enforcement will be doing regular patrols to enforce ordinances regarding trash several times per week. Please be sure that renters and/or Property Managers are aware of and abide by these rules. A $50.00 fine is associated for non-compliance. We appreciate your help to keep Key Colony Beach, the Gem of the Florida Keys, beautiful. Thank You.

A complete copy of the collection schedule and rules must be placed in each rental unit describing when trash, recycling, and yard waste is to be put out and brought in.

This form is available at City Hall and can also be found on the City's website.

LITTERING

- Littering is prohibited on land or into the water. This includes yard waste.
- Discharge of any items into the canals or water is strictly prohibited.
- Cigarette butts are litter. Turtles see them floating and think that they are shrimp and eat them.
- Fish carcasses are governed by Code section 5-7.

FISH CARCASS DISPOSAL

- Poke out the eyes
- Break the spine and gut the fish
- Ensure the fish carcass remains sunken and on the bottom of the canal as it decomposes
- Create no excessive accumulations of fish carcasses
- Fishing licenses are required

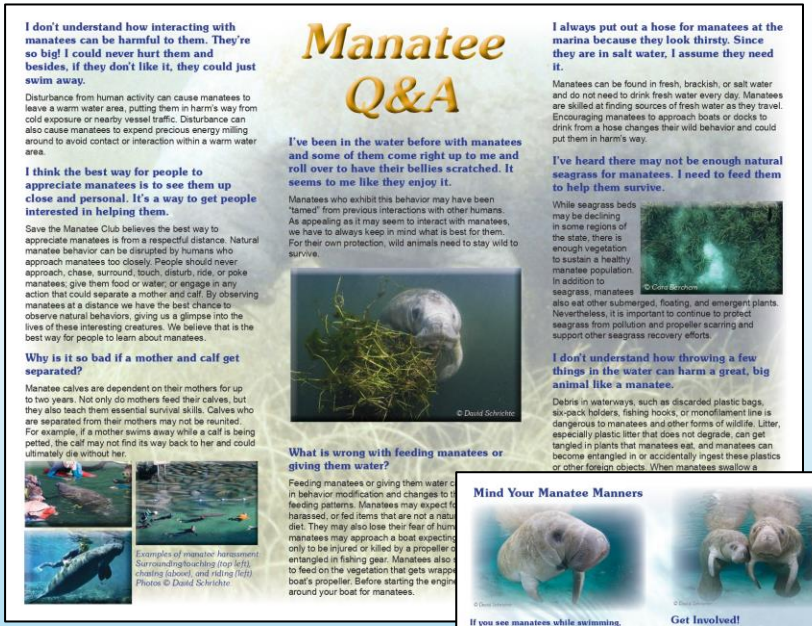
TRAFFIC

- City Street Speed Limit is 25 mph. Street legal golf carts are allowed – must be registered and have a license plate.
- The operation of an electric/motorized mobility device (such as scooters, hover boards, or skateboards) within the city is prohibited. Electric bicycles are permitted, but speed is limited to 10 mph in the multi-use/exercise path. These devices must yield the right-of-way to all pedestrians and give an audible signal before passing any pedestrian. Electric bicycles may operate up to 25 mph on the street. *City Code 17-1*

PETS

- Animals at large are prohibited – all animals must be leashed.
- Animals are not permitted to defecate on any property other than the pet owner's property without immediate removal of defecation.
- Maximum of 2 pets permitted.

WILD ANIMAL TIPS



PARKING

- Parking is prohibited on 1st through 5th Streets and East Ocean Dr. except with the owner's permission.
- Parking in the City right-of-way (between the street and the house) is restricted to the Property Owner, their invited guests and renters.
- Parking in the City right-of-way (between the street and the house) on the East side of Coral Lane and the West side of 7th Street (no houses) is regulated by posted signs.
- No parking between midnight and 6:00 a.m. on City-owned parking areas, except Sunset Park (parking is prohibited from sunset to sunrise), and the Post Office parking lot for the limited purpose of continuous access to the City's Post Office.
- Parking is prohibited in all areas marked "No Parking."
- No parking on any street of Key Colony Beach. All parked vehicles must face the proper direction of travel.
- No parking in the multi-use exercise path.

- No boats, vehicles, motorhomes, trailers, or campers may be used as a residence even for one night.

- Every bicycle in use between sunset and sunrise shall be equipped with a white lamp on the front and a red lamp and reflector on the rear. If under the age of 16 a helmet must be worn.

TRAILER PARKING

- A vehicle or trailer parked on a vacant lot must be registered in the name of the owner of the vacant lot. All other parking on the vacant lot is prohibited.

- Boat trailers, motorhomes, recreational vehicles, commercial vehicles, etc. may not extend over or be parked on any right-of-way. Right-of-way is 20 ft. from the center line of the road. Additional parking regulations apply to properties along Sadowski Causeway.

TRAILER PARKING

- Only one recreational vehicle, boat, utility, personal watercraft trailer or trailer of any type may be parked within the property boundaries per dwelling unit. Owner of trailer must be owner/renter of property.

- If an Owner has a trailer already on the property than a renter cannot park a second trailer at the property.

- Temporary boat trailer parking MAY be available in the designated area off 8th St. for a fee paid at City Hall.

BOAT TRAILER PARKING LOT

- The City offers temporary parking for BOAT trailers only. Parking is not available for golf cart trailers, motorcycle trailers, etc.
- The boat may NOT be on the trailer.
- The cost is $150 per week, or $300 per month. Checks and credit cards (Visa, MasterCard, Discover, & American Express) are accepted (no cash).
- Permits can be purchased at Key Colony Beach City Hall (Open Mon - Fri from 8:30 a.m. to 4:00 p.m.)
- Locks on the trailer are prohibited. The lot is maintained by our Public Works Department and they may need to move the trailers to complete maintenance in the lot. Locks will be cut off.
- The city is not responsible for any damage to trailers while parked in our lot.
- No reservations – parking spots are available on a first-come, first-served basis.
- If you arrive when City Hall is closed, once the boat is off the trailer, you may park the trailer in the lot. You must come to city hall before noon the next day we are open to get your permit. Our Police Officers patrol the lot in the afternoon. Trailers without permits are subject to tickets and towing at the owner's expense.
- When you come to City Hall for a parking permit, please bring the following: your KCB address where you are staying, the boat trailer tag number, and the trailer VIN number.

WATERCRAFT

- Rafting of vessels is prohibited.
- All watercraft must operate at idle speed/no wake landward of the buoys located off the Atlantic Ocean and Vaca Cut shorelines and within all Key Colony Beach waterways.
- The overall boat length of any boat may not exceed the waterfront property lines available with the house. Overall length includes outboard motor in tilt up position and pulpit and anchor.

MINI-SEASON FOR LOBSTER

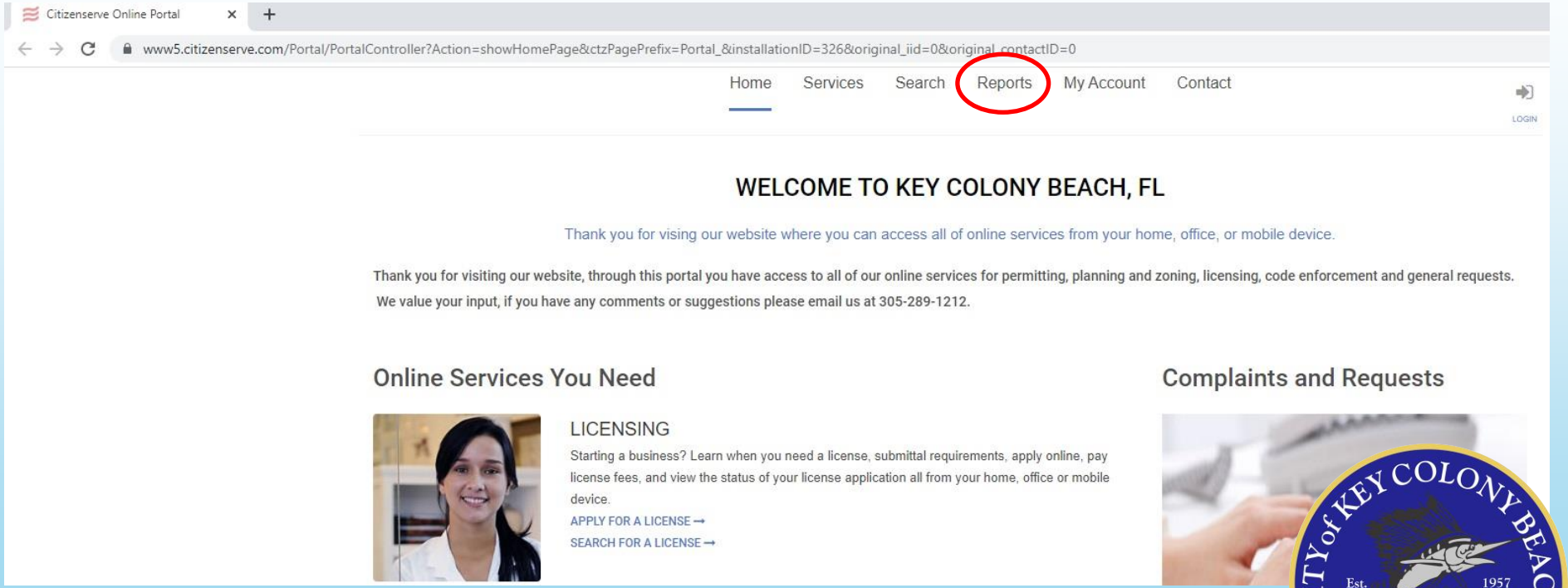
- Diving and snorkeling is prohibited 4 days prior to opening of mini-season until 10 days after opening of commercial season in navigable canals, marinas, and within 300 feet of shoreline.

- 2024 Lobster Mini-Season is July 24 & 25.

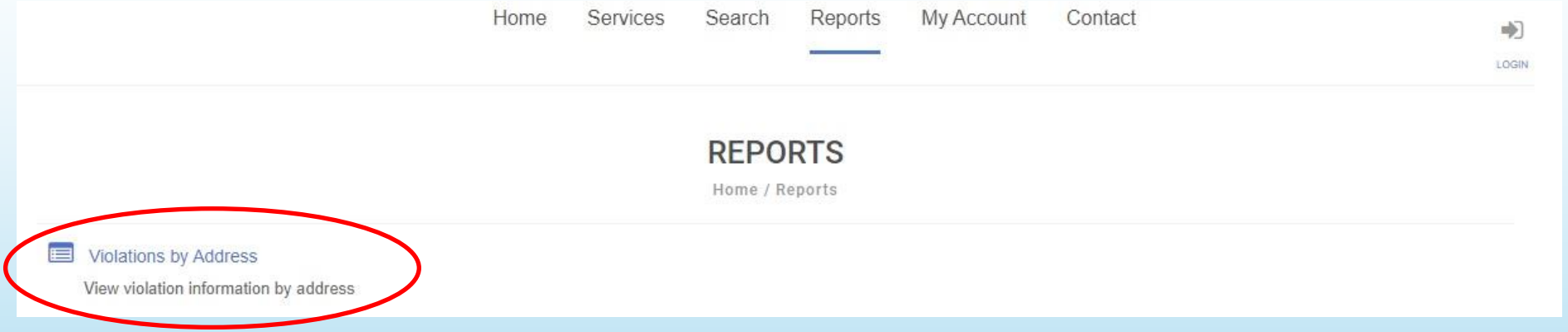
TO CHECK CITIZENSERVE FOR OPEN VIOLATIONS

You can search without being logged into your CitizenServe account to view Code Violations for any KCB property.

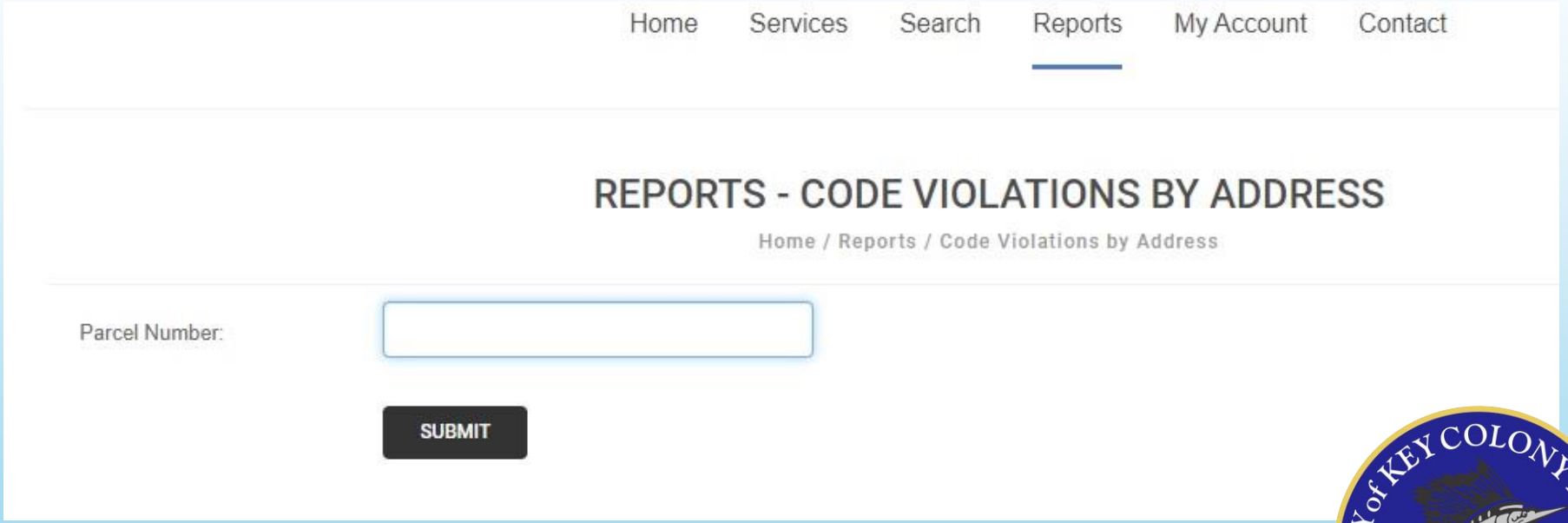
CitizenServe Landing Page



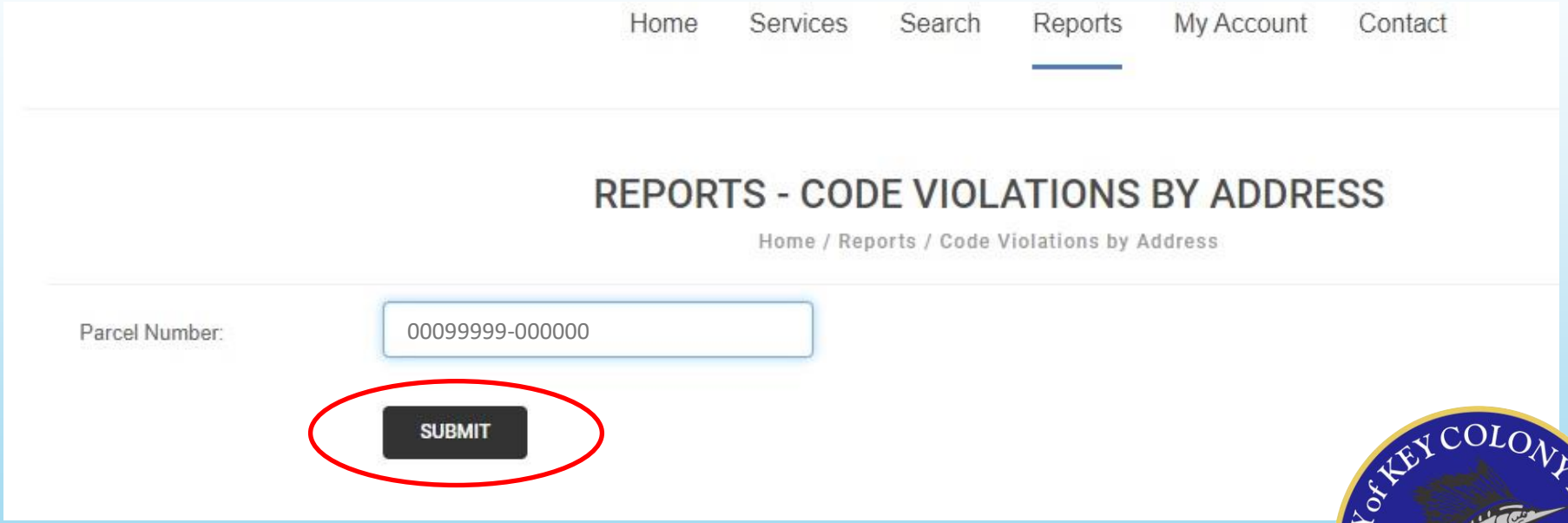
CitizenServe Reports



CitizenServe Reports – Violations by Address



CitizenServe Reports – Violations by Address



CitizenServe Reports – Violations by Address

Home Services Search Reports My Account Contact

LOGIN

VIOLATIONS BY ADDRESS

Home / VIOLATIONS BY ADDRESS

1 to 4 of 4

File#	Address	Violation Open Date	Violation Comments	Short Descritpion	Full Description	Status	Fees Due
23-000002	123 CORAL LN	May 1 2023 12:00AM		Garbage can specifications	Receptacles used for storage and collection of refuse materials shall be watertight, weigh no more than 50 pounds when placed for collection and meet the all container specs. Penalty per day $50.00	Open	$50.00
23-000001	123 CORAL LN	Mar 23 2023 12:00AM	weed maintenance	Lots maintained in mowable condition	It shall be the duty of the owner of any vacant lot in the city to keep such condition that it can be easily mowed with mowing equipment. Nothing shall be on lot to damage any type of mowing equipment. Penalty per day $250.00	Open	$0.00
22-000001	123 CORAL LN	Jan 4 2022 12:00AM	Closed violation after speaking with renter, she put the trash out on wrong day through no fault of her own. Leslie Burnett. 502-500-1070	Cans and bins put out too early/late	Location and time placement of receptacles and Trash bags. Garbage and trash receptacles may be placed after 12:00 noon on day preceding pick up and bags after 4:00 pm on day prior to pick up. All bins and receptacles are to be placed back in storage position no more than 24 hours after collection	Closed	$0.00
22-000002	123 CORAL LN	Aug 18 2022 12:00AM	trash cans out after 24 hours	Use garbage cans	Any person using or occupying any residence in the city shall be provide and maintain in good order and repair, refuse receptacles of sufficient number to contain garbage or trash that will accumulate on the premises. Penalty per day $50.00	Closed	$0.00

PAYMENT OF VIOLATIONS

- Go to keycolonybeach.net
- Click on “Online Payments”
- Make Online Payment
- Be sure to reference the Address of Citation after selecting “Miscellaneous” in the Payment Type Dropdown Field
- Email a copy of your receipt to codeofficer@keycolonybeach.net

SAFETY INSPECTION REQUIREMENTS

Vacation Rental Safety Inspection Requirements

1. Hard-wired smoke detectors powered by the house electrical system with battery back-up must be installed: one in each bedroom, one outside each bedroom and one in each sleeping area (including den and living room). Smoke detectors must be located at least 3 feet from the edge of fan blades and air-conditioning vents, and at least 4" away from corners.

   Existing facilities may continue to use battery powered smoke detectors provided they are tested on a regular basis detailed below, and replaced in accordance with the manufacturer's recommendations, but not less than once every twelve (12) months.

   Battery powered (10-year Lithium Ion), single-station smoke detectors, where used, shall be tested and inspected not less frequently than **once per week**. A log of the required tests and inspections shall be kept and available for review at any time. This log shall include, but not be limited to, the following information:
   1. A list, clearly identifying each individual detector by its physical location.
   2. The date of each required test & inspection.
   3. The identity and signature of the inspector.
   4. The result of each test & inspection.
   5. The completion date and form of any maintenance performed.
   6. The completion date and form of any corrective measures taken for each improperly functioning device.
   7. A copy of the manufacturer's recommended maintenance schedule and procedures.

   At such time that the authority having jurisdiction finds cause to believe that the requirements are not being fulfilled, detectors powered by the building electrical system shall be required.
2. Hard-wired battery backup emergency lighting that automatically provides illumination of the primary exit and means of egress in the event of any interruption of normal lighting.
3. A multi-purpose dry chemical fire extinguisher with a minimum rating of 3-A; 40-B; C for each 3,000 square feet or portion thereof must be located on a normal path of travel that leads to an exit. The fire extinguisher must have a current certification and be mounted at least 4" and no more than 5 feet from the floor. If in a closet or cabinet, it must be noted with proper signage.
4. Ground Fault Circuit Interrupter outlets (GFCI) or GFCI-protected breakers must be installed to National Fire Code Specifications. These outlets/breakers must be installed in kitchens, bathrooms, laundry rooms, wet bars, storage areas, carports, garages, exteriors, porches, decks, patios, pool and dock areas.
5. A floor diagram reflecting the floor plan of the unit, the primary and secondary exits and means of egress and room identifications, and fire extinguisher locations must be posted in a conspicuous location.
6. The street address must be prominently displayed on the refrigerator in numbers and letters that are a minimum of 1 1/2 inches in height.
7. If the property is on a canal, the house number must be visible from the canal. Numbers must be a minimum of 4 inches tall and 1 1/2 inches wide. House numbers must be visible when the boat is at the dock and/or on a boat lift.
8. All wiring must be protected interior and exterior. No exposed electrical wiring or extension cords are permitted.
9. Electrical panels must be clearly labeled and cannot be blocked and the clearance in front of the panel must be a minimum of 30" wide x 36" deep. It may not be located in a bathroom.
10. Swimming pool/spa fencing, gates and alarms must comply with current State, County and City Codes. Exit doors and any window lower than 48" from the floor must have an audible alarm. Fences must be a minimum of 48" in height. Gates must be open out and be self-latching and self-closing with latches mounted 54" or higher.
11. Any property that has a hot tub/spa without fencing must have a locking cover.
12. A hearing-impaired smoke detector is required if the unit is occupied by a hearing-impaired person.
13. A secondary non-keyed locking device is required on all keyed entry doors.
14. Sewer compliance, visual inspection of downspouts, cleanouts and connections.
15. Two manufactured storage sheds are allowed. Each may be a maximum size of 130 cubic feet. They must be anchored to the wall of the dwelling unit. Exception: they may be in the setback IF a variance is granted. Constructed sheds must meet city building codes.
16. Each property must have a minimum of two garbage cans with lids, not exceeding 32 gallons each. Each garbage can must have the house number clearly marked on it. The recycle bin must be marked as well with stick-on numbers only (per Marathon Garbage Service).
17. Any garage accessible directly from the house must have a self-closing door.
18. Every property shall have a minimum of one primary exit and one secondary means of emergency escape (egress). Please review Florida Fire Code Section 69A-43.018 for egress requirement specifics.

Notes:

- Ground-floor enclosures must comply with all FEMA regulations and all rooms will be inspected for compliance with all City, State and Federal regulations.
- Non-engineered and non-permitted gazebos and tents are not allowed.
- Exterior lighting cannot glare outside of your property.
- The building, grounds, and dock area must be in well-maintained condition.
- The current Vacation Rental License with occupancy limit must be posted in the unit.

******If a property fails inspection, a $300 re-inspection fee will be required.******

Revised 9/7/2023

CITY of KEY COLONY BEACH
Est. 1957
GEM OF THE FLORIDA KEYS

SAFETY INSPECTION REQUIREMENTS

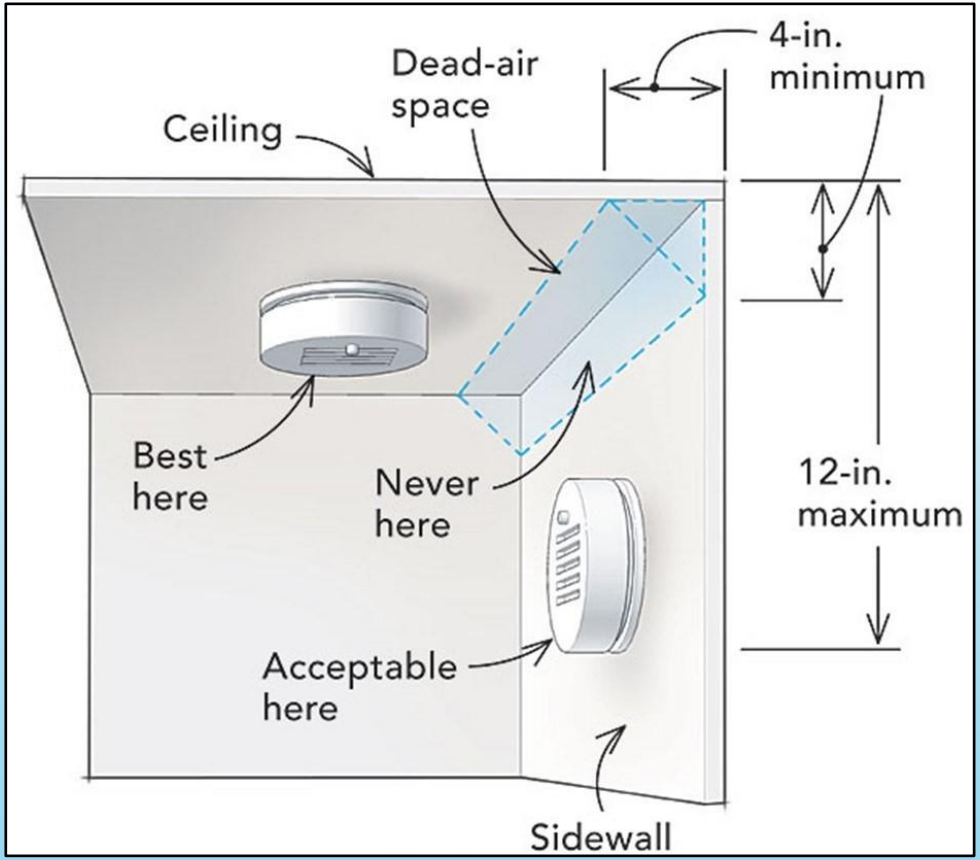
SMOKE DETECTORS

Hard-wired smoke detectors powered by the house electrical system with battery back-up must be installed: one in each bedroom, one outside each bedroom and one in each sleeping area (including den and living room).

Hearing impaired smoke detectors are required if the unit is occupied by a hearing-impaired person.

SMOKE DETECTORS

- Smoke detectors must be located at least 3 feet from the edge of fan blades and air conditioning vents, and at least 4 inches away from corners.



SMOKE DETECTORS

Existing facilities may continue to use battery powered smoke detectors provided they are tested on a regular basis detailed below, and replaced in accordance with the manufacturer's recommendations, but not less than once every twelve (12) months.

Battery powered (10-year Lithium Ion), single-station smoke detectors, where used, shall be tested and inspected not less frequently than **once per week**. A log of the required tests and inspections shall be kept and available for review at any time. This log shall include, but not be limited to, the following information:

1. A list, clearly identifying each individual detector by its physical location.

2. The date of each required test & inspection.

3. The identity and signature of the inspector.

SMOKE DETECTORS

4. The result of each test & inspection.

5. The completion date and form of any maintenance performed.

6. The completion date and form of any corrective measures taken for each improperly functioning device.

7. A copy of the manufacturer's recommended maintenance schedule and procedures.

At such time that the authority having jurisdiction finds cause to believe that the requirements are not being fulfilled, detectors powered by the building electrical system shall be required.

SMOKE DETECTORS

Battery-Powered Smoke Detector Log

Smoke Detector Identities:

Inside Bedroom 1 =
Outside Bedroom 1 =
Inside Bedroom 2 =
Outside Bedroom 2 =
Inside Bedroom 3 =
Outside Bedroom 3 =
Inside Bedroom 4 =
Outside Bedroom 4 =
Inside Bedroom 5 =
Outside Bedroom 5 =
Inside Living Room/Den (sleeping area) =
Outside Living Room/Den (sleeping area) =

SMOKE DETECTOR IDENTITY	TEST DATE (WEEKLY)	TESTED BY	SIGNATURE	TEST RESULT (PASS/FAIL)	MAINTENANCE PERFORMED? DATE	CORRECTIVE MEASURES TAKEN? DATE

Please include a copy of the Smoke Detector Manufacturer's recommended maintenance schedule and procedures.

EMERGENCY LIGHTING

Hard-wired battery back up emergency lighting that automatically provides illumination of the primary exit and means of egress on each habitable floor, including staircases, in the event of any interruption of normal lighting.

FIRE EXTINGUISHER

A multipurpose dry chemical fire extinguisher with a minimum rating of 3-A; 40-B; C for each 3000 square feet or portion thereof, must be located on a normal path of travel that leads to an exit. The fire extinguisher must have a current certification and be mounted at least 4” and no more than 5 feet from the floor. If in a closet or cabinet, it must be noted with proper signage.

ELECTRICAL OUTLETS

Ground Fault Circuit interrupter outlets (GFCI) or GFCI-protected breakers must be installed to National Electric Code Specification. These outlets/breakers must be installed in the kitchen, baths, laundry, wet bars, storage, car-port, and garage; as well as on the exterior, porches, decks, and patio, pool and dock areas.

EMERGENCY EVACUATION

All vacation rental units shall be evacuated upon posting of a non-resident evacuation order issued for Key Colony Beach. No services may be available after the order is issued (police, fire department, ambulance, stores, etc.)

FLOOR DIAGRAM

A floor diagram reflecting the floor arrangement, the primary and secondary exits and room identification must be posted in a conspicuous location and must show the fire extinguisher locations.

DISPLAY OF HOUSE ADDRESS

- The street name and house number must be prominently displayed on the refrigerator and be a minimum of 1 ½ inches in height.
- If the property is on a canal, the house number must be prominently displayed, and MUST be visible from the canal even when a boat is at the dock and/or on a lift. Lettering must be a minimum of 4 inches tall by 1 ½ inches wide.

PROMINENTLY DISPLAY

- Property address on the refrigerator (1 ½” in height)
- Valid Vacation Rental License
- City of KCB Rules & Regulations
- Trash Rules
- Floor Diagram (including fire extinguisher locations, all exits, and room ID)

ELECTRIC

- All wiring must be protected interior and exterior. No exposed electrical wiring or extension cords are permitted.
- Electrical panels must be clearly labeled, they cannot be blocked, and the clearance in front of the panel must be a minimum of 30” wide by 36” deep. It may not be located in a bathroom.

SWIMMING POOL/SPA

Swimming Pool/Spa fencing, gates and alarms must comply with current State, County, and City Codes. Exit doors and any window lower than 48” from the floor must have an audible alarm. Fences must be a minimum of 48” in height. Gates must open out and be self latching and self closing with latches mounted 54” or higher. Hot Tubs/Spas without fencing must have a locking cover.

SECURITY/LOCKS

- A secondary non-keyed locking device is required on all keyed entry doors.

- Any garage accessible directly from the house must have a self-closing door.

STORAGE SHEDS

Two manufactured storage sheds are allowed. Each may be a maximum size of 130 cubic feet. They must be anchored to the wall of the dwelling unit with the exception that they may be in the setback IF a variance is granted. Constructed sheds must meet City building codes.

- Ground floor enclosures must comply with all FEMA regulations.
- Non-engineered and non-permitted Gazebos and Tents are not allowed.
- Exterior lighting cannot glare outside of your property.
- The building, grounds and dock area must be in well-maintained condition.

MEANS OF EGRESS

Every one and two family dwelling, recreational vehicle or mobile home licensed as a public lodging establishment shall have a minimum of one primary exit and one secondary means of escape.

The primary means of exit shall be a door, stairway, or ramp providing a means of unobstructed exit travel to the outside of the dwelling, recreational vehicle or mobile home, at street or ground level.

The secondary means of escape shall be one of the following:
A door, stairway or ramp providing a way of unobstructed exit travel to the outside of the dwelling, recreational vehicle or mobile home, at street or ground level that is independent of and remote from the primary means of exit; or

MEANS OF EGRESS

An outside window or door operable from the inside, without the use of tools or special equipment, that provides:
a clear opening having a **MINIMUM** of **5.7 square feet** of area with: *no dimension less than* 20 inches in width
OR 24 inches in height.

The bottom of the opening shall not be more than 44 inches off the floor. The opening must be directly accessible to fire department rescue apparatus or fire department extension ladders.

MEANS OF EGRESS

20” wide
x
24” high
=
3.33 sq feet

20” wide
x
42” high
=
5.83 sq feet

35” wide
x
24” high
=
5.83 sq feet

MEANS OF EGRESS EXCEPTION

The secondary means of exit and sleeping room smoke detectors are not required **IF** the dwelling, recreational vehicle or mobile home is protected throughout by an approved **automatic sprinkler system** in accordance with NFPA 13, Standard for Installation of Sprinkler Systems, or NFPA 13D, Standard for the Installation of Sprinkler Systems in One and Two Family Dwellings and Mobile Homes, or NFPA 13R, Standard for the Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height, as adopted in Chapter 69A-3, F.A.C., and incorporated by reference therein.

What's Next?

Property Managers and Local Contacts – Return completed Certificate of Completion forms found in the class packet (Contact Info, Compliance Signature Page, and Quiz #7).

Remit $150 certification payment. Payment can be made via check or online at: https://keycolonybeach.net/payonline/ (Please save your receipt.)

Please email completed forms and online payment receipt to Tammie Anderson: clerk2@keycolonybeach.net

Once these items are received, your Certificate of Completion will be emailed to you.