

Welcome to the City of Key Colony Beach

Property Manager/Local Contact Certification Course



PLEASE MUTE ALL ELECTRONIC DEVICES

QUESTIONS & ANSWERS

FLOOD INSURANCE FOR REAL ESTATE PROFESSIONALS

Help Clients Protect Their Investment



FEMA



IF YOU ARE ATTENDING
VIA ZOOM PLEASE FEEL
FREE TO PICK ONE UP IN
CITY HALL or Online @
[https://keycolonybeach.net/flood
drain-management/](https://keycolonybeach.net/flood-drain-management/)



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

I WANT TO ▾

GOVERNMENT ▾

DEPARTMENTS ▾

COMMUNITY ▾

ABOUT OUR CITY ▾

PREPARE FOR HURRICANE

SET UP AUTOMATIC SEWER
PAYMENT

REPORT A VIOLATION

CONTACT US

SIGN UP FOR PROPERTY
MANAGER CLASS

VISIT KEY COLONY BEACH

MAKE ONLINE PAYMENTS

ONLINE LICENSING/PERMITTING

GET TEMPORARY BOAT TRAILER
PARKING

SIGN UP FOR E-NEWS
REQUEST A VACATION RENTAL

APPLY FOR A JOB

REQUEST PUBLIC RECORDS

FIND AGENDAS AND MINUTES

SEE THE CITY BUDGET

SCHEDULE A RENTAL
INSPECTION

TURTLE AND BEACH
LIGHTING



VACATION RENTAL APPLICATION PROCESS



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WELCOME TO KEY COLONY BEACH, FL

Thank you for visiting our website where you can access all of our 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 Information Class Packet
- Property Management Class PowerPoint Presentation
- Property Manager Certificate of Completion Packet
- 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](https://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, 3175 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.com/ty-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

PO Box 510111 Key Colony Beach, Florida • Phone: 305 239 1212 • Fax: 305 239 1767



BUSINESS TAX FEES

TRANSFER OF OWNERSHIP RECORDS FEE

Single-Family, Duplex, Vacant Lot, Commercial	\$250.00
Condominium	\$150.00

Vacation Rental – Single Family and Duplex

Up to 999 square feet	\$600.00
1,000 square feet to 1,199 square feet	\$750.00
1,200 square feet to 1,399 square feet	\$875.00
1,400 square feet to 1,599 square feet	\$1,025.00
1,600 square feet to 1,799 square feet	\$1,150.00
1,800 square feet to 1,999 square feet	\$1,300.00
2,000 square feet to 3,499 square feet	\$1,425.00
3,500 square feet and above	\$1,525.00

Vacation Rental – Condo & Co-Op

Up to 999 square feet	\$475.00
1,000 square feet to 1,199 square feet	\$600.00
1,200 square feet to 1,399 square feet	\$700.00
1,400 square feet to 1,599 square feet	\$800.00
1,600 square feet to 1,799 square feet	\$900.00
1,800 square feet to 1,999 square feet	\$1,000.00
2,000 square feet and above	\$1,100.00

Long-Term Rental

	\$125.00
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Transfer of Manager, or Local Contact

Single/Duplex/Condominium one to five units	\$100.00
Single/Duplex/Condominium six to ten units	\$175.00
Single/Duplex/Condominium eleven units or more	\$250.00

All fees are to be paid online via CitizenServe when the Business Tax Application is submitted. (VISA, Discover, AMEX, Mastercard).

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 \$125.00 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.* **\$250.00 per violation**
 City Code 10-2.3

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. **\$250.00 per day**
 City Code 9-20.23

Garbage must be in 96-gallon garbage carts issued by Monroe County. No garbage should be placed on top of the lid or on the ground. Refuse bags left outside of the cart will not be collected. Garbage not in the cart will not be picked up. Yard waste collection is limited to ten (10) 32-gallon cans. The receptacles can weigh no more than 50 pounds, and vegetation must not extend more than twelve (12) inches above the rim of the receptacle. Yard waste may not be combined with garage or trash, and refuse bags may not be used.

Garbage carts and yard waste cans may be placed out for collection no earlier than noon the day before collection and must be removed from the street for proper storage location no later than 24 hours after collection. **\$50.00 per day**

Garbage Collection Tuesday & Saturday Early Am - Recycling Collection Tuesday Only Early Am - Landscape Debris Collection Wednesday Only Early 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. **\$25.00 per violation**
 City Code 17-1

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 3-10.6-39* **\$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 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. 316.2063 (7)*. A bicycle rider or passenger under the age 16 years of age must wear a bicycle helmet. **\$64.50 per violation**
F.S. 316.2063(d)

No vehicles, motorhomes, trailers, or campers may be used as a residence even for one night. *LDR 101-55(3)* **\$200.00 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* **\$250.00 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**

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 reverse 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 _____



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



FIREWORKS

Fireworks, classified as amusement activities in the City's Code, **are only allowed on the following designated holidays:**

July 4th; New Year's Eve (December 31st); New Year's Day (January 1st)

Allowed Hours: Sunset – 10:00 PM

Safety & Compliance Requirements: If you plan to discharge fireworks on these permitted holidays, please follow these safety guidelines:

✓ **Water Source:** Have a water supply or a fire extinguisher readily available. If near a fire hydrant, ensure it is accessible.

✓ **Safe Distance:** Fireworks must be set off at least **50 feet away** from any buildings, structures, or combustible materials. Fireworks must be discharged in a manner that will not cause damage to property.

✓ **Property & Pets:** Be mindful of neighbors, private property, and pets that may be sensitive to loud noises.

✓ **Respect for Others:** Fireworks should be used responsibly to avoid excessive noise or disruption to the community. City Code 10-2 and 10-3(i).

Vacation rental tenants **MUST SIGN** the Fireworks Information Sheet, during all dates (not just for dates surrounding the approved holidays).



FIREWORKS INFORMATION SHEET

Fireworks in the City of Key Colony Beach are regulated under the City's Code of Ordinances, Chapter 10-2 and 10-3(i) regarding noise control.

Permitted Firework Use:

Fireworks, classified as amusement activities in the City's Code, are only allowed on the following designated holidays:

- July 4th
- New Year's Eve (December 31st)
- New Year's Day (January 1st)

Allowed Hours: Sunset – 10:00 PM

Safety & Compliance Requirements:

If you plan to discharge fireworks on these permitted holidays, please follow these safety guidelines:

- ✓ **Water Source:** Have a water supply or a fire extinguisher readily available. If near a fire hydrant, ensure it is accessible.
- ✓ **Safe Distance:** Fireworks must be set off at least **50 feet away** from any buildings, structures, or combustible materials. Fireworks must be discharged in a manner that will not cause damage to property.
- ✓ **Property & Pets:** Be mindful of neighbors, private property, and pets that may be sensitive to loud noises.
- ✓ **Respect for Others:** Fireworks should be used responsibly to avoid excessive noise or disruption to the community.

Important Note:

✗ Violations of these regulations may result in fines or penalties.

For further details, please refer to **The City of Key Colony Beach's Code of Ordinances** or contact City Hall.

All visitors, please sign below to confirm that you have received and understood this information.

Signature

Date

Print Name



Vacation rental tenants **MUST SIGN** the
Fireworks Information Sheet, *during all dates*
(not just for dates surrounding the approved
holidays).

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, 1400 finished sq. ft. = 7 people



GARBAGE

Garbage must be in 96-gallon garbage carts issued by Monroe County. No garbage should be placed on top of the lid or on the ground. Refuse bags left outside of the cart will not be collected. Garbage not in the cart will not be picked up. 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 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).

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 Service 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

PROTECTING OUR PELICANS

Responsible fishing helps save lives.



Protegiendo A Nuestros Pelicanos
La pesca responsable ayuda a salvar vidas.



View Video

Do not feed scraps.



NEVER cut the line if you hook a pelican.



Don't cut it. Net it!

Instead, place a net under the pelican, reel it in, cut the barb from the hook and push it through backwards to remove.



No cortes. Usa la red.

En cambio, coloque una red por debajo del pelicano, enrolle el carrete, corte la púa del anzuelo y quite el resto del anzuelo en reversa.

FOUND A BIRD?

Please contact the
Marathon Wild Bird Center at
305-743-8382.

Drop box located at Crane
Point, 5550 Overseas Hwy

ACROSS FROM
MCDONALD'S

I don't understand how interacting with manatees can be harmful to them. They're so big! I could never hurt them and besides, if they don't like it, they could just swim away.

Disturbance from human activity can cause manatees to leave a warm water area, putting them in harm's way from cold exposure or nearby vessel traffic. Disturbance can also cause manatees to expend precious energy milling around to avoid contact or interaction within a warm water area.

I think the best way for people to appreciate manatees is to see them up close and personal. It's a way to get people interested in helping them.

Save the Manatee Club believes the best way to appreciate manatees is from a respectful distance. Natural manatee behavior can be disrupted by humans who approach manatees too closely. People should never approach, chase, surround, touch, disturb, ride, or poke manatees, give them food or water, or engage in any action that could separate a mother and calf. By observing manatees at a distance we have the best chance to observe natural behaviors, giving us a glimpse into the lives of these interesting creatures. We believe that is the best way for people to learn about manatees.

Why is it so bad if a mother and calf get separated?

Manatee calves are dependent on their mothers for up to two years. Not only do mothers feed their calves, but they also teach their initial survival skills. Calves who are separated from their mothers may not be reunited. For example, if a manatee swims away while a calf is being nursed, the calf may never get back to her and ultimately die without her.



Examples of manatee harassment. Surrounding/boating (top left), chasing (above), and fishing (left). Photos © David Schrieber.

Manatee Q&A

I've been in the water before with manatees and some of them come right up to me and roll over to have their bellies scratched. It seems to me like they enjoy it.

Manatees who exhibit this behavior may have been "tamed" from previous interactions with other humans. As appealing as it may seem to interact with manatees, we have to always keep in mind what is best for them. For their own protection, wild animals need to stay wild to survive.



© David Schrieber

What is wrong with feeding manatees or giving them water?

Feeding manatees or giving them water can lead to behavior modification and changes to their feeding patterns. Manatees may expect to be harassed, or fed items that are not a natural diet. They may also lose their fear of humans. Manatees may approach a boat expecting only to be injured or killed by a propeller entangled in fishing gear. Manatees also tend to feed on the vegetation that gets wrapped up in their propeller. Before starting the engine around your boat for manatees.

I always put out a hose for manatees at the marina because they look thirsty. Since they are in salt water, I assume they need it.

Manatees can be found in fresh, brackish, or salt water and do not need to drink fresh water every day. Manatees are skilled at finding sources of fresh water as they travel. Encouraging manatees to approach boats or docks to drink from a hose changes their wild behavior and could put them in harm's way.

I've heard there may not be enough natural seagrass for manatees. I need to feed them to help them survive.

While seagrass beds may be declining in some regions of the state, there is enough vegetation to sustain a healthy manatee population. In addition to seagrass, manatees also eat other submerged, floating, and emergent plants. Nevertheless, it is important to continue to protect seagrass from pollution and propeller scarring and support other seagrass recovery efforts.



© David Schrieber

I don't understand how throwing a few things in the water can harm a great, big animal like a manatee.

Dangerous in waterways, such as discarded plastic bags, soap packs, fishing hooks, or monofilament line, are toxic to manatees and other forms of wildlife. Litter, especially plastic litter that does not degrade, can get tangled in plants that manatees eat, and manatees can become entangled in or accidentally ingest these plastics or other foreign objects. When manatees swallow a

Mind Your Manatee Manners



If you see manatees while swimming, snorkeling, diving, or boating, please follow these suggestions:

• **Look, but don't touch.** Avoid excess noise and splashing.

• **Practice "passive observation"** and observe manatees from above water and at a distance.

• **Resist the urge to feed manatees** or give them water.

• **Stash your trash.** Discard monofilament line, hooks, and other trash properly.

• **Do not enter designated manatee sanctuaries** or any manatee refuge.

Call 1-888-404-3922, #FWC, or FWC, email or text FWC@myfwc.com, or use VHF Channel 16 on your marine radio if you see an injured, dead, tagged, or orphaned manatee, or if you see a manatee being harassed.

By actively observing manatees, you will get a rare opportunity to see the natural behavior of these unique animals.

Manatee and other marine mammal harassment is illegal. Harassment includes, but is not limited to, disturbing manatees in their natural habitat, intentionally or recklessly entering a manatee's space or disturbance, or intentionally or recklessly entering a manatee's space or disturbance, or intentionally or recklessly entering a manatee's space or disturbance.

Get Involved!

For more information on manatees, contact

Save the Manatee Club
533 Versailles Dr. Ste. 100, Maitland, FL 32751
1-800-432-JOHN (5646) • save@manatee.org

Become a volunteer! Go to save@manatee.org/vol

Public Awareness Materials

SMC offers a variety of free public awareness materials to boaters and waterfront property owners. These items include metal dock signs, boating banners, boat decals, and laminate manatee protection cards. If you are interested in receiving any of these items, please contact education@save@manatee.org or call 1-800-432-JOHN (5646).

It's the Law

Manatees are protected under federal law by the Endangered Species Act of 1973 (ESA) and the Marine Mammal Protection Act of 1972 (MMPA). These laws make it illegal to harass, harm, hunt, capture, or kill any marine mammal. Manatees are also protected by the Florida Manatee Sanctuary Act of 1978. Feeding manatees, giving them water, or otherwise altering their behavior can be considered harassment. It is also against the law to intentionally discard monofilament fishing line or netting into Florida waters.

Watch manatee webcams at ManateTV.org
Last updated August 2013. Graphic design provided by D.R. Aitch.

If You Love Me,



Please Don't Touch
Or Feed Me



TIPS FOR PROTECTING
MANATEES IN
THE WILD

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 trailers not exceeding 36 feet.
- The boat may NOT be on the trailer without permission from City Hall (overnight only).
- The cost is \$125 per week, or \$250 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.
- 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.

City of Key Colony Beach

PO Box 510141 Key Colony Beach, Florida • Phone# 305-289-1212 • Fax# 305-289-1767



Key Colony Beach Temporary Boat Trailer Storage at City Lot

Dates: From: _____ To: _____

Name: _____ Phone: _____

KCB Address where you are staying _____

Billing Address: _____

Email Address: _____

Trailer Make & Length _____

Provide a copy of your registration showing the VIN and Tag information OR record them below:

Trailer/VIN Identification # _____

Trailer Tag# _____ State _____

ONE currently licensed boat trailer per resident family of Key Colony Beach may be parked at the Owners risk on the 8th Street property adjacent to the City sewer plant. The undersigned hereby agrees that the **City is NOT RESPONSIBLE** in any degree for loss or damage to the Owner's property and agrees to defend, indemnify and hold harmless the City of Key Colony Beach from all claims in connection with the use of City property. There shall be a fee, as provided in the fee schedule payable to the City of Key Colony Beach for such parking. **All locks are prohibited. NO REFUNDS or pro-rated fees are available.**

Signature: _____ Date: _____

Weekly Rate \$150.00

Monthly Rate \$300.00

First responders & active/retired military personnel receive a 20% discount with a valid military/responder ID.

ONE boat and/or trailer per address may be parked within the property of the owner or current resident for any period of time on any parcel in the city. In all districts, boat trailers or boats, if stored on private property, shall not extend over or be parked on any right of way (defined as 20 feet from the center line of the road). Properties from 240-298 Sadowski Causeway may not have boat trailers parked outside.

City of Key Colony Beach

PO Box 510141 Key Colony Beach, Florida • Phone# 305-289-1212 • Fax# 305-289-1767



TEMPORARY BOAT TRAILER PARKING RULES

- The City offers temporary parking for trailers not exceeding 36'.
- The boat may NOT be on the trailer without permission from the City Hall. (overnight only)
- 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 Monday - Friday 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.
- 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.

If you have any other questions, please contact us at (305) 289-1212. We hope you enjoy your visit to Key Colony Beach!

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.



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 Online Portal x +

www5.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal_&installationID=326&original_iid=0&original_contactID=0

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LOGIN

WELCOME TO KEY COLONY BEACH, FL

Thank you for visiting 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.

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1 to 4 of 4

File#	Address	Violation Open Date	Violation Comments	Short Description	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 single 96-gallon trash can. Each yard waste 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.



SAFETY INSPECTION REQUIREMENTS

SMOKE DETECTORS

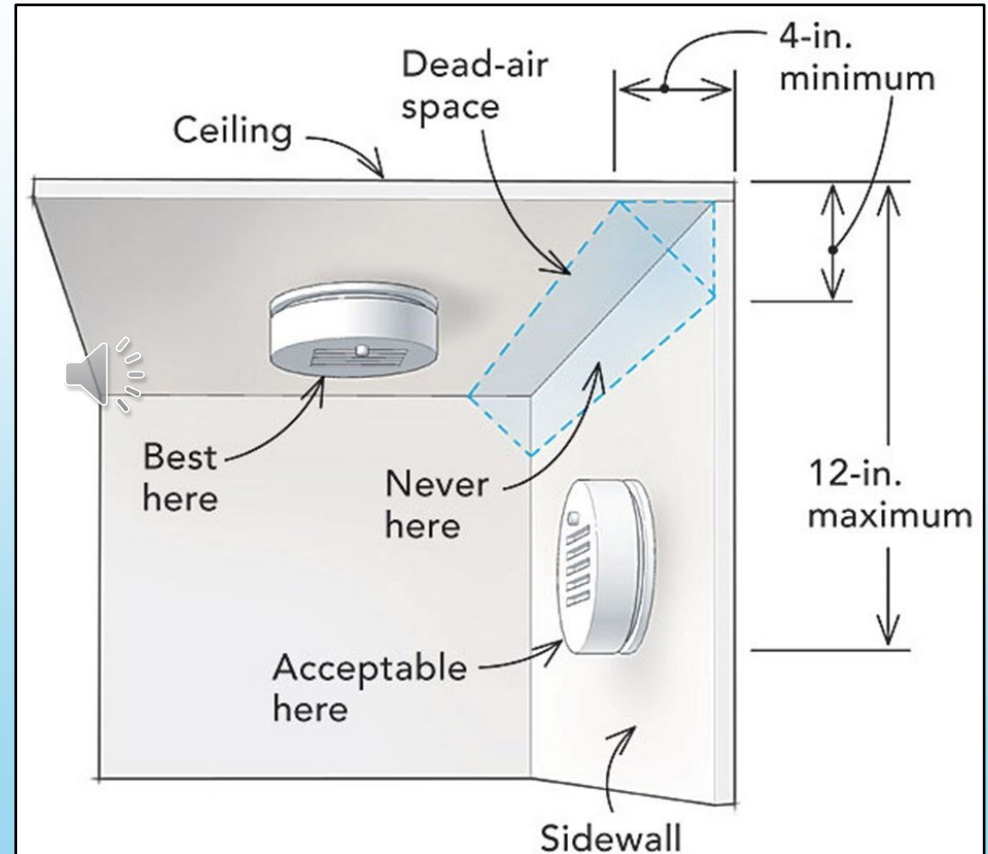
Hard-wired smoke detectors powered by the house electrical system with battery back-up  must be installed: one in each bedroom, one outside each bedroom and one in each sleeping area (including den and living room).

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.



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 Par Darnall:
clerk2@keycolonybeach.net

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

