



CITY OF SARASOTA  
DEVELOPMENT SERVICES  
VACATION RENTAL PROGRAM

LIDO KEY RESIDENTS  
ASSOCIATION  
MEETING

**NOVEMBER 18, 2023**

# CITY OF SARASOTA CITY CODE CHAPTER 34.5- VACATION RENTALS



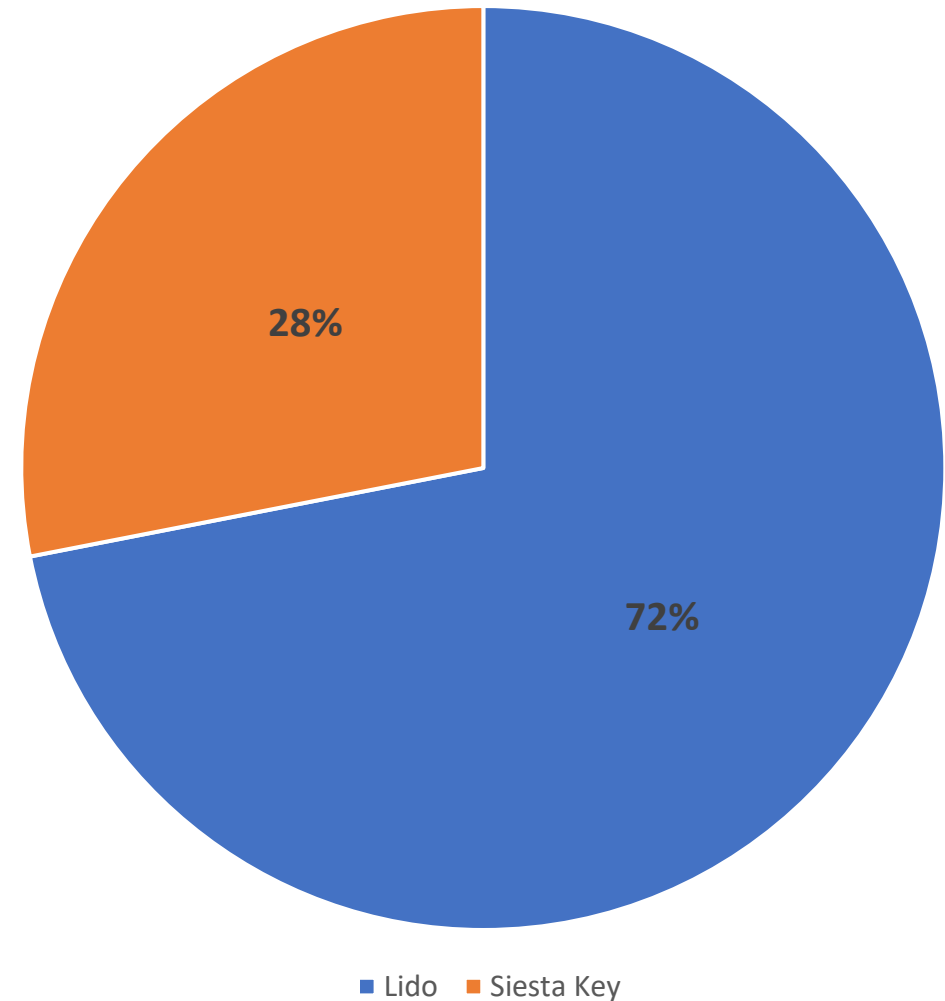
- On May 4, 2021, the City adopted Ordinance 21-5353, as amended, adding a new Chapter 34.5 in the City of Sarasota City Code, requiring qualifying vacation rentals to obtain a certificate of registration.
- The ordinance requires registration of vacation rentals in any individually or collectively owned single family, two family, three family, and four family house or dwelling unit located in residential zones within the Coastal Islands Overlay District established by Section VI-907 of the Zoning Code.
- These requirements DO NOT apply to owner occupied vacation rentals, condominiums, cooperatives, or rentals for 30 days or more.

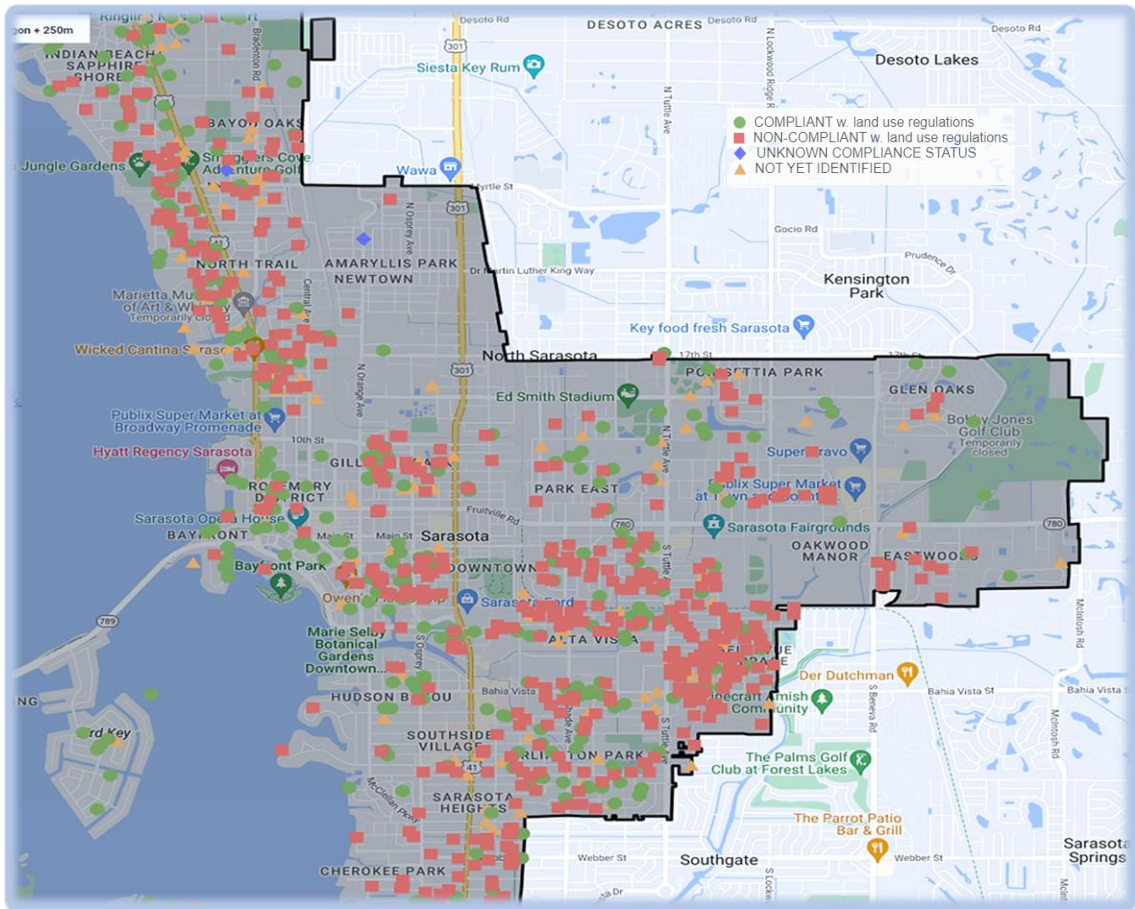
- Chapter 34.5 *does not prohibit vacation rentals*, but rather establishes a mandatory registration system, specifies maximum occupancy limits, requires inspections, and requires the owner to designate one or two individuals to be responsible for the vacation rental.
- Vacation rental owners or their designated responsible person must be available 24/7 to respond to emergencies at a registered vacation rental unit.
- The responsible person must be available to respond to emergencies or concerns at a vacation rental within one hour following notification from an occupant, owner, or city staff/SPD.
- Establishing a professional relationship and providing education to property management staff and vacation rental owners allows City staff to effectively address complaints and concerns.

- There are currently **135** registered vacation rentals with active certificate of registrations on the Barrier Islands.

- Of these **135** vacation rentals, **96** of the units are located on Lido/St. Armands.

Registered VR's on the Barrier Islands





Utilizing the Granicus Host Compliance platform has allowed the City to successfully implement the vacation rental ordinance on the Barrier Islands by using the following modules:

**Registration Portal** – Allows owners to submit applications online and manage active registrations

**Address Identification** – Utilize software to identify vacation rentals in the City of Sarasota

**Compliance Monitoring** – Track and monitor compliance parameters; send letters to owners



Host Compliance



# INITIAL REGISTRATION PROCESS

Property owners or their Authorized Representative must apply for a certificate of registration.

The application requires several supporting documents, including but not limited to: an interior and exterior site sketch, signed documents acknowledging agreeance to the regulations, and proof of State licensure and tax remission information.

An inspection conducted by City staff for minimum safety and informational standards must be passed.

A vacation rental certificate of registration will be issued once all fees have been paid and the inspection has been passed. A vacation rental may not be advertised until a certificate of registration has been obtained.

Registered properties must maintain compliance with all Ordinance standards.

# Registration Portal

### Registration Summary

**Address** 234 Coolidge Dr, Sarasota, FL 34236, USA

**Registration Number** VR22-00273

**Status** Active

**Created Date** Apr 06 2022

**Updated Date** Oct 24 2023

**Expiry Date** Dec 31 2023

### Property Information

**Bedrooms** 3

**Bathrooms** 2

**Max Occupancy** 8

**Parking Spots** 3

### Registrant Information

**Name** Hannah Chabica

**Relation** property\_owner

**Contact Phone** (111)111-1111

**Contact Email** hannahchabicasrq@gmail.com

### Registration Options

[AMENDMENT](#)
[CANCELLATION](#)
[RENEWAL](#)

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### Certificate of Registration

[VIEW CERTIFICATE](#)

Payments
Invoices

### History of payments

[Copy](#)
[CSV](#)
[Excel](#)

Search:

| Case Ref       | Payment Id                           | Invoice Number | Date Paid   | Payment Method | Amount Paid |
|----------------|--------------------------------------|----------------|-------------|----------------|-------------|
| FS-Case-204731 | PMT-e3401e89b5c111ec8143063191f1239b | SFI-000469     | Apr 06 2022 | Credit Card    | \$360.76    |
| FS-Case-260297 | PMT-1bf35903728f11eebcf2020ba128dfa1 | SFI-001219     | Oct 24 2023 | Cash           | \$150.00    |

Showing 1 to 2 of 2 entries

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[Next](#)

Property owners can manage pending and active registrations by utilizing our portal to:

- Submit new applications and renewals
- Track the status of pending applications
- Make secure online payments
- Print certificate of registration
- Request amendment or cancellation of certificates



Apply For a Vacation Rental Registration

## MyRegistrations



[Copy](#)
[CSV](#)
[Excel](#)

Search:

| Registration Number | Address   | Unit | Parcel Number | Status              | Actions           |
|---------------------|---|------|---------------|---------------------|-------------------|
| VR23-00059          | 301 BEARDED OAKS CIR, SARASOTA, FL 34232, US      |      | 2033110060    | Active              | <a href="#">Q</a> |
| VR23-00060          | 5 BAYFRONT DR, SARASOTA, FL 34236, US             |      | 2027050026    | Active              | <a href="#">Q</a> |
| VR23-00061          | 700 FREELING DR, SARASOTA, FL 34242, US           |      | 2019150001    | Inspection Complete | <a href="#">Q</a> |
| VR23-00062          | 313 JOHN RINGLING BLVD, SARASOTA, FL 34236, US, 1 | 1    | 2014054001    | Active              | <a href="#">Q</a> |
| VR23-00067          | 1376 18TH ST, SARASOTA, FL 34234, US              |      | 2024130071    | Active              | <a href="#">Q</a> |
| VR23-00114          | 3737 ALLENWOOD ST, SARASOTA, FL 34232, US         |      | 2021130020    | Active              | <a href="#">Q</a> |

Showing 21 to 26 of 26 entries



## MyRegistrations



Apply For a Vacation  
Rental Registration

Copy CSV Excel

Search:

| Registration Number | Address  | Unit       | Parcel Number | Status              | Actions |
|---------------------|--|------------|---------------|---------------------|---------|
| VR21-00022          | 311 Ogden St, Sarasota, FL 34242, USA                |            | 2019140057    | Inspection Complete |         |
| VR21-00023          | 112 Fillmore Dr, Sarasota, FL 34236, USA             |            | 2014140031    | Active              |         |
| VR21-00024          | 130 Ogden St, Sarasota, FL 34242, USA                |            | 2019140048    | Active              |         |
| VR21-00025          | 76 S Washington Dr, Sarasota, FL 34236, USA          |            | 2014110016    | Active              |         |
| VR21-00026          | 210 Ogden St, Sarasota, FL 34242, USA                |            | 2019140044    | Payment Required    |         |
| VR21-00028          | 545 McKinley Dr, Sarasota, FL 34236, USA             |            | 2016100017    | Payment Required    |         |
| VR22-00110          | 147 Garfield Dr, Sarasota, FL 34236, USA, Main House | Main House | 2016110047    | Pending             |         |
| VR22-00273          | 234 Coolidge Dr, Sarasota, FL 34236, USA             |            | 2016060029    | Active              |         |
| VR23-00007          | 132 GRANT DR, SARASOTA, FL 34236, US                 |            | 2016110040    | Payment Required    |         |
| VR23-00025          | 1232 18TH ST, SARASOTA, FL 34234, US                 |            | 2024130025    | Active              |         |
| Registration Number | Address  | Unit       | Parcel Number | Status              | Actions |

Showing 1 to 10 of 16 entries

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# RENEWAL PROCESS

The renewal application must be submitted along with proof of active DBPR licensure, a copy of the City and County local business tax receipts, and an updated Declaration of Owner form.

The Declaration of Owner form serves as the owner's attestation that they will abide by the advertisement, safety, and compliance standards set forth by the ordinance.

If the information submitted with the initial application remains accurate, no additional documentation is required.

The renewed certificate of registration will be issued once the application has been approved and the fee is paid.

Annual renewal and reinspection of all registered vacation rentals will begin Fall of 2024 in accordance with Ordinance 23-5498.



**DECLARATION OF OWNER FORM**

DEVELOPMENT SERVICES DEPARTMENT

1565 FIRST ST/ANNEX – 2<sup>ND</sup> FLOOR SARASOTA, FL 34236 941-263-6623

Vacation Rental Property Address: \_\_\_\_\_

**1. I have reviewed and understand the following standards for vacation rentals:**

- a. Minimum safety requirements
- b. Minimum informational requirements
- c. Parking requirements
- d. Duties of Designated Responsible Party
- e. Maximum Occupancy limitations and exemption from maximum occupancy limits for pre-existing rental agreements
- f. Fines and citation penalties for violations

**2. The following information has been posted or displayed inside the vacation rental unit:**

- a. The location of the nearest hospital
- b. The non-emergency police telephone number 941-316-1199
- c. The street address of the vacation rental
- d. Trash and recycling pick-up time and days and protocol for placing and retrieving/storing containers
- e. The name and phone number of the designated responsible party or parties
- f. Emergency evacuation instructions

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Development Services  
1565 1<sup>st</sup> Street Sarasota, Florida  
34236 Ph: 941-263-6623

**3. The following information has been posted in a conspicuous location on an interior wall inside the vacation entry in close to the main entrance, or alternatively this information has been provided in accordance with subsection 34.5-13(c):**

- a. The maximum occupancy of the vacation rental
- b. The maximum number of vehicles that will be allowed to park at the vacation rental based on the number of off-street parking spaces on site, including enclosed spaces as determined by City staff
- c. A notice of the need to respect the peace and quiet of neighborhood residents which shall state as follows: "You are vacationing in a residential neighborhood. Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 11.00 pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes."
- d. A statement that sound that is audible beyond the property lines of the vacation rental unit is regulated by the City Sound Ordinance and that violation of the Sound Ordinance could result in fines to the occupants

**4. I will ensure that any advertisement and any rental offering associated with the vacation rental unit will contain the following information:**

- a. The City of Sarasota Vacation Rental Certificate of Registration Number
- b. Any advertising of the vacation rental shall conform to the minimum stay requirement set out in Section II-304(b) of the City of Sarasota Zoning Code. In accordance with Section II-304(b)(1) of the Zoning Code "household living" is "characterized by the residential occupancy of a dwelling unit by a family. Tenancy is arranged for periods longer than one week. Uses where tenancy is arranged for a shorter period are not considered residential. They are considered to be a form of "transient lodging. . ."
- c. Conformity to the occupancy limit of the vacation rental property being registered as set by Section 34.5-16 of this Chapter

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I, as the owner (or Authorized Representative of the owner) of the vacation rental property address listed herein, am aware of the City of Sarasota rules regulating vacation rentals specifically including the minimum stay requirement set out in Section II-304(b) of the City of Sarasota Zoning Code. Under Penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Owner or Authorized Representative Name: \_\_\_\_\_

Owner or Authorized Representative Signature: \_\_\_\_\_

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

=====FOR OFFICE USE ONLY=====

DATE RECEIVED: \_\_\_\_\_ DATE ACCEPTED: \_\_\_\_\_

REVIEWER: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

BY: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

CERTIFICATE NUMBER: \_\_\_\_\_

City of Sarasota  
Development Services  
1565 1<sup>st</sup> Street Sarasota, Florida 34236  
Ph: 941-263-6623



# RENEWAL PROCESS AND RECENT CHANGES

- We are currently in the first certificate of registration renewal period – all current certificates will expire and must be renewed by December 31<sup>st</sup>, 2023.
- The original ordinance required biennial renewal of the certificates by the end of every odd-calendared year.
- On November 6, 2023, Ordinance 23-5498 was approved upon second reading by the City Commission – this amendment to Chapter 34.5 increases all registration fees, increases the renewal frequency from biennial to annual renewal, and requires that the vacation rental is inspected annually by the City upon time of renewal.
- Annual reinspection of vacation rentals will ensure continued compliance with safety and informational requirements set forth by the ordinance.

# Inspection Process



Vacation rentals are required to pass an inspection to verify compliance with the safety and informational requirements set forth in Chapter 34.5.



City staff inspect the vacation rental unit to ensure compliance with the following ordinance safety provisions:



Compliance with all City Codes, including the Zoning Code



Smoke detection and Carbon Monoxide detection



Fire extinguisher required on each floor level



Pool safety in accordance with the Residential Swimming Pool Safety Act

Vacation rentals are required to have the following pieces of information posted in the unit or placed in a “welcome binder” for guests:

1. The location of the nearest hospital.
2. The non-emergency police telephone number for the City: 941-316-1199.
3. The dates and approximate times of trash and recycling pick up.
4. The street address of the vacation rental.
5. The name and phone number of the 24-hour designated responsible party or parties.
6. Emergency evacuation instructions.
7. The maximum occupancy of the vacation rental.
8. The maximum number of vehicles that will be allowed to park at the vacation rental based on the number of off-street parking spaces on site, including enclosed spaces as determined by City staff.
9. A notice of the need to respect the peace and quiet of neighborhood residents which shall state as follows: “You are vacationing in a residential neighborhood. Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 11:00 pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes.”
10. A statement that sound that is audible beyond the property lines of the vacation rental unit is regulated by the City Sound Ordinance and that violation of the Sound Ordinance could result in fines to the occupants.

# ADDRESS IDENTIFICATION

- IDENTIFY COMPLIANT AND NON-COMPLIANT VACATION RENTALS ON THE BARRIER ISLANDS AND THE MAINLAND
- IDENTIFY OWNER INFORMATION, ADVERTISEMENT LISTING DETAILS, AND TIMELINE OF ACTIVITY
- PROVIDES LINK TO ALL IDENTIFIED AD LISTINGS
- ADVERTISEMENT SCREENSHOTS AND ACTIVITY ARE REGULARLY UPDATED AND MONITORED
- IDENTIFY NEWLY ADVERTISED LISTINGS

# COMPLIANCE MONITORING

**The City issues letters to vacation rental property owners directly through our system:**

- Newly identified vacation rentals receive an informational letter advising the owner to register.
- Non-compliant properties receive a warning letter advising the owner that the property must be brought into compliance.
- Registered properties were notified via letter of the renewal requirements.
- The delivery status and compliance status can be verified through the Lettering module of Host Compliance.

**Host Compliance/Granicus provides us with the ability to monitor several compliance parameters including:**

- Requirement to register as a vacation rental
- 7 Day/7 Night Minimum Stay Requirement
- Advertised vs. Allowed Maximum Occupancy
- Registration number listed on advertisements

Rental Unit Record

# 311 Ogden St, Sarasota, FL 34242, USA

 Active ●  
 Identified ✓  
 Compliant ✓
[PRINT](#)
[SEND A LETTER](#)


### Listing Details

|                            |   |
|----------------------------|---|
| Listing URL                | https://www.vrbo.com/1868514                                    |
| Listing Status             | ● Active  |
| Host Compliance Listing ID | hma3211868514.2431023   |
| Listing Title              | Stunning Siesta Key, .close to Shell Beach HEATED POOL low Fees |
| Property type              | House   |
| Room type                  | Entire home/apt   |
| Listing Info Last Captured | Oct 31, 2023  |
| Screenshot Last Captured   | Nov 14, 2023  |
| Price                      | \$450/night   |
| Cleaning Fee               | \$225   |

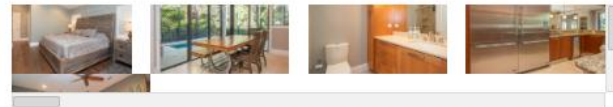
### Information Provided on Listing ★

|                                     |                       |
|-------------------------------------|-----------------------|
| Contact Name                        | Chet Christofferson   |
| Latitude, Longitude                 | 27.300605, -82.556086 |
| Minimum Stay (# of Nights)          | 7                     |
| Max Sleeping Capacity (# of People) | 10                    |
| Max Number of People per Bedroom    | 2.0                   |
| Number of Reviews                   | 81                    |
| Last Documented Stay                | 08/2023               |

### Listing(s) Information

VRBO - 3211868514.2431023

Airbnb - 52582524

 Airbnb - 42653952 ★


### Matched Details

**Analyst** MBQ1

**Explanation**  
 Exterior listing photos match Zillow.

**Listing Photos** Matching 3rd Party Sources

### Rental Unit Information



#### Identified Address

311 Ogden St, Sarasota, FL 34242, USA

#### Identified Unit Number

None

#### Identified Latitude, Longitude

27.300640, -82.556069

#### Parcel Number

2019140057

#### Owner Name

MADISON EDGEWATER PROPERTIES LLC

### Registration / Permit Number

VR22-00062

### Community

BARRIER

### Timeline of Activity ★

View the series of events and documentation pertaining to this property

**2 Documented Stays**  
 July, 2023

 **Renewal Letter Initial: Delivered**   
 July 22nd, 2023

 **Renewal Letter Initial: Sent**   
 July 12th, 2023

 **3 Documented Stays**  
 June, 2023

# COMMUNITY INVOLVEMENT



- Residents can support the City by encouraging neighbors and friends to contact our office regarding vacation rental requirements. We are here to answer questions and provide support as needed.
- If you would like to report a complaint regarding a vacation rental, you may contact our Code Compliance department for assistance. City staff will follow up and address the complaint accordingly.
- City staff is working on creating a GIS map for registered vacation rentals, which will be available to the public on our website.
- If you would like to register a noise complaint, please call the Sarasota Police Department non-emergency number at 941-316-1199.





# Contact Us

The City of Sarasota has a dedicated webpage, phone number, and email address for Vacation Rental inquiries.

**Vacation Rental Phone Line:**

941-263-6623

**Vacation Rental Email Address:**

[VacationRentals@SarasotaFL.gov](mailto:VacationRentals@SarasotaFL.gov)

**Vacation Rental Webpage:**

<https://www.sarasotafl.gov/government/development-services/vacation-rentals>

**Registration Portal:**

<https://vacationrentals.sarasotafl.gov/>



**Neighborhood Code Compliance Inspector:**  
Joshua Spence 941-263-6000 Ext. 36538

To report a complaint to our Code Compliance Department:

**Code Compliance Phone Line:**

941-263-6417

**Code Compliance Email Address:**

[CodeCompliance@SarasotaFL.gov](mailto:CodeCompliance@SarasotaFL.gov)

**Online Citizen Portal:**

<https://ftgportal.sarasotafl.gov/Common/Login.aspx>

Please note - Per Senate Bill 60, effective July 1, 2021, anonymous code compliance complaints may no longer be submitted and investigated. If the reported violation presents an imminent threat to public health, safety, or welfare or imminent destruction of habitat or sensitive resources call the Code Compliance Division at (941) 263-6417.



Questions?

