

CODES & COURTESIES HOMEOWNER'S MANUAL

2004/2005
EDITION



IMPORTANT

This Codes & Courtesies Homeowner's Manual was created to describe some of the codes in the City of Coral Springs, and to provide property owners with a guide detailing who to call for more information or to get answers to specific questions. The information in this helpful summary may change throughout the year. For the latest information, view the current City of Coral Springs Code of Ordinances at www.coral Springs.org/code or contact the listed resource for specific questions.

Don't forget that you may have deed restrictions and/or Homeowner's Association rules that are more restrictive than City codes. It is important to check with your Homeowner's Association, if your neighborhood has one, and the deed restrictions from your closing documents to get a complete picture of your responsibilities as a homeowner in your neighborhood.

You play an important part in keeping our community attractive, clean and safe. Through understanding, awareness and self-enforcement, we can all contribute to making Coral Springs the "premier community in which to live, work and raise a family."

CONTACT US

**Code Enforcement Hotline:
954-344-1017**

You may call the Code Enforcement Hotline at any time to leave a message reporting a possible code violation.

Code Enforcement is located at City Hall South, 9530 West Sample Road, and is open weekdays from 7:30 a.m. to 4:30 p.m.

For more information about this manual and City of Coral Springs Codes, please call Code Enforcement at 954-344-5964.

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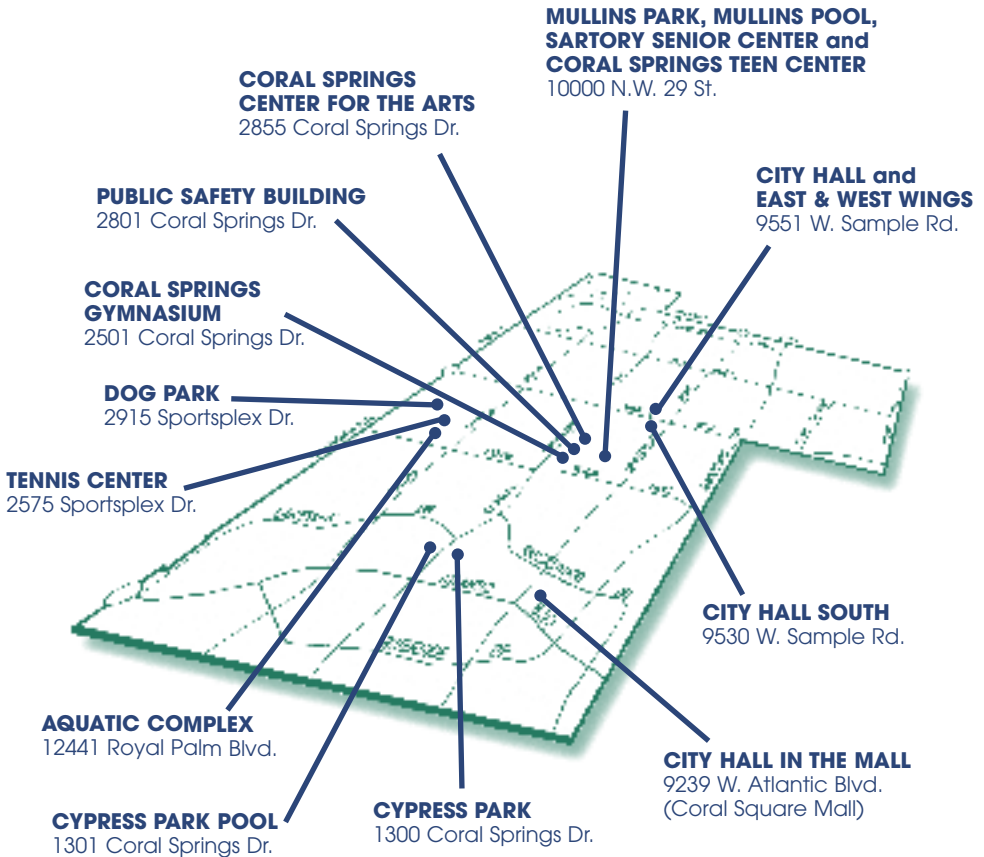
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KNOW WHERE TO GO



City Hall

Citizens' Services, City Attorney, City Commission Chambers, City Manager, Financial Services, Information Services, Purchasing

City Hall East Wing

City Clerk, Public Works, Engineering, Utility Billing

City Hall West Wing

Human Resources, Community Relations, Fire Administration, Communications & Marketing

City Hall South

Development Services, Building, Community Development, Code Enforcement, Occupational Licensing

Coral Springs Gymnasium

Parks and Recreation

Public Safety Building

Police Administration and Fire Headquarters

CONGRATULATIONS

So, you're a homeowner in Coral Springs - welcome! You've probably heard that there are a lot of codes and regulations in our beautiful city and may be wondering what they are. Here's an easy-to-understand guide that answers some of the most frequently asked questions about the City of Coral Springs' codes and provides advice to residents about where to go for more information to keep our City looking great. Please keep this guide handy, as you may find the need to refer to it often.

Remember, quality neighborhoods benefit not only you, as homeowners, by preserving and protecting our investments; but also the whole community, by keeping our City an attractive, clean and safe place to live and raise our families.

CITIZENS' SERVICES

The Citizens' Services office at City Hall, 9551 West Sample Road, assists residents with requests for service and information about City programs and services. The office is open Monday through Friday from 8 a.m. to 5 p.m. Call 954-344-1001.

If your busy schedule prevents you from visiting us during normal working hours, a satellite office, City Hall In The Mall, is conveniently located at Coral Square Mall (Atlantic Boulevard and University Drive) inside the southwest entrance. Here, residents can get information about City services, Parks & Recreation programs, Homestead Exemption, Voter Registration, county bus schedules and passes. City Hall in the Mall also provides passport services, and accepts payments for Advanced Cable and water utility bills.

City Hall In The Mall is open Monday through Friday from 10 a.m. to 7 p.m. and Saturday from 10 a.m. to 5 p.m. Call 954-344-1828 for additional information.

STAY CONNECTED

Find out what's happening in your City by tuning into CityTV Channel 25 on Advanced Cable; or visit the City's website at www.coral Springs.org. The City also publishes *The Citizen*, a quarterly magazine designed to keep residents up to date on the latest City issues, current programs and future plans. *The Citizen* is mailed to every business and residence in Coral Springs. If you are not receiving your copy in the mail, stop by City Hall, or call Citizens' Services at 954-344-1001. The City also has a Teen Website, www.csteens.com, developed by teens, for teens.

GARBAGE PICK-UP

Every Coral Springs residence is required to arrange for garbage and recycling services through Waste Management, the sole provider of these services for the City. Call Waste Management at (954) 974-7500 before or shortly after you move in; they'll handle service.

To keep neighborhoods looking neat and avoid spilled trash, garbage may not be placed at the curb before 7 p.m. on the night before pick-up. The number of cans or bags is unlimited at curbside. Coral Springs residents are entitled to side or back door service, limited to a maximum of two cans or bags. Waste Management will also collect landscape debris if it is tied in bundles no more than 40 pounds and four feet in length. You may dispose of bulk items, such as furniture or appliances, by placing them at curbside on your regularly scheduled pick-up day. All emptied cans and uncollected garbage must be removed from the curb no later than 7 p.m. on collection day. Citations can be issued for trash cans out too early and violators can be cited.

WASTE TRANSFER STATION

Planning some serious cleaning, tree trimming or waste removal from your home? A waste transfer station located at Wiles Road and NW 126th Avenue is available free of charge to City residents only. Open Saturday and Sunday from 8 a.m. to 5 p.m., the transfer station attendant will require proof of City residency, such as a driver's license or electric or water bill, in order to accept landscape debris, furniture or appliances. Materials should be brought in an automobile or average sized pick-up truck; commercial vehicles are not allowed. Commercial waste, hazardous materials and raw garbage are not accepted.

NEIGHBORHOOD PARTNERSHIP PROGRAMS

You really can make a difference in your community! Our innovative Neighborhood Partnership Program offers many opportunities for residents to improve their neighborhoods. You can schedule neighborhood meetings to share information and discuss concerns, receive assistance in forming neighborhood associations and access matching grants for neighborhood beautification programs. "Slice of the Springs" neighborhood meetings are held throughout the year, and meeting dates are announced in advance. If you're interested in arranging a meeting to discuss specific neighborhood issues, or for more information, call Community Development at 954-344-1114.

MAINTAINING YOUR HOME

Since Coral Springs takes aesthetics seriously, there are a number of requirements that help maintain the quality of the City's neighborhoods.

BUILDING EXTERIORS AND ROOFS

The elements can sure take a toll on your home, so it's important to keep building exteriors and roofs clean and/or painted, free of mildew and chipped paint. Once 25% or more of a building's exterior or roof shows signs of deterioration, weathering, discoloration, holes, chips or breaks, it's time to repair, clean or repaint.

PAINT COLORS

Speaking of paint, there are a variety of attractive, approved paint colors for building exteriors and roofs, including main colors, secondary colors and trim colors. These colors were made part of the City's code, through the incorporation of the Architectural Guidelines in April 1996 to help maintain property values and provide consistency throughout the City.

Should any exterior surface require painting, the paint color must be approved by the Community Development Division and a no-fee paint approval application will be issued. This is required before you begin painting your exterior walls, roof, perimeter walls or fences. Once the paint approval application is obtained, the painting must be completed within sixty (60) calendar days from the issuance of the approved paint color application. When the color white is used for painting perimeter walls and fences, a paint color application is not required.

FENCES

Continued maintenance of fences and walls is the responsibility of the property owner. This includes repairs, cleaning, painting or the use of natural wood stains on wood fences. If your fence faces a waterway such as a lake or canal, or if it faces a right-of-way, a shrub needs to be planted every 3.5 feet along the fence line facing street or waterway.

ADDRESS NUMBERS

Remember an address on your house, visible by police and fire/paramedic personnel, could be a lifesaver, especially at night in the event of an emergency. All residences are required to have three-inch to nine-inch address numbers posted on the building in a location visible from the street, in addition to numbers posted on the mailbox. Over the years as trees mature, tree branches have a tendency to block the house numbers. A great spot for an address is right above the garage door where there are no trees blocking the driveway.

LANDSCAPING

Homeowners must maintain their landscaping in a healthy, neat and orderly condition, which includes mowing, watering, trimming, weeding and fertilizing lawns, trees and plants on the property, abutting canal banks and along street frontages. Lawns must be kept trimmed to less than eight inches in height; hedges should be well-trimmed and maintained at a height not to exceed 10 feet in a side and/or rear yard, four feet in a front yard and six feet in a street side yard. Shade trees may not be planted within 25 feet of a street light; existing trees closer than 25 feet need to be pruned away from street lights and other signage to ensure visibility and safety.

Homes built after 1976 are required to have street trees — one for every 40 feet of street frontage. If you are planning on putting in a circular driveway or making the driveway larger and are removing a street tree, then it must be replaced. This creates a streetscape of beautiful tree-lined streets enhancing neighborhoods throughout the City.

LANDSCAPING CONTINUED

If you are planning to have your trees trimmed, Broward County requires that all tree trimmers and tree trimming companies be licensed by the County and certified as tree trimmers. An unlicensed tree trimmer may use improper pruning techniques resulting in tree abuse. This would be a violation of code and result in fines and tree replacement requirements by the property owner.

Visit our website at www.coral Springs.org for a complete list of approved landscaping species and call Code Enforcement before removing any trees from your property.

VEHICLES

In residential areas, vehicle regulations are meant to keep neighborhoods safe and looking their best. City ordinance prohibits overnight parking of commercial and/or recreational vehicles in a residential area. That means between 9 p.m. and 6 a.m., Monday through Saturday and all day Sunday, it is unlawful to park a lettered company truck, van or other automobile, boat, camper, RV or mobile home in the driveway or on residential property unless it is parked in a garage or carport that is enclosed on three sides. Violators may be cited by the Police Department.

Fertilizer, water, sunlight and a little TLC keep lawns looking green and healthy... so parking a car on a lawn could really do some damage. That's why parking on lawns in residential areas is not permitted. While it's tempting to place concrete blocks, railroad ties, rocks, pyramid shaped cement curbstones and other materials along the roadside or within 10 feet of the paved vehicular right-of-way to protect your lush green carpet, these items could cause a traffic hazard leading to accidents or injuries to pedestrians and property damage. If these items are found, they will be removed by the City or the property owner will be cited to remove them.

Major automobile repairs such as bodywork and brake and transmission repairs are not permitted in residential driveways. Minor repairs may be done, including oil/fluid changes and tire changes.

PERMITS, LICENSES AND REGISTRATIONS

If you're considering repairs or changes to your home, remember that a City-issued building permit is required for any general maintenance and repair over \$1,500, or any changes that deviate from the original building plans. This includes security systems, garage alterations, replacement of air conditioning units, water heaters, new pool or pool heaters, porches screen enclosures, decks and structural changes or modifications to the electrical system. If you're not sure whether the work you've planned requires a permit, call the Building Division at 954-344-1025.

FENCES

You will need a building permit to install a fence on your property whether it is chain link, wooden or PVC. There is a maximum height for all fences of six feet in a residential area at the side and rear of the property and four feet on a street side. Street-side hedges may be a maximum of six feet in height. Permits are issued by the Building Division, 954-344-1025.

BASKETBALL HOOPS

Shoot some hoops! A permanent basketball pole can be installed on your property at least 10 feet in from the property line. Remember - check the deed restrictions or homeowner's association documents before making changes, since many neighborhoods have more restrictive codes than the City's codes. Portable basketball poles should be stored on the property and not on the right-of-way as a courtesy when not in use.

PLAY EQUIPMENT

Play equipment shall not be located within any required setback with the following exception: play equipment less than eight feet in height may be permitted in the rear one-half of a required rear yard setback (closest to the structure.) No game courts or related paved areas shall be permitted in any required setback. Any permanently affixed play equipment shall require a building permit.

PERMITS, LICENSES AND REGISTRATIONS CONTINUED

SWIMMING POOLS

Remember child safety is number one. Always keep an eye on little ones, as they are so quick and on the move. Use safety items around the pool such as baby gates, pool alarms or alarms on doors or windows. Remember, it only takes a second; supervision is the best ounce of prevention.

It is the responsibility of the property owner to maintain swimming pools so that stagnant water does not accumulate. The property owner needs to ensure the disinfection of all pool water pursuant to health standards under State law and County ordinance. Stagnant water attracts mosquitoes, which poses a health hazard, as recently seen with outbreaks of West Nile Virus. Violators can be cited.

GARAGE SALES

A permit is not required to hold a garage or yard sale. Garage or yard sales are for personal items to be sold, not to sell new or used merchandise that has been purchased to be resold to the public. This would constitute conducting a retail business in a residential area, which is prohibited by zoning code. Signs placed in any location other than where the sale is, are prohibited and will be removed. This means placing signs in medians or right-of-ways or on utility poles or trees is prohibited. The best way to get people to your garage or yard sale is to place a classified ad in the newspaper. Citations can be issued for illegal signs.

PETS

Sure, Fido is cute, but not everyone may share the same affection for man's best friend. Dogs must be leashed at all times and not allowed to roam freely. Remember to be a good neighbor by cleaning up after your pet. In fact, it's the law. Help protect your pet by making sure that any dog or cat four months or older is licensed by Broward County and vaccinated by a certified veterinarian; rabies tags must be worn at all times. To report leash violations, call Police Humane Officers at 954-344-1800.

OCCUPATIONAL LICENSES

Entrepreneurs need to know that an occupational license is required before engaging in any business in Coral Springs, including home based businesses. Before signing a lease, verify with the Zoning Division that your business is permitted within that zoning district and that there is sufficient parking to accommodate it.

PERMITS, LICENSES AND REGISTRATIONS CONTINUED

Home-based business owners should provide a copy of the residential lease, deed or utility bill showing the owners name and address. Each person or business that is licensed separately from a state agency must acquire an occupational license per classification. Approval to operate the business can generally be granted within 48 hours of application. The cost for an occupational license varies according to the type of business and must be renewed annually. Call the Occupational License Division at 954-344-5963 for more information. The Occupational License Division is located at 9530 West Sample Road.

SECURITY ALARM REGISTRATION

Many residents in our City enjoy the peace of mind that comes from a home security system. In Coral Springs, residential security alarms must be registered with the Police Department. The initial registration fee is \$25. If the alarm registers any false alarms in any one calendar year, there is a \$25 renewal fee. The renewal fee shall be waived if there are no reports of false alarms for the alarm user during the proceeding calendar year. The alarm user shall be responsible for submitting updated registration information if applicable. There is a \$50 penalty for each occurrence in addition to the regular fee for alarms that are discovered to be unregistered or expired. Fines for police false alarms in a calendar year are as follows: first two false alarms will be responded to at no charge; third false alarm has a \$50 fine; fourth false alarm has a \$100 fine; and five or more false alarms in one calendar year will bring a fine of \$200 each. For fire alarms, the first two false alarms are free, the third and subsequent false alarms are charged \$100 per false alarm. Call the Records section at the Police Department at 954-346-1348 to register your alarm.

BICYCLE REGISTRATION

Combine South Florida's outdoor weather with our beautiful neighborhoods, and it's no wonder bike riders can be found touring the City at all times of the year. To make identification easier in case of theft, bicycles should be registered with the City's Police Department. The no-cost registration can be completed by bringing the bike to the first floor of the Police Department between 8 a.m. and 5 p.m. Monday through Friday. Registrations are also held periodically at Coral Springs schools. Each bicycle serial number is noted, making it easier to return the bike to the rightful owner if it is stolen or missing. Call the Police Department at 954-346-1200 for details.

CODE ENFORCEMENT ACTIONS

The codes detailed in this Codes and Courtesies Manual should provide you with answers to some of the most frequently asked questions about City regulations, to help make sure your property is in compliance. However, when code violations occur, the Code Enforcement Division has several actions it may take to keep our City beautiful.

The most important step you need to take when you receive a notice from a Code Enforcement Officer is to contact that officer to work on obtaining compliance. Make sure you have the correct mailing address on the Broward County Property Appraisers Tax Rolls. Code Enforcement is required by State Statutes to use the Tax Rolls. Compliance is the ultimate goal of the Code Enforcement Division.

COURTESY NOTICE

A *Courtesy Notice* may be left as a door hanger or mailed to a property owner to explain the type of violation(s) and specify the number of days given for compliance. Residents should call the Code Enforcement Officer listed if they have questions. A reinspection of the property will take place to determine if the violation has been corrected, after the correction date specified on the courtesy notice.

NOTICE OF VIOLATION

If any violation has not come into compliance, an official *Notice of Violation/Notice of Hearing* will be issued. This will be sent by Certified Mail and/or hand delivered or posted at the property and City Hall. This begins the process for the violator to appear before the Special Master, a specialized attorney.

The Special Master has the authority to impose fines for each day the property is not in compliance. If any violation has been determined by the Special Master, then an order will be issued with a date for compliance and a daily fine amount for all violations not corrected by the given specified date. A lien is certified and recorded against the property if the property remains in non-compliance. The fine amount does not stop until all violations are corrected.

(continued on next page)

CODE ENFORCEMENT ACTIONS CONTINUED

It is imperative that the violator contact the Code Enforcement Officer when the violation(s) has been corrected, so the Officer can record an Affidavit of Compliance. Fine amounts can accumulate quickly so compliance is the key. Liens can hold up closings on properties at the time of a home sale.

UNIFORM CODE CITATION

The Code Enforcement Division has another course of action available to obtain compliance for code violations. This is the use of a Uniform Code Citation. The Uniform Code Citation is a ticket that has fines and a hearing date before a judge in the Broward County Court system. The violator has the option of paying the ticket or going to court. After the fourth citation is issued, there is a mandatory court appearance before a judge. The judge has the authority to impose fines and issues a court order, which will become a judgment against the violator.

CODE HOTLINE

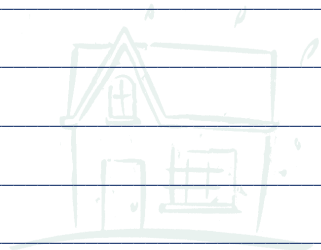
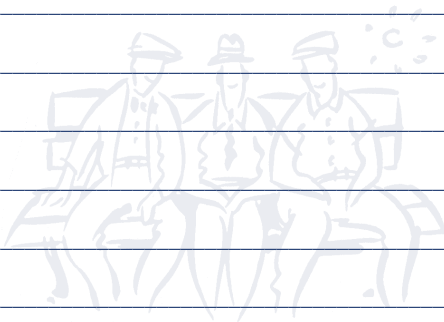
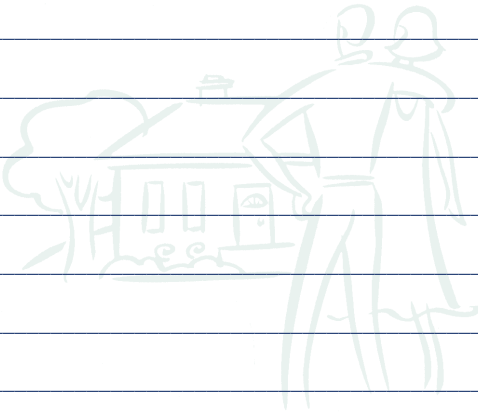
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For more information about this manual and City of Coral Springs Codes, please call Code Enforcement at 954-344-5964.

YOUR NOTES



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City Of Coral Springs

Code Enforcement Division

9530 W. Sample Road

Coral Springs, Florida 33065

www.coralsprings.org

TEL: 954.344.5964 FAX: 954.344.5937