



Homeowner's Code Manual

for City of Coral Springs residents



Codes & Courtesies relating to:
Garbage • Neighborhood Programs • Maintenance
Landscaping • Vehicles • Permits

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 how to get answers to specific questions. Information in this helpful summary may change throughout the year. View the current City of Coral Springs Code of Ordinances at **coralsprings.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 nation's premier community in which to live, work and raise a family."*

Stay Connected

Find out what's happening in your City by tuning into **CityTV 25** on Advanced Cable Communications; or visit the City's web site at **coralsprings.org**. The City also publishes the quarterly **Coral Springs magazine**, designed to keep residents up to date on the latest City issues, current programs and future plans. The magazine is mailed to every business and residence in Coral Springs. If you are not receiving your copy in the mail, call 954-344-1046, or e-mail editor@coralsprings.org.

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.

Citizen Services and City Help Desk

The **Citizen Services** office at City Hall, 9551 W. Sample Road, assists residents with requests for service and information about City programs and services. The office is open Monday through Friday from 8 AM to 5 PM. Call 954-344-1001 to reach Citizen Services, and the **CityHelpDesk** – which can help you if you have a comment, complaint or request regarding the City. You can also access the City Help Desk by visiting **coralsprings.org/help**. If your busy schedule prevents you from visiting us during normal working hours, **City Hall In The Mall**, a satellite office, 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, 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 AM to 7 PM and Saturday from 10 AM to 5 PM. Call 954-344-1828 for additional information.

Contact Us

You may call the **Code Enforcement Hotline** at **954-344-1017** any time to leave a message reporting a possible code violation. Please be sure to include the exact address of where the violation is occurring. This will help ensure a quicker response time to your request. Or, you can use the **CityHelpDesk** to report the violation (see page 3). Code Enforcement is located in the City Hall East Wing, 9551 W. Sample Road, and is open weekdays from 7:30 AM to 4:30 PM. For more information about this manual and City of Coral Springs Codes, please call Code Enforcement at 954-344-5964.

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 PM on the night before pick-up. **Waste Management will not pick up trash if it is in a container larger than 32 gallons.** 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 PM on collection day. Citations can be issued for trash cans out too early and violators can be cited. For details, visit coralsprings.org/publications and view the ***Garbage and Recycling Guide for Residents***.

Waste Transfer Station

Planning some serious cleaning, tree trimming or waste removal from your home? A **Waste Transfer Station** located at Wiles Road and N.W. 126th Avenue is available free of charge to City residents only. Open Saturday and Sunday from 8 AM to 5 PM, the transfer station attendant will require proof of City residency, such as a driver's license or electric or water bill, 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.

Maintaining Your Home

Because 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 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

Maintaining Your Home continued



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 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 right-of-way, a shrub needs to be planted every 3.5 feet along the fence line facing the street.

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 house numbers. A great spot for an address is right above the garage door where there are no trees blocking the driveway.



Maintaining Your Home continued

Making a difference: 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.

Landscaping

Homeowners must maintain their landscaping in a **healthy, neat and orderly condition**, which includes mowing, 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.

All homes are required to have **street trees** – one for every 40 feet of street frontage. If you are planning on putting in a circular



Landscaping continued

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. 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 coralsprings.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 – so between 9 PM and 6 AM, 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.

Vehicles continued



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 & 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 more than \$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.



Permits, Licenses & Registrations continued

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.



Basketball 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.



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

Permits, Licenses & Registrations continued



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 have 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.



Permits, Licenses & Registrations continued

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 AM and 5 PM 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.



Local Business Tax Receipt: Entrepreneurs need to know that a Local Business Tax Receipt (formerly 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. 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 a Local Business Tax Receipt varies according to the type of business and must be renewed annually. Call the Business Tax Office at 954-344-5963 for more information. The Business Tax Office is located in the City Hall East Wing at 9551 West Sample Road, inside the Code Enforcement office.

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.



Code Enforcement Hotline: 954-344-1017

You may call the Code Enforcement Hotline, **954-344-1017**, at any time to leave a message reporting a possible code violation. Please be sure to include the exact address of where the violation is occurring. This will help ensure a quicker response time to your request. Or, you can use the **CityHelpDesk** to report the violation (see page 3).

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. Make sure you have the correct mailing address on the Broward County Property Appraiser's tax rolls. Code Enforcement is required by State Statutes to use the address on record with the Property Appraiser. 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. Compliance is the ultimate goal of the Code Enforcement Division.

For more information on violations, fines and potential code issues, please visit coralsprings.org/code or call 954-344-5964.

Administrative Citation Program: The Code Enforcement Division has implemented an administrative citation program to help them proactively focus on violations posing a threat to health, safety and quality of life issues. Residents will receive a warning and have a set amount of time to correct any violation before it becomes an administrative violation. If the resident fulfills the requirements by the compliance date, no further action will be taken. But, if a resident receives a warning and fails to comply, they will receive an administrative citation. Once a citation is issued, residents must correct the violation and then choose the option to pay the fine or request to appear at a Special Magistrate Hearing.

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

Code Enforcement Actions

have questions. A re-inspection of the property will take place to determine if the violation has been corrected after the 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 Magistrate, a specialized attorney. The Special Magistrate has the authority to impose fines for each day the property is not in compliance. If any violation has been



determined by the Special Magistrate, 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 noncompliance. The fine amount does not stop until all violations are corrected. 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.

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our award-winning community:**



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CORAL SPRINGS

Magazine



City of Coral Springs
9551 West Sample Road
Coral Springs, Florida 33065
coralsprings.org/code