

# VILLAGE OF KEY BISCAYNE 2016 HURRICANE PASS APPLICATION FOR BUSINESS OWNERS

For more information call:  
Senior Executive Assistant Madelín Lopez @ (305) 365-8913  
or Executive Assistant Kate Labrada @ (305) 365-8905

**PLEASE PRINT LEGIBLY AND FILL OUT THE APPLICATION ENTIRELY. MISSING INFORMATION WILL DELAY THE ISSUANCE OF YOUR HURRICANE PASSES. KBPD DOES NOT KEEP COPIES OF DRIVER LICENSES OR APPLICATIONS FROM PREVIOUS HURRICANE SEASONS. NO FAXED COPIES WILL BE ACCEPTED.**

**ONLY VALID UNITED STATES ISSUED IDs OR DRIVER LICENSES**

**Emergency:** 911 **Police:** (305) 365-5555 **Fire:** (305) 365-8989 **Village Hotline:** (305) 365-6397

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Owner: \_\_\_\_\_ Cell No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Manager: \_\_\_\_\_ Cell No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

(Print legibly)

**Note:** Hurricane passes are for essential personnel to assess the damage to your structure and to help with the cleaning efforts. Each business will receive 1 (one) primary pass and 1 (one) alternate pass. This is only in case the primary pass holder will be unavailable. **HOME-BASED BUSINESSES ARE NOT ENTITLED TO PASSES.** Only one person will be allowed to re-enter the Key, either the primary pass holder or the alternate. Both cannot re-enter the Key. Persons, who are not pass holders, accompanying a pass holder will not be allowed to enter. Residents of the Key who are not pass holders will only re-enter the Key after the general public is allow to re-enter. **A CLEAR COPY OF A VALID UNITED STATES ISSUED ID OR DRIVER LICENSE FOR EACH APPLICANT MUST BE ATTACHED TO THE APPLICATION.**

## AUTHORIZED PASS HOLDER:

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
**(As it appears on Driver's License)**

Cell #: \_\_\_\_\_ Driver License #: \_\_\_\_\_

## ALTERNATE:

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
**(As it appears on Driver's License)**

Cell #: \_\_\_\_\_ Driver License #: \_\_\_\_\_

## Village of Key Biscayne 2016 Hurricane Season Pass Information

Hurricane passes are only issued to Building Security Managers and Business Owners. These individuals are the second group of people that will be allowed to enter the Key after the Police and Fire Departments along with City Engineers assess the damage to the main bridge. After this assessment, the Police and Fire Departments and City Engineers will move on to check the damaged areas of the Village. The Building Security Managers and Business Owners will re-enter the Key to only assess the damage to the building structures. After it is safe for the residents to come back to the Village, the Rickenbacker Causeway will re-open.

The Police Department Administration Office **MUST** receive all applications for passes on or before June 1st. The passes will **ONLY** be issued between May 1st and June 30th. **No passes will be issued 5 days prior to a hurricane.** **A CLEAR COPY OF A UNITED STATES VALID DRIVER LICENSE OR ID FOR EACH APPLICANT MUST BE ATTACHED TO THE APPLICATION.**

Each condominium building will receive **3** (three) primary passes and **3** (three) alternate passes. Each business will receive **1** (one) primary pass and **1** (one) alternate pass. **Home-based businesses are not entitled to passes.** Alternate passes are issued in case the primary pass holder will be unavailable. Only one person will be allowed to re-enter the Key, either the primary pass holder or the alternate. Both cannot re-enter the Key. Businesses that share the space in the same office will only receive 1 (one) pass and 1 (one) alternate. Individuals seeking passes by themselves will not be issued one. They need to fall under the application for a condominium or business. Residents of the Key who are not pass holders will only be allowed to re-enter the Key when access is open to the general public.

**HURRICANE PASSES FOR 2015 ARE NO LONGER VALID. THE KEY BISCAYNE POLICE DEPARTMENT DOES NOT KEEP COPIES OF DRIVER LICENSES OR APPLICATIONS FROM PREVIOUS HURRICANE SEASONS.**

For further information please call Senior Executive Assistant Madelín López at (305) 365-8913 or Executive Assistant Kate Labrada at (305) 365-8905 or you could visit our Website at [www.keybiscayne.fl.gov](http://www.keybiscayne.fl.gov).

Help us make this hurricane season a safe one.

### **IMPORTANT:**

Go to the Village Website and sign up for the VINS (Village Information and Notification System) emergency text messaging alert service. In the event of an emergency, a text message will be sent to the cell number that you specify and/or your email address. This system is not only for hurricane emergencies but all kinds of emergencies related to the Village.

NOTE: This is a free service provided by the Village of Key Biscayne in partnership with Miami-Dade County; however, normal text message fees from your carrier may apply. To receive text messages, your cell phone must have text messaging capabilities.