



The City of Brooksville, Florida

“A Guide to Our City”

WELCOME TO BROOKSVILLE!

The City of Brooksville is pleased to provide you with this *Guide to our City*. We hope it will answer some of the most frequently asked questions about our municipality and its' codes. This publication provides City contact and service information. However, it is only a very brief general guide. To maintain the City's goal of keeping "Green", we encourage you to contact the individual departments with your questions, and to use the City's website at www.cityofbrooksville.us to download forms and applications and to obtain additional current information.

Profile

Historic Brooksville, the County Seat of Hernando County for more than one hundred years, was originally settled about 1845, established in 1856, and officially incorporated on October 13, 1880. Brooksville has an approximate population of 8,400, and is the central city for Hernando County's more than 181,000 residents. Located at the intersections of U.S. 41, U.S. 98 and Florida State Road 50 in Hernando County, Brooksville is about thirty-five (35) miles north of Tampa, fifteen (15) miles east of the Gulf of Mexico, and is nestled among beautiful, rolling hills.

The City is a thriving residential-commercial community that has preserved its' original charm. There are several modern medical facilities serving the area, a campus of the Pasco-Hernando State College is located at the edge of the City, a thriving business section with several shopping centers is a short distance away, and a regional airport is located six miles south of Brooksville. There are three (3) City parks with walking trails, sports, and picnicking facilities, an excellent library, and many other desirable features. The famous Weeki Wachee Springs Water Park is located within Hernando County, along with many beautiful, unique communities including Istachatta, Nobleton, Ridge Manor, Spring Hill, Bayport, Hernando Beach and Aripeka are all just a quick drive from the City of Brooksville.

Government

Brooksville's "Home Rule Charter" was approved by the State Legislature on May 21, 1931. It is a full service City with a Council-Manager form of Government that was adopted in 1979. The Brooksville City Council consists of five (5) members, elected by the citizens of the City for four-year terms, with a two-term limit. The City Council annually elects from among its members a mayor and vice-mayor. City Council meetings are normally held the first and third Monday of the month at 7:00 p.m., in the Council Chambers, 1st floor of City Hall, 201 Howell Avenue. You may contact the City Clerk's office at 352-540-3810, or check the City's website for a list of meetings and workshops. The live broadcast of past City Council meetings may be viewed from the County's website by clicking on Video on Demand at www.hernandocounty.us.

The City has a wide range of boards and committees that interested residents may volunteer for by contacting the City Clerk's office or visiting the website at www.cityofbrooksville.us to determine vacancies that are available.

A CONDENSED LIST OF CITY CODES

Address Numbers

All residences are required to have address numbers clearly posted on the front of the building. The numbers must be at least three inches (3") high for residential structures and visible from the street or right-of-way. Numbers for commercial properties must be at least six inches (6") high, and must be posted on the front side of the building or on a permanent fixture located in the front yard. The numbers shall be of a color that contrasts to the color of the structure.

Building Permits

The City of Brooksville Building/Permitting Division falls under the auspices of the Community Development Department and is located on the second floor of City Hall. The City has adopted the statewide uniform code known as the *Florida Building Code*, which may be found at www.floridabuilding.org. You may also refer to Article X of the City's Land Development Code, which may be found at www.cityofbrooksville.us, click on Code of Ordinances.

A building permit is required to construct, enlarge, alter, repair, move or demolish any building, structure, or any part thereof; or change the occupancy of a building from one group to another; or to install or alter any equipment. Please refer to Chapter 1, Administration, of the *Florida Building Code* for a list of exceptions. Construction without proper permits could result in substantial penalty fees, and the property owner may be required to remove non-permitted improvements. Most forms may be downloaded from the City's website on the home page, by clicking on Departments, Community Development, and Community Development Forms. If you are not sure if the work that you plan requires a permit, call the Building Division at 352-544-8301, Monday through Friday, between the hours of 7:30 AM - 3:00 PM. (closed from 12:30-1:00 PM for lunch). You may also email the Building Division at BCotnoir@pdcsllc.com.

Also, make sure any contractor you hire is certified, licensed, and insured and obtains the proper permits. To verify your contractor's license, or report a problem with your contractor to the state, visit www.myfloridalicense.com or you may call the City's Building Official at the Building Division office.

Certificate of Use Permits

A Certificate of Use permit is required prior to occupancy and change of use of non-residential property. There is a one-time, non-refundable, \$100 fee for the Certificate of Use and applicable inspections. The City has discontinued collecting the annual Occupational License tax (Business Tax) from its' business owners. Certificate of Use permit applications may be obtained at the City's Building Division, or online under Community Development/Building Division Forms, Certificate of Use Application, Checklist and Addressing 2018.

Landscaping

In residential areas, a property may not become overgrown with grass, weeds, or vegetation to a height of eighteen inches (18") or more from the ground. Most Oaks and certain other native trees over ten inches (10") in diameter are not to be removed without a City permit. Special requirements apply to specimen trees over eighteen inches (18") in diameter. There are a number of exceptions, please contact Code Enforcement at 352-540-3821, for additional information.

Swimming Pools

Swimming pools must be maintained in a sanitary condition at all times. All pools must be enclosed by a safety barrier according to the requirements of Chapter 515 of Florida Statutes.

Some acceptable safety barriers include a screened-in patio, a fence or concrete block wall. All doors providing direct access from the home to the pool need to be equipped with a self closing, self catching device, and all doors and windows must be equipped with an exit alarm.

Vehicles and Parking

Pursuant to the City's *Code of Ordinances*, no abandoned or unattended vehicle may be parked on any public street, private/public property or waterway for more than seventy-two (72) hours. No person shall park any trailer or recreational vehicle (RV) on any street, alley, highway, or other public place within the City except in an emergency or temporary stopping for not longer than one (1) hour. One (1) RV may be stored in a garage or in a rear yard provided it is not being used for a living quarter or to conduct business. One (1) commercial vehicle, not to exceed one and a half (1½) tons, may be parked on residential property that the individual owns or occupies.

Code Summary

The codes explained in this pamphlet provide you with answers to some of the most frequently asked questions about City regulations. However, this is just a brief version of the City's Code. An unabridged copy of the Brooksville Code is available on the City's website at www.cityofbrooksville.us. Remember that code compliance plays an important role in preserving the health, welfare and safety, as well as the aesthetics and property value of our community. Safeguarding these standards can only be accomplished through your cooperation.

SERVICES

Curbside Recycling

The City of Brooksville provides curbside recycling services to its residents. As of October 2017, all recyclables must be placed in a customer-owned container with a City provided decal that is visible to collectors. Examples of acceptable containers are a trash can, plastic tote, or any similar container you wish to use. Items for recycling may NOT be placed in plastic bags. A list of items that CAN and CANNOT be recycled is available on our website at www.cityofbrooksville.us, or by calling 352-540-3860. The scheduled days for curbside recycling are the 1st and 3rd Wednesdays of each month. All recycling (plastic, aluminum, tin, newspaper and cardboard) can be put together in the same container. Decals are available for pickup at the Department of Public Works, 600 S. Brooksville Ave., or City Hall, 201 Howell Avenue.

Fire and Law Enforcement

The City of Brooksville maintains its' own Fire Department. The Fire Department's address is 85 Veterans Ave., Brooksville, FL 34601 and can be reached at 352-540-3840. The Hernando County Sheriff's Office provides the City with enhanced law enforcement services. Hernando County Sheriff's Office, District 1, 87 Veterans Ave., Brooksville, FL 34601 and can be reached at 352-754-6800. **In an emergency dial 9-1-1 for immediate response.**

Funding Incentive Programs

There are various incentives available in the form of tax abatement/reduction and grant(s) from the City of Brooksville and the State of Florida that may be applied for, depending on whether specific qualifications have been met. Please contact the City's Community Development Department at 352-540-3810, or visit the City's website for further information.

Parks/Facilities and Recreation

The City of Brooksville offers many recreational facilities and oversees Tom Varn, Bud McKethan, Russell Street Parks and the Jerome Brown Community Center. The City is also the proprietor of the historic Brooksville Cemetery. Additionally, biking and hiking activities are available along the new Good Neighbor Trail and Trailhead centrally located at the southeast intersection of Russell and Main Streets at the historic 1885 Brooksville Train Depot and Museum. You may contact the Brooksville Parks and Recreation Department at 352-540-3830, for further information and to obtain a list of

classes and activities that are available to City residents. The Park's office is located at 99 Jerome Brown Place.

Along with the recreational facilities listed above, the Brooksville City Hall Art Gallery is on the 1st and 2nd floors of City Hall and is open to the public Monday-Friday from 8:00 AM - 5:00 PM. The phone number for the Art Gallery Curator is 352-540-3811. There are other activities located in Uptown Brooksville that include a self-guided walking/driving tour of the downtown historic district, Band shell events, Main Street's monthly "Second Friday" event, the Heritage Museum's annual Heritage Day in February of each year, annual Founder's Week each October, and [The Brooksville Blueberry Festival](#). Many other exciting fairs, festivals and events are held throughout the year.

Waste Disposal

City residents receive two weekly garbage pickups, plus one day a week yard waste pickup that are all included as part of the standard service. Please call 352-540-3810, to set up your service and receive information on days of service. Further information, including the holiday garbage pickup schedule is posted on the City's website under the Public Works Department.

Water

The Brooksville Public Works Department is responsible for providing safe drinking water, sewage disposal and maintenance of operating plants and equipment. Please call 352-540-3810, for information regarding water and sewer service or stop by the convenient drive-thru service window at City Hall. You may also download an application for water service from the City's website.

Watering Restrictions

In cooperation with the Southwest Florida Water Management District (SWFWMD) and in recognition of the need to conserve water, the City of Brooksville limits unnecessary landscape watering. We appreciate the cooperation of all our residents in complying with the watering regulations. Information on watering rules and requirements may be obtained from the City's Code Enforcement office at 352-540-3821.

You may also call the SWFWMD at 352-796-7211, for information on restrictions and exemptions, or visit the Home Page on the City's website.

OTHER SERVICES

The following services are not regulated by the City of Brooksville; however, local contact information is provided for your convenience:

Animal Control is provided through Hernando County. The Animal Services Division, located at 19450 Oliver St., operates and maintains an animal shelter where rescued animals may be adopted. You may also call, 352-796-5062, if you need to report a lost or found animal. You can also check their website at www.hernandocounty.us and click on Animal Control on the bottom of their page. The Hernando County Sheriff's Department is responsible to enforce the laws and to protect the animals of Hernando County. They can be reached at their non-emergency number, 352-754-6830.

Bus transportation is provided throughout the City of Brooksville and Hernando County at a minimal fee by "The Bus" system. Bus passes may be purchased and maps are available at the City of Brooksville Customer Service Department, 201 Howell Ave., 352-540-3810. You may also call "The Bus" system at 352-754-4444, or visit their website at www.hernanobus.com for bus pass purchase, map and scheduled times of service in the area.

Cable, electric, gas, and telephone providers will vary dependant on your location in the City. Some of the main utility companies that service our area are: AT&T (1-800-288-2020); Spectrum cable/telephone service (352-796-3006); Duke Energy - electric service (1-800-700-8744); Withlacoochee River Electric Cooperative (352-596-4000); Teco Peoples Natural Gas (352-683-0343). Please check your telephone directory for a complete list of names and phone numbers of local utility service providers.

The Greater Hernando County Chamber of Commerce provides tourist information and networking opportunities for local businesses. Their office is at 15588 Aviation Loop Dr. and can be reached at 352-796-0697. Their website is www.hernandochamber.com.

Drivers Licenses for Brooksville residents may be applied for at the Hernando County Tax Collector's office in the Florida Highway Patrol Station at 11319 Ponce de Leon Boulevard, 352-754-4230. You may visit the Tax Collector's website at <http://hernandocounty.us/tc> for further information.

Education information may be obtained by contacting the Hernando County Public School System at 352-797-7000, or on their website at www.hernandoschools.org.

Fishing and Hunting Licenses may be purchased directly from the Florida Fish & Wildlife Conservation Commission website at www.myfwc.com, the Hernando County Tax Collector's Office, 20 North Main Street, 352-754-4180, Wal-Mart, 7305 Broad Street, 352-796-5996, or at any of the other Wal-Mart's in the Hernando County area.

Healthcare service can be obtained from various hospitals throughout the County. The main hospitals with 24-hour emergency care are Bayfront Health Brooksville (FKA Brooksville Regional Hospital) 17240 Cortez Boulevard (352-796-5111); Oak Hill Hospital, 11375 Cortez Boulevard, 352-596-6632; and Bayfront Health Spring Hill (FKA Spring Hill Regional Hospital), 10461 Quality Drive, 352-688-8200.

Homestead Exemptions, other exemptions and property information may be obtained at the Hernando County Property Appraiser's Office located at City Hall, 201 Howell Ave., 352-754-4190. Their website is www.hernandocounty.us/pa/.

The Library within the Brooksville City limits is the Hernando County Main Library located at 238 Howell Ave., 352-754-4043. There is a list of additional satellite libraries located throughout Hernando County that may be accessed at www.hernandocountylibrary.us.

Marriage Licenses and Passports are available from the Hernando County Clerk of Circuit Court Office, 20 North Main Street, 352-540-6768. Their website is www.hernandoclerk.com.

- Media information serving the Brooksville area include the Tampa Bay Times/The Hernando Times, 352-754-6100, The Hernando Sun, 352-593-4382, and WWJB, 1450 AM/99.9 FM/103.5 FM, 352-796-7272.

U.S. Post Office locations serving the City of Brooksville are located at 207 East Fort Dade Avenue, and 19101 Cortez Boulevard. The local phone number is 352-796-1045.

Vehicle Registration for Brooksville residents may be obtained at the Hernando County Tax Collector's Office, 20 North Main St., 352-754-4180. The website is www.hernandocounty.us/td.

Voter Registration for Brooksville residents may be applied for at the Hernando County Supervisor of Elections Office, 20 North Main St., 352-754-4125. The website is www.hernandovotes.com.

Please remember that this is only a brief listing of services available to Brooksville residents and visitors. We encourage you to visit and search the City of Brooksville website at www.cityofbrooksville.us, the Hernando County website at www.hernandocounty.us, and the State of Florida website at www.myflorida.com.

FREQUENTLY CALLED NUMBERS:

City of Brooksville Government:

Administration 352-540-3810
 Building Division 352-544-8301
 Code Enforcement 352-540-3810
 Community Develop. 352-540-3810
 Finance 352-540-3810
 Fire 352-540-3840
 Parks & Recreation 352-540-3830
 Public Works 352-540-3860

City of Brooksville Facilities:

Art Gallery –Judy McIntire 352-540-3811
 Cemetery 352-540-3806
 Community Center 352-540-3835
 Golf Course 352-796-8879
 Library 352-754-4043

Hernando County/State of Florida:

Airport 352-754-4061
 Animal Control 352-796-5062
 Bus Transportation 352-754-4444
 Code Enforcement 352-754-4056
 Sheriff’s Office 352-754-6830

Hernando County/State of Florida (cont.):

Chamber of Commerce 352-796-0697
 Drivers Licenses 352-754-6760
 Education Information 352-797-7000
 Fishing/Hunting 352-796-5996
 Health Department 352-540-6800
 Homestead Exemptions 352-754-4190
 Marriage Licenses 352-540-6768
 Passports 352-540-6768
 Property Appraiser 352-754-4190
 Public Records 352-540-6768
 Tax Collector 352-754-4180
 Tourism 352-754-4405
 US Post Office 352-796-1045
 Vehicle Registration 352-754-4180
 Veterans Services 352-754-4033
 Voter Registration 352-754-4125

Others:

