



2017 STR APPLICATION CHECKLIST

Vacation Rental Name: _____

Property Street Address: _____

Property Manager: _____

Owner: _____

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH YOUR 2017-2018 STR APPLICATION:

- Annual Renewal Fee:** \$300.00
- Site Plan:** Of entire property drawn to scale showing and labeling all structures, including those not associated with the STR, OWTS location and off-street parking spaces.
- Floor Plan:** Drawn to scale showing bedrooms & total square footage.
Please note: If the STR is not the entire property, then the floor plan must indicate the portions of the home that will be used as a VDU and any areas of the home that will be "shared use" between the STR guests and long-term tenants or owners.
- Proof of Insurance:** Proof of General Liability Insurance covering STR use of your property in the amount of \$1M combined single limit.
- Documentation of Primary Residence (Homeshare and Resident STRs only):** Proof that the STR is the homeowner's primary residence (> 50% of the year) in the form of a County tax exemption form.
- Acknowledgement:** Signed and dated STR License Acknowledgement
- Rental Agreement:** Copy of Rental Agreement addressing all requirements of STR Ordinance.
- Good Neighbor Contract:** As an attachment to the main rental agreement/contract, or included within it.
- Local Contact Person & 24/7 Emergency Contact Number:** Phone number included on the application. Must live within 25 miles/30 minutes of STR, and be prominently displayed inside the STR.
- OWTS Permit:** A copy of your current OWTS permit. OWTS renewals and fees are due three months prior to expiration of your current permit. At that time, a new owner questionnaire, renewal fee and inspection report by a licensed contractor are generally required along with any other requirements as noted on your previous permit.
- Sign compliance:** If your STR has exterior signage to alert the public that a rental exists at that location, please provide a photo of the sign along with dimensions.

Ordinance 2016-03, 17.56.190(6.26)M,10: A single sign, legible from the property's street frontage, and no greater than 3 square feet in size, may be attached to the STR structure or placed immediately adjacent to the front of the STR structure. The purpose of the sign is to notify the public that the structure is or contains a STR. The sign must provide 24-hour emergency telephone contact number for complaints and a business telephone number for persons seeking information on the STR.

APPLICATION NOTES:
