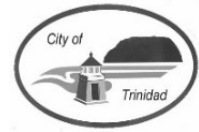


# 2022 SHORT-TERM RENTAL APPLICATION CHECKLIST



Rental Name: \_\_\_\_\_

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

Property Manager: \_\_\_\_\_

Owner: \_\_\_\_\_

**THE FOLLOWING MUST BE INCLUDED WITH YOUR 2022 STR LICENSE RENEWAL APPLICATION:**

- Annual Renewal Fee: \$300.00
- Application (2-pages, complete & signed).
- Proof of Insurance: Proof of \$1M General Liability Insurance.

For renewal applications, **check the “N/C” box if there are no changes to the current documents listed below**, on file with your prior year application. The City will use them as reference during the 2022 application review and inspection process. **However, if there have been changes** to any of these documents (floor & site plan, signage, etc.) you must submit updated information along with your checklist and application.

<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>SITE PLAN:</b> 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
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>FLOOR PLAN:</b> Drawn to scale showing bedrooms & total square footage. <i>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 STR and any areas of the home that will be "shared use" between the STR guests and long-term tenants or owners.</i>
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>RENTAL AGREEMENT:</b> Copy of Rental Agreement addressing all requirements of STR Ordinance.
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>GOOD NEIGHBOR CONTRACT:</b> Attached to the main rental agreement or included within it.
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>LOCAL CONTACT &amp; 24/7 EMERGENCY CONTACT:</b> Phone number included on the application. Must live within 25 miles/30 minutes of STR, and be prominently displayed inside the STR.
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>OWTS PERMIT:</b> A copy of your current OWTS (Septic) Permit. A valid OWTS Permit is required to operate an SR. Prior to permit expiration, a questionnaire, renewal fee and inspection report by a qualified service provided are generally required along with any other requirements as noted on your previous permit
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>SIGN COMPLIANCE:</b> 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.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:**

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