



REVIEW CRITERIA
Tourist Habitation – Vacation Rental (CBMC 17.370)
 TYPE II Land Use Process (ORD.549 Jan. 2022)

Site Location/Address:	Assessor's Map No./Tax Lot(s):
	Property Zone:

The proposed unit is or will be established from one of the following:

- New Construction – Must meet current Residential codes (permits required).
- Established in existing finished space (Based on original construction plans).
- Established in converted space (with prior Land Use / Building Code permits).
- Established in converted space (without prior land use / Building Code permit approval).
- Other (Explain): _____

Submittal must include:

- All required document listed on the land use application, including detailed site plan identifying house/parking location.
- Detailed floor plan of the entire structure (indicating uses, windows, doors)
- Photos of interior (one per room); Exterior (each elevations) submitted as PDF's.

CBMC 17.370.010 Purpose and Intent. The purpose and intent of these regulations is to ensure that vacation rentals conform to and are compatible with the existing character of the area in which they are located and do not create an adverse impact on adjacent properties. **CBMC 17.370.020 Applicability.** Seventy-five (75) vacation rentals are permitted in the SLR, LDR and MDR zoning districts consistent with underlying zoning district development and use standards and subsection 17.370.030. **CBMC 17.370.030 Performance Standards and Requirements. Authorization.** A Type II Land Use permit consistent with 17.130.090 is required. **NOTE:** Recreational vehicles, travel trailers, tents, other temporary shelters, garages, accessory structures (including Accessory dwelling units) are not permitted for use as vacation rentals. **Vacation Rental Location distance limitations in residential zones limit.** Establishment of a vacation rental within three hundred (300) feet of an existing vacation rental is prohibited.

(1) Joint driveway access (CBMC 17.370.030(2) If a joint driveway access is to be used for the vacation rental, all other property owners using the same private access must agree to the common use of the driveway. *Explain access and indicate site plan.*

(2) Licensing and taxes and annual verification of contact information (CBMC 17.370.030(3,4,8)) Owners and Operators of vacation rentals must secure a business license pursuant to the requirements of CBMC Chapter 5.05 and the payment of Transient Lodging taxes pursuant to the requirements of CBMC Section 3.55. The vacation rental owner/operator shall annually, at the time of renewal of the business license, verify the name, address and telephone number of the contact person required in 17.370.030(11). (See #7 below) *Completed applications are due at the time of land use submittal and related fees are due after land use approval (Prior to occupancy).*

(3) Carbon Monoxide and Smoke detector. (CBMC 17.370.030(6) A carbon monoxide (CO) and smoke detector devices must be installed in each bedroom for rent in a vacation rental. *To be Verified, prior to occupancy.*

(4) Address numbers (CBMC 17.370.030(7) Address numbers on the vacation rental structure must be visible from the street.

Describe number placement (location, minimum 4" in height and contrasting color). Placement verified prior to occupancy.

(5) Vacation Rental compliance (CBMC 17.370.030(9) Compliance with all CBMC regulations is required, including, but not limited to Title 8, Health and Safety (*Garbage service*); Title 9, Peace, Morals and Welfare (*Noise restrictions*); and Title 15, Buildings and Construction (*List any proposed work or prior unauthorized work associated with the proposed unit*).

Explain compliance with each section.

(6) Advertising on-site (Signage). (17.333.060) On-site advertising is permitted for a vacation rental but shall not exceed 11" x 18" in size. No sign in any residential zoning district shall inhibit vision of a dwelling unit address. *If signage is proposed, explain and identify on a photograph or sketch its size and location .*

(7) Contact Requirements (CBMC 17.370.030(11)) A vacation rental owner and/or operator shall, at all times while a property is being used as a vacation rental, maintain a contact person/entity within a fifteen-minute drive of the property. The contact person or entity must be available via telephone twenty-four (24) hours a day, seven days a week, to respond to complaints regarding the use of the vacation rental. The contact person or entity shall respond, either in person or by return telephone call, with a proposed resolution to the complaint within three hours between seven a.m. and nine p.m., and within thirty (30) minutes between nine p.m. and seven a.m. *Provide required contact information as specified.*

(8) Limit of Occupancy (CBMC 17.370.030(12)) The number of overnight occupants in a vacation rental shall be limited to no more than two persons per bedroom and two additional persons. For example, a two-bedroom dwelling would have a maximum occupancy of six persons. A bedroom shall meet the minimum size requirements as defined in CBMC Title 15 (Building Code). Authorized occupancy may be determined by bedrooms, parking, overall home floor plan, site plan and neighborhood characteristics and may less than the maximum allowed. *Explain number of bedrooms and number of off-street parking provided, and the proposed maximum occupancy.*

(9) Parking Requirement (CBMC 17.370.030(14)). One hard surfaced off-street parking space shall be provided for every guest room in a vacation rental. In calculating the number of spaces required, the total shall be rounded up. Parking areas shall not be located in the front yard but may be located on the property's paved driveway. The parking diagram shall be posted on site and made available for vacation rental. *Explain off-street parking area/surface.*

(10) Criteria for approval (CBMC 17.370.035 (1)) Compliance with 17.370.030 Performance Standards and Requirements, as outlined above and (2) Compatibility with the surrounding neighborhood. *Describe development within the neighborhood and development within block.*

Please be Advised. CBMC 17.370.040 Violations and cessation of use. (1) Violation of the requirements specified in Section 17.370.030 shall constitute grounds for revocation of the Type II permit required for a vacation rental pursuant to Section 17.130.150. (2) Cessation of use of a vacation rental more than one year or failure to be rented less than ten nights in a calendar year (as determined by the City's Transient lodging receipts) the land use permit, subject to CBMC section 17.130.090(5) will be revoked. (3) The city, in addition to other remedies and those provided in chapter 8.10 CBMC, Public Nuisances, and Chapter 1.15 CBMC, General Penalty, may institute appropriate actions or proceedings to prevent, restrain, correct, abate, or remove an unlawful location of a vacation rental in violation of CBMC 17.370. The owner of a building where a violation has been committed shall be guilty of a violation of this title and shall be subject upon conviction to a fine of not more than \$500.00 each day under which the violation continues shall be considered a separate offense.

I am the owner, applicant or representative of the property/site and authorize this land use application. I/We completed this land use application; its contents are true and correct. I understand:1) City application acceptance does not infer a complete submittal; 2) the information herewith submitted is true and correct; 3) the application processing and fee payment does not obligate City authorization. I understand that the application fees submitted are non-refundable.

SIGNATURE of Owner

Print Name

DATE

SIGNATURE of Applicant/Representative

Print Name

DATE