



## CITY OF JACKSON

### SHORT TERM RENTAL PERMIT \$350 APPLICATION DEPOSIT

#### SITE INFORMATION:

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Site Address

Assessor's Parcel Number (APN)

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Current Zoning Information

Total Number of Bedrooms

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Total Number of Parking Spaces

Total Number of Houses on All Sides of Dwelling

#### PROPERTY OWNER INFORMATION:

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First and Last Name

Phone Number

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Address

City/State/Zip

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Email Address

**A property owner's representative can sign if the property owner provides a consent letter.**

#### APPLICANT REPRESENTATIVE INFORMATION:

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First and Last Name

Phone Number

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Address

City/State/Zip

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Email Address

#### **Please attach to this application:**

1. A site plan showing the size and location of the parcel, placement of existing and proposed structures with dimensions from property lines and other structures; parking area; walkways and driveways.
2. A floor plan identifying the number of bedrooms proposed for use.
3. Completed Transient Occupancy Tax application (on City website); and
4. Completed Business License application (on City website).

In addition to the above, the applicant shall submit a copy of the "House Rules" prepared in accordance with Section 17.58.075 (K) of the Development Code:

**House rules.** Each STR permit shall be subject to the house rules set forth in this Section. The permittee shall provide the City Planner with a copy of the house rules prior to rental of the unit and shall promptly notify the City Planner in writing identifying any changes to the house rules. Prior to each rental of a unit, a copy of the house rules, the rental agreement, and the STR permit shall be posted in a prominent location inside the STR unit, including, at a minimum, the following:

1. As part of the application for rental, the prospective renter shall sign an agreement acknowledging the house rules and promising to comply with them.
2. The permittee shall limit overnight occupancy of the vacation rental to the specific number of renters designated in the permit, consistent with subsection (D) of this Section.
3. The permittee shall limit the number of vehicles of overnight renters designated in the permit, and shall require overnight renters to utilize designated on-site parking spaces to the maximum extent possible.
4. The permittee shall provide access to the garage of the residence if that area has been included in the determination of the number of available on-site spaces per this Code.
5. The permittee shall provide appropriate refuse and recycling service for the STR. Property shall be free of debris both onsite and in the street.
6. Quiet times shall be nine p.m. to seven a.m. Sunday through Thursday evenings and ten p.m. to seven a.m. Friday and Saturday evenings.
7. The permittee shall ensure that the renters and/or guests of the vacation rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this Code or any State law pertaining to noise or disorderly conduct.
8. The permittee shall, upon notification that renters and/or guests of the STR have violated any house rules promptly act to stop the violation and prevent a recurrence of the violation.
9. Pool and hot tubs shall be adequately screened from adjacent properties to minimize noise impacts and shall have the hours of operation clearly posted adjacent to the facility.
10. Exterior lighting shall also be adequately shielded from adjacent properties to minimize light pollution impacts in accordance with Chapter [17.43](#) (Lighting Regulations).
11. It is prohibited to use the STR unit for any wedding, auction, commercial function, or other similar event that is inconsistent with the use of the property for transient occupancy in a residential neighborhood.
12. Pets may be permitted by STR permittees; however, the pet must be attended to at all times.

I consent to inspection by the City Planner or designee to confirm compliance with this application and the provisions of the Development Code at any time during the life of the permit. The site visit will be coordinated with the applicant and be conducted during normal business hours, and with reasonable notice.

I attest under penalty of perjury to the truth and correctness of all the facts, exhibits, maps and attachments presented with and made a part of this application.

I agree to submit a renewal application (on City website) on an annual basis.

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Signature

Date