

Application for  
**Short-Term Rental  
(STR) Permit**

To: Hood River County Community Development  
601 State Street  
Hood River, OR 97031

Date Received: \_\_\_\_\_  
Zoning: \_\_\_\_\_  
Conditional Use Permit: Yes  No   
File No: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_

**Situs Address:** \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Number of Bedrooms to be used: \_\_\_\_\_  
Legal Description: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_  
Hot Tub, Pool or Spa: Yes  No  Number of nights per year property will be available for rent: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Preferred Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

*If different than owner,*  
**Applicant or Property Management Representative:**  
\_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Preferred Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Additional Required Approvals	Signature	Date	Comments Attached YES / NO
Environmental Health - Septic			
Records & Assessment - Personal Property			

Completed Application Checklist - Examples Attached	
All property owner's contact information & signatures, if more than one owner	
Site, Floor & Parking Plan - drawn to scale & showing location of all buildings	
Property Management Plan - Section 53.50 (E) addressed in narrative	
Adjacent Property Owner Notification - <b>NOT</b> FOR EFU & FOREST ZONED PROPERTIES	
Short-Term Rental Standards - Section 53.55 addressed in narrative	
Conditional Use Permit Standards addressed in narrative - <b>ONLY</b> FOR EFU & FOREST ZONED PROPERTIES	
Proof of Insurance	
Required Department Signatures	
Building Inspection - <i>scheduled by applicant after completed application submitted</i>	

I (we) hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and correct. If the applicant is a contract purchaser, the applicant must provide written authorization from the current property owner. I (we) have read and fully understand, and agree to meet the standards included with this application. I (we) understand that providing false information in this application shall be a violation of the Hood River County Zoning Ordinance, and shall be grounds to deny the application, void the approval, enjoin the use, and revoke a vacation rental dwelling license issued for the property.

Property owner(s) understands that the Building Codes officials may take photographs of electrical outlets and areas of construction such as stairways. Building officials shall also be held harmless for any existing conditions which in the future could cause physical injury to occupants. Property owner agrees to hold Hood River County and its employees harmless from any and all claims brought by third parties for injuries or damages caused by existing problems in any structure or building used for residential occupancy by short or long term renters.

**SIGNATURES:** All Owners must sign (Corporate or LLC owned parcels require authorized signatures)

\_\_\_\_\_  
Owner Signature Printed Name Date

\_\_\_\_\_  
Owner Signature Printed Name Date

\_\_\_\_\_  
Authorized Agent Signature Printed Name Date

# Hood River County Zoning Ordinance Short-Term Rental Provisions

## Section 53.50 Short-Term Rental Permit Application Requirements

An application for a short-term rental permit shall be completed on the form provided by the County and shall provide the following information:

- A. Property Owners - A list of all the property owners of the short-term rental including names, addresses and telephone numbers. ***These details will need to be included with your application.***
- B. Affidavit of Adjacent Property Owner Notification – The applicant of a short-term rental shall provide, in writing to adjacent neighbors within 250-feet, a local telephone number, name, and address of a property manager who will accept and handle complaints immediately relating to tenant activities. Notice for applications in resource zones shall be provided in accordance requirements identified in ORS 215 et seq. ***To research and develop a list of adjacent property owners, please visit the Records & Assessment Office located on the third floor at 601 State Street, Hood River.***
- C. Site Plan - A site plan, drawn to scale, showing the location of buildings and required parking. ***This will need to be drafted and shown to the Environmental Health Department prior to receiving their sign-off.***
- D. Floor Plan - A floor plan identifying the number of bedrooms proposed for use. ***These details will need to be included with your application.***
- E. Property Management Plan - A property management plan demonstrating how the short-term rental will be managed and how impacts to neighboring properties will be minimized; specifically, nuisances, parking and garbage. The property management plan shall also include the name, address and telephone number of local points of contacts available to respond immediately to complaints and promptly remedy any violation of these standards. ***These details will need to be included with your application.***
- F. Environmental Health – Issue Authorization Notice to use Existing Septic System per OAR 340-071-0205. Review of Drinking Water source per OAR 333-061 and Travelers' Accommodation Licensing per ORS 446.320. ***Please contact Environmental Health at 541-387-6885 for more details regarding scheduling a site visit prior to receiving their sign-off.***
- G. Assessor – Proof County Assessor has been notified. ***Please visit the Records & Assessment Office located on the third floor at 601 State Street, Hood River.***
- H. TRT – Proof of registration for County TRT certificate. ***If approved, the Budget & Finance Department Office will be notified by the Planning Department.***

- I. Building Safety – Satisfactory completion of an inspection performed by the Hood River County Building Department. **Please contact the County Building Department at 541-386-1306 for more details regarding scheduling a site visit after your completed application is submitted.**
- J. Proof of Insurance – Include certification of insurance coverage. **These details will need to be included with your application.**
- K. Certify Accuracy - Certification of the accuracy of the information submitted and agreement to comply with the conditions of the permit.
- L. Other - Other information as requested by the County.

#### Section 53.55 Short-Term Rental Standards

All short-term rentals shall meet the following standards:

**Please address these standards in a written narrative to be included with your application.**

- A. Resource Lands (EFU and F-1 Forest zones) – Short-term rentals shall be operated within the primary dwelling of the subject property. It shall be occupied and operated by a resident of that dwelling. The primary use of the dwelling will remain residential and shall not be rented out a predominance (i.e., more than 180 days) of the year. Outbuildings, including agricultural buildings, farm worker housing and other lawful dwellings on the property, shall not be converted to short-term rentals. The STR shall not unreasonably interfere with other uses permitted in the zone in which the property is located.
- B. Appearance and Identification - The exterior of the building(s) shall retain a residential appearance with house numbers maintained on the front of the building and visible from the street or road. No junk or garbage shall be allowed to accumulate in any yards and all vehicles shall park in designated parking areas.
- C. Occupancy Limits - The maximum occupancy for each short-term rental unit shall be calculated on the basis of two (2) persons per bedroom, plus two additional overnight occupants. On properties containing both a residential dwelling and an accessory residential dwelling, only one residential structure may be rented out as a short-term rental, but not both.
- D. Parking - The short-term rental shall have one onsite parking space per each bedroom unit with a minimum of two parking spaces required. If the garage is to be utilized to meet the parking requirement, a photo of the interior of the garage shall be submitted to show the garage is available for parking. The garage shall continually be available for guest parking as long as the short-term rental permit is valid.

- E. Access - Road access to the short-term rental shall meet minimum county road standards and shall be adequately maintained and remain clear of obstructions, including illegally parked cars, recreational vehicles, boats, trailers, junk, etc., to ensure the unimpeded passage of emergency vehicles and other vehicular traffic.
- F. Nuisances and Garbage - The short-term rental shall be operated in a way that will prevent disturbances to neighboring properties not typical of a residential neighborhood, including, but not limited to: loud music and noises, excessive traffic, junk/debris accumulation in the yards, garbage removal, trespassing, or excess vehicles, boats or recreational vehicles parked in the streets in front of the rental. Said provisions shall be documented in the Property Management Plan.
- G. Pets - Pets shall be secured at all times while on the property and nuisance barking by pets is prohibited.
- H. Signage - No on or off-premise signage advertising the short-term rental is permitted.
- I. License and Permit Requirements - The short-term rental permit and permit number issued by Hood River County shall be prominently and permanently displayed inside the unit near the front entrance of the rental and shall list the name, address and phone numbers of the property owner or the designated local contact. The permit number shall also be display in all advertising.
- J. Federal, State & Local Laws - The short-term rental shall meet all applicable State and local health, safety laws and building codes.
- K. Other - Other conditions may be imposed, such as additional parking, improved access, fencing, landscaping, or minimum screening to ensure the proposed use is compatible with the surrounding residential character.

### **Section 53.60 Compliance**

All complaints shall proceed as follows:

- A. The complaining party shall first attempt to communicate with the local contact person designated on the permit and property management plan, describe the problem and leave a contact phone number for call back information;
- B. The contact person shall respond promptly to the complaint, regardless of time of day, and make reasonable efforts to remedy any situation that is out of compliance with the permit;
- C. If the response is not satisfactory to the complaining party, then the complaining party may next provide a written complaint to the County Planning Department and Code Compliance program, which complaint shall identify and be signed by the complaining party. The complaint shall include a description of the informal attempts to resolve the complaint. A copy of the written complaint shall be provided to the owner and contact

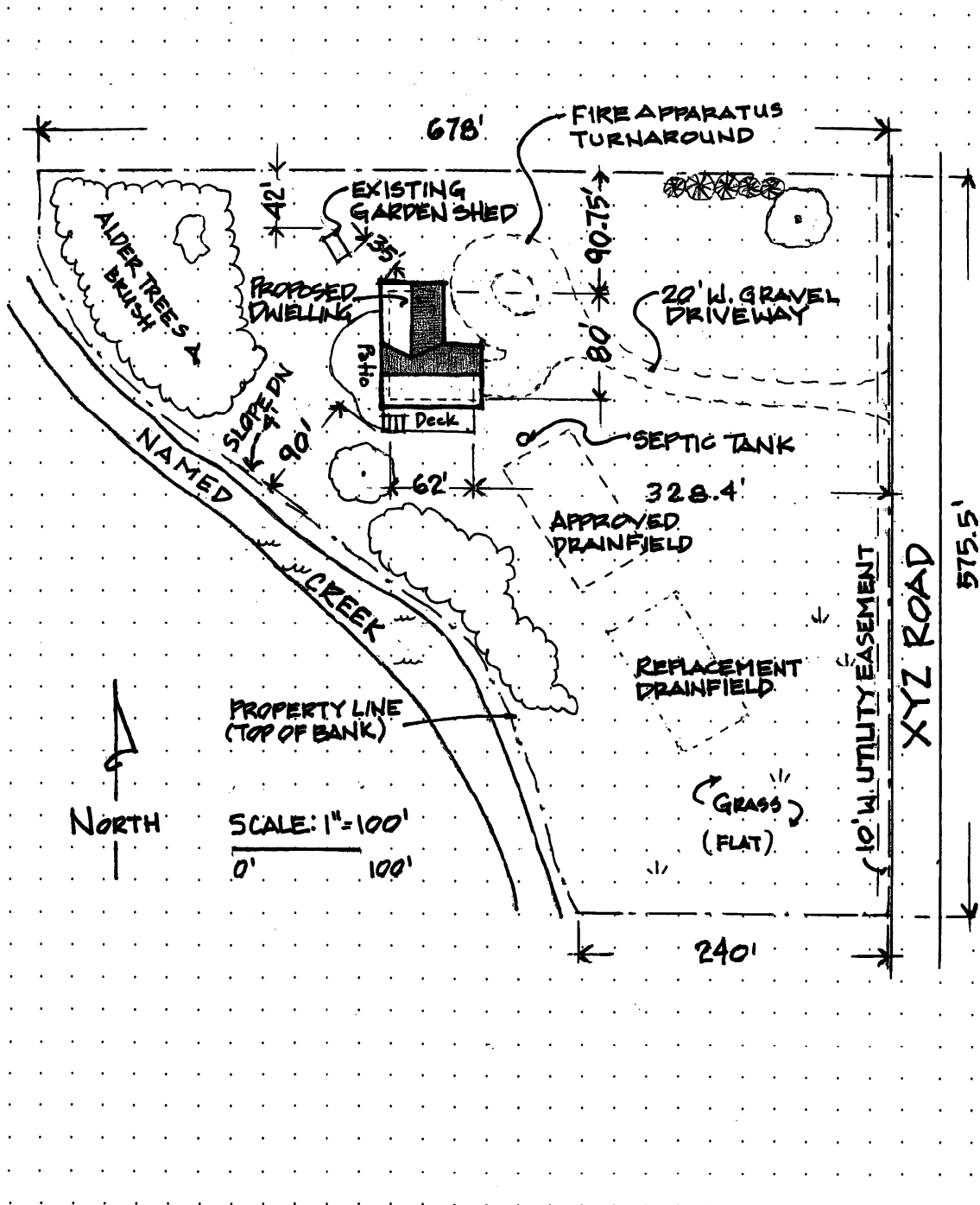
person by the county; and

- D. The County Planning Department/Code Compliance program shall attempt to resolve the complaint. If so required, the owner or local contact person shall provide a written response to the complaint with the anticipated corrective action within 10 days. A copy of the complaint will be filed with the short-term rental permit.
- E. A permitted short-term rental is subject to enforcement, and Class I or Class II penalties per Article 1 of this ordinance, Chapter 1.08 (Code Enforcement), Chapter 8.08 (Health and Safety) and Chapter 8.12 (Noise Code) of the Hood River County Code.

**Section 53.65      Revocation**

A permit for a short-term rental may be revoked subject to the procedures identified Article 1 Section 1.140 Extensions, Enforcement / Revocation. The Planning Director may immediately revoke all short-term rental permits from the owner upon three (3) violations of the permit or this Article.

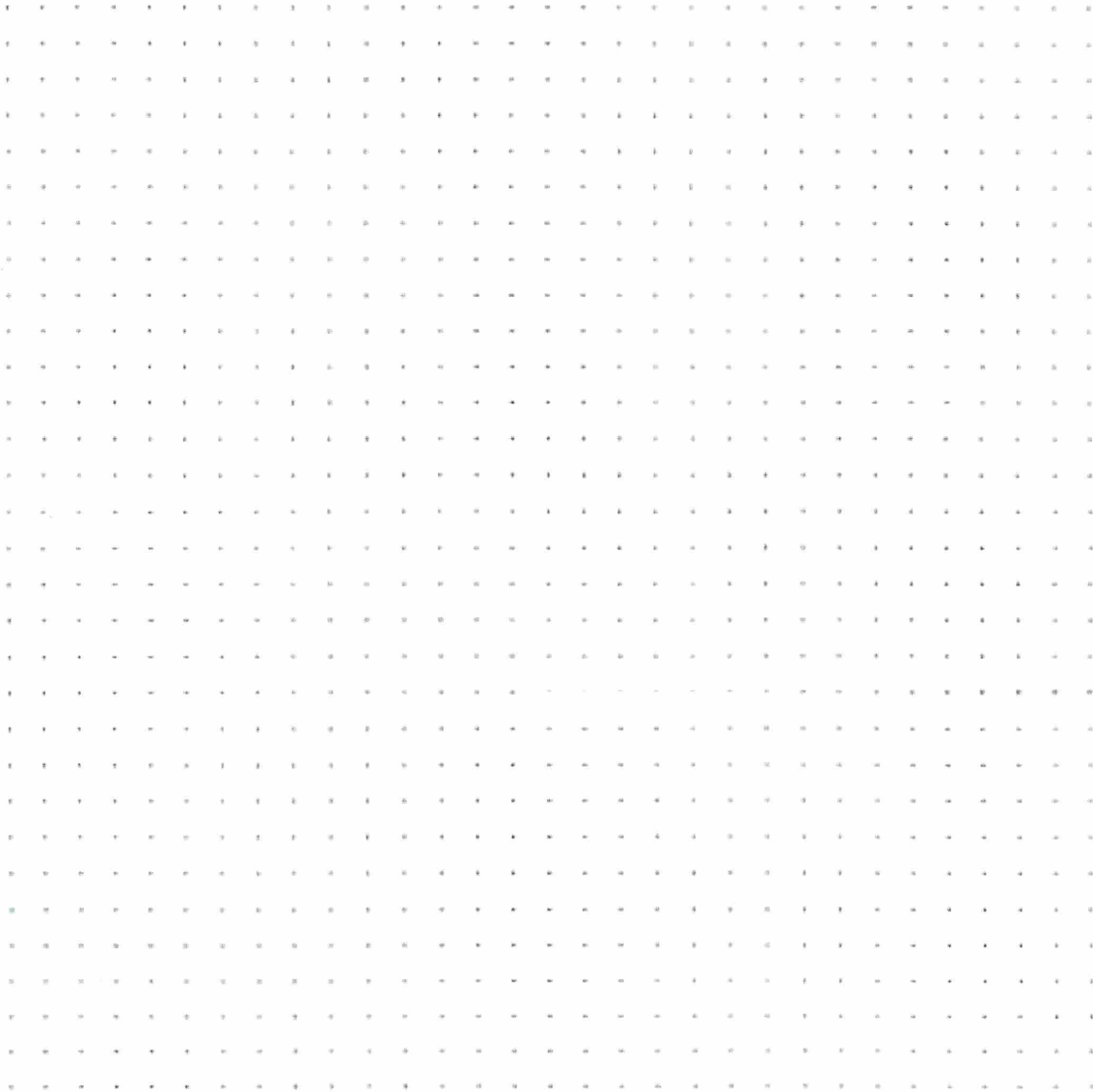
# Short-Term Rental: SITE PLAN EXAMPE



# Short-Term Rental: SITE PLAN

## SITE PLAN

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Twn \_\_\_\_\_ Rng \_\_\_\_\_ Sec \_\_\_\_\_ TxLt \_\_\_\_\_



### **Does your site plan show the following?**

- |   |  |
|---|--|
| <input type="checkbox"/> Property Information.                            | <input type="checkbox"/> Location of utilities, septic drainfields.          |
| <input type="checkbox"/> Scale and north arrow.                           | <input type="checkbox"/> All easements (access, utility, irrigation, etc.).  |
| <input type="checkbox"/> Boundaries of parcel with dimensions.            | <input type="checkbox"/> Significant slope or terrain features.              |
| <input type="checkbox"/> Existing and proposed structures.                | <input type="checkbox"/> Vegetation type.                                    |
| <input type="checkbox"/> Setback distances of proposed buildings.         | <input type="checkbox"/> Portion of property in farm or forest use.          |
| <input type="checkbox"/> Access roads, driveways, turnarounds, & parking. | <input type="checkbox"/> Vicinity map (if needed to augment your site plan). |



**Property Management Plan**

Applicant: \_\_\_\_\_

STR Address: \_\_\_\_\_

Please draft a property management plan containing the following information, in accordance with the Hood River County Zoning Ordinance Article 53.50 E

**Section 53.50      Short-Term Rental Permit Application Requirements**

- E. Property Management Plan - A property management plan demonstrating how the short-term rental will be managed and how impacts to neighboring properties will be minimized; specifically, nuisances, parking and garbage. The property management plan shall also include the name, address and telephone number of local points of contacts available to respond immediately to complaints and promptly remedy any violation of these standards.

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***Continue onto additional pages, as needed.***

**Adjacent Property Owner Notification**  
**(NOT for EFU & Forest Zoned Properties)**

Applicant: \_\_\_\_\_

STR Address: \_\_\_\_\_

Date: \_\_\_\_\_

Neighbor's Name: \_\_\_\_\_

Neighbor's Address: \_\_\_\_\_

RE: Short Term Rental (STR) Application Adjacent Property Owner Notification

Dear Neighbor:

"Affidavit of Adjacent Property Owner Notification" – is required by a short-term rental applicant and shall provide, in writing to adjacent neighbors within 250-feet, a local telephone number, name, and address of a property manager who will accept and handle complaints immediately relating to tenant activities.

This letter is to make you aware that I/we have applied for a STR at the above location. If you have questions direct them to: \_\_\_\_\_.

**Please find the required contact information below:**

Local Property Manager Name: \_\_\_\_\_

Local Property Manager Address: \_\_\_\_\_

Local Property Manager Telephone: \_\_\_\_\_

Local Property Manager E-mail: \_\_\_\_\_

Sincerely,

**Affidavit Of Mailing**  
**(NOT for EFU & Forest Zoned Properties)**

Applicant: \_\_\_\_\_

STR Address: \_\_\_\_\_

I, \_\_\_\_\_, hereby swear that on the \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_,

I caused to be mailed on the above date a copy of the attached

**Adjacent Property Owner Notification**

To the individuals on the attached list:

\_\_\_\_\_

Applicant Signature

## Conditional Use Permit Standards Article 4 – Forest Zone

***For property located in Forest zoned land, address these standards in a written narrative to be included with your application.***

### **Section 4.05 Conditional Use Review Criteria**

A use identified as a conditional use in Table 4.02 of this zone may be allowed provided the applicant demonstrates compliance with the following criteria (or their equivalent). These requirements are designed to make the use compatible with forest operations and agriculture and to conserve values found on forest lands.

- A. The proposed use will not force a significant change in, or significantly increase the cost of, accepted farming or forest practices on surrounding lands devoted to forest or agriculture uses.
- B. The proposed use will not significantly increase fire hazard or significantly increase fire suppression costs or significantly increase risks to fire suppression personnel.
- C. The proposed use will be compatible with vicinity uses, and satisfies all relevant requirements of this Ordinance and the following general criteria:
  - 1. The use is consistent with those goals and policies of the Comprehensive Plan which apply to the proposed use;
  - 2. The parcel is suitable for the proposed use considering its size, shape, location, topography, existence of improvements and natural features;
  - 3. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs or prevents the use of surrounding properties for the permitted uses listed in the underlying zoning district;
  - 4. The proposed use is appropriate, considering the adequacy of public facilities and services existing or planned for the area affected by the use (e.g., water, sewer and access); and
  - 5. The use is or can be made compatible with existing uses and other allowable uses in the area and does not negatively affect the health or safety of surrounding uses or residents.
- D. Prior to issuance of a building permit for a dwelling or establishing a conditional use, as provided in section 4.05, a written statement consistent with ORS 215.293 and Article 50 shall be recorded with the deed or written contract with the County; unless noted otherwise.

*Additional review criteria may be required.*

Article 4 - Forest of the Hood River County Zoning Ordinance can be found in its entirety at the Hood River County Community Development website: [hrccd.co.hood-river.or.us](http://hrccd.co.hood-river.or.us)

**Conditional Use Permit Standards**  
**Article 3 – EFU Zone**

***For property located in Exclusive Farm Use zoned land, address these standards in a written narrative to be included with your application.***

**Section 3.05 Conditional Use Review Criteria**

An applicant for a conditional use identified in Table 3.02 must demonstrate compliance with the following criteria:

- A. The use will not force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use; and
- B. The use will not significantly increase the cost of accepted farm or forest practices on surrounding lands devoted to farm or forest use.
- C. The proposed use will be compatible with vicinity uses, and satisfies all relevant requirements of this ordinance and the following general criteria:
  - 1. The use is consistent with those goals and policies of the Comprehensive Plan which apply to the proposed use;
  - 2. The parcel is suitable for the proposed use considering its size, shape, location, topography, existence of improvements and natural features;
  - 3. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs or prevents the use of surrounding properties for the permitted uses listed in the underlying zoning district;
  - 4. The proposed use is appropriate, considering the adequacy of public facilities and services existing or planned for the area affected by the use (e.g., water, sewer and access); and
  - 5. The use is or can be made compatible with existing uses and other allowable uses in the area and does not negatively affect the health or safety of surrounding uses or residents.

*Additional review criteria may be required.*

Article 3 - EFU of the Hood River County Zoning Ordinance can be found in its entirety at the Hood River County Community Development website: [hrccd.co.hood-river.or.us](http://hrccd.co.hood-river.or.us)

**HOOD RIVER COUNTY COMMUNITY DEVELOPEMENT**  
**BUILDING DEPARTMENT**  
**SHORT TERM RENTAL CHECKLIST**

Provisions found accordingly in Hood River County Zoning Ordinance Article 53.50 (I)

**STR Address:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Permit #:** \_\_\_\_\_  
**STR#:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

1. Authorized Parking per approved application  Yes  No
2. Swimming Pool Barrier/Cover  Yes  No
3. Visible house numbers  Yes  No
4. Accessible fire extinguisher  Yes  No
5. Electrical switch and outlet face plates  Yes  No
6. Electrical panel circuits permanently labeled  Yes  No
7. Ground fault circuit interrupter protected receptacles  Yes  No
8. Required smoke detectors/carbon monoxide detectors  Yes  No
9. Properly installed wood stoves, fireplaces and fuel burning heat sources  Yes  No  N/A
10. Adequate handrails & guardrails  Yes  No
11. Adequate bedroom egress windows  Yes  No
12. Hot tub barrier/Electrical compliance  Yes  No  N/A
13. Non-permitted work  Yes  No

**Inspection Approved-**

Appears to meet the requirements of Article 53  
 Date of initial inspection \_\_\_\_\_ Inspector \_\_\_\_\_

**Inspection Denied- Reinspection required within:**

30 Days (Minor repairs)  60 Days (Major repairs)

Comments: \_\_\_\_\_

**\*\*APPLICATION SUBJECT TO CANCELLATION IF NOT COMPLETED WITHING THE REQUIRED TIMEFRAME\*\***

Reinspection? Call 541-386-1306