

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: _____

STR Address: _____
City: _____ State/Zip: _____
Legal Description: Township _____ Range _____ Section _____ Tax Lot(s) _____
Number of Bedrooms to be used: _____
Number of nights per year property will be available for rent: _____
Is the dwelling your primary residence i.e. domicile? Yes No - See Page 13 for more information.
Are you applying under the "grandfather provisions"? Yes No - See Page 12 for more information.
Hot Tub, Pool or Spa: Yes No

Owner's Name: _____
Mailing Address: _____
City: _____ State/Zip: _____
Preferred Telephone: _____
Email: _____

If different than owner,
Operator's Name: _____
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 - specifically addressing nuisance, parking, garbage & 24/7 contact information | |
| Adjacent Property Owner Notification - NOT FOR EFU & FOREST ZONED PROPERTIES | |
| Short-Term Rental Standards - section 53.60 addressed in narrative | |
| Complete Conditional Use Permit Application - ONLY FOR EFU & FOREST ZONED PROPERTIES | |
| Proof of Insurance | |
| Affidavit & Proof of Residency | |
| Required Department Signatures | |
| Building Inspection - <i>scheduled 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.

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 53.56 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 include the following information:

- A. Property Owners and Operators – A list of all the property owners and, if applicable, operators 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 conditional use permit applications in resource zones shall be completed by County Planning 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. (See Pages 10-11 more information.)***
- C. Site Plan – A site plan, drawn to scale, showing the location of buildings, septic systems, required parking, access, etc. ***This will need to be drafted and shown to the Environment Health Department prior to receiving their sign-off.***
- D. Floor Plan – A floor plan showing the interior layout of the dwelling, including the number of bedrooms proposed for rent. ***These details will need to be included in 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 in 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.**
 - J. Proof of Insurance – Include certification of insurance coverage. **These details will need to be included in 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.
-

Please address the following standards in a written narrative to be included with your application:

Section 53.60 Short-Term Rental Standards

All short-term rentals shall meet the following standards:

- A. Resource Lands (EFU and F-1 Forest zones) – A short-term rental may only be permitted to operate in the EFU and F-1 zones on a parcel not receiving farm or forest deferral from the County.
- B. Accessory Buildings – Short-term rentals shall be operated within the primary dwelling of the subject property only. Outbuildings, including agricultural buildings, farm worker housing, accessory dwelling units, tiny homes, and other lawful dwellings on the property, shall not be used or converted for use as a short-term rental. Additionally, no recreational vehicle, travel trailer, tent, parked vehicle, or other temporary shelter shall be used and/or occupied in conjunction with the short-term rental.
- C. Incidental and Subordinate – The primary use of the dwelling proposed for use as a short-term rental shall remain residential and shall not be rented out a predominance (i.e., more than 180 days) of the year. This standard shall not apply to parcels zoned Commercial (C-1), Rural Unincorporated Community Commercial (RUC-1), or Mt. Hood Unincorporated Community Commercial (MH-C1).
- D. Appearance and Identification – The exterior of the building shall retain a residential appearance with house numbers maintained on the front of the building and visible from the street or road.

- E. 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.
- F. 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. All required parking spaces shall be provided on the parcel where the short-term rental is operated.
- G. Access – Road access to the short-term rental shall meet minimum County and/or local fire district 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.
- H. 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 on the property or along adjacent roadways. Said provisions shall be documented in the Property Management Plan.
- I. Pets – Pets shall be secured at all times while on the property and nuisance barking by pets is prohibited.
- J. Signage – No on or off-premise signage advertising the short-term rental is permitted.
- K. 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 and/or operator, and, if applicable, the designated local contact. The permit number shall also be displayed in all advertising.
- L. Employees – A short-term rental operator may utilize up to five outside employees, such as housekeepers, property managers, landscapers, etc., to assist in operating the facility.
- M. Federal, State & Local Laws – The short-term rental shall meet all applicable State and local health, safety laws and building codes.

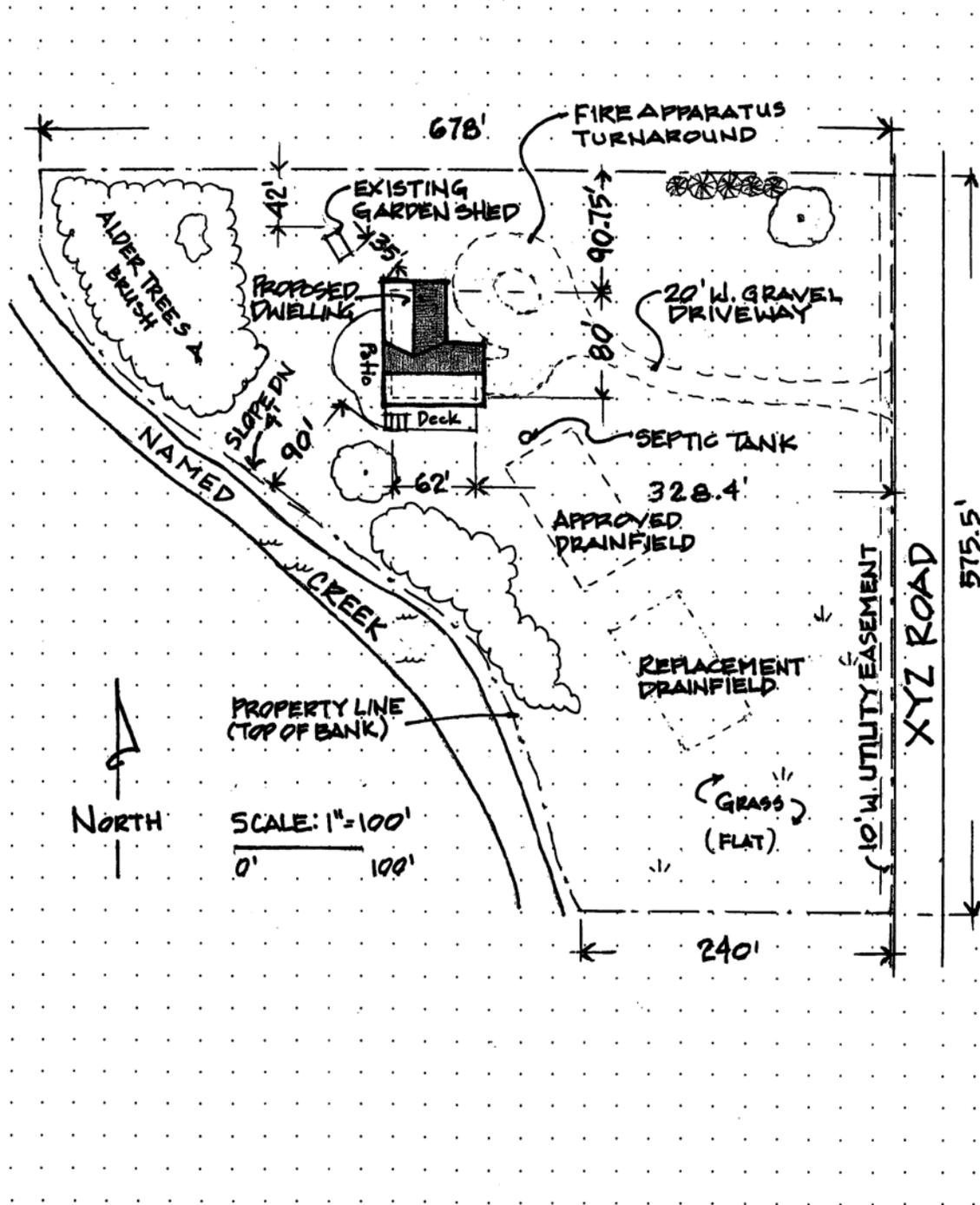
- N. Transient Room Tax – Proof of registration for County TRT certification shall be provided to County Planning prior to operating a short-term rental or within 90 days of issuance of a final short-term rental permit for those already in operation.

- O. Building Safety – Proof of satisfactory completion of an inspection performed by the Hood River County Building Department shall be provided to County Planning prior to operating a short-term rental or within 90 days of issuance of a final short-term rental permit for those already in operation.

- P. Commercial Events – No weddings or commercial related events shall occur in conjunction with operating an approved short-term rental.

- Q. Alteration or Expansion – No permitted short-term rental may be altered or expanded to accommodate additional guests, unless otherwise permitted through a separate application.

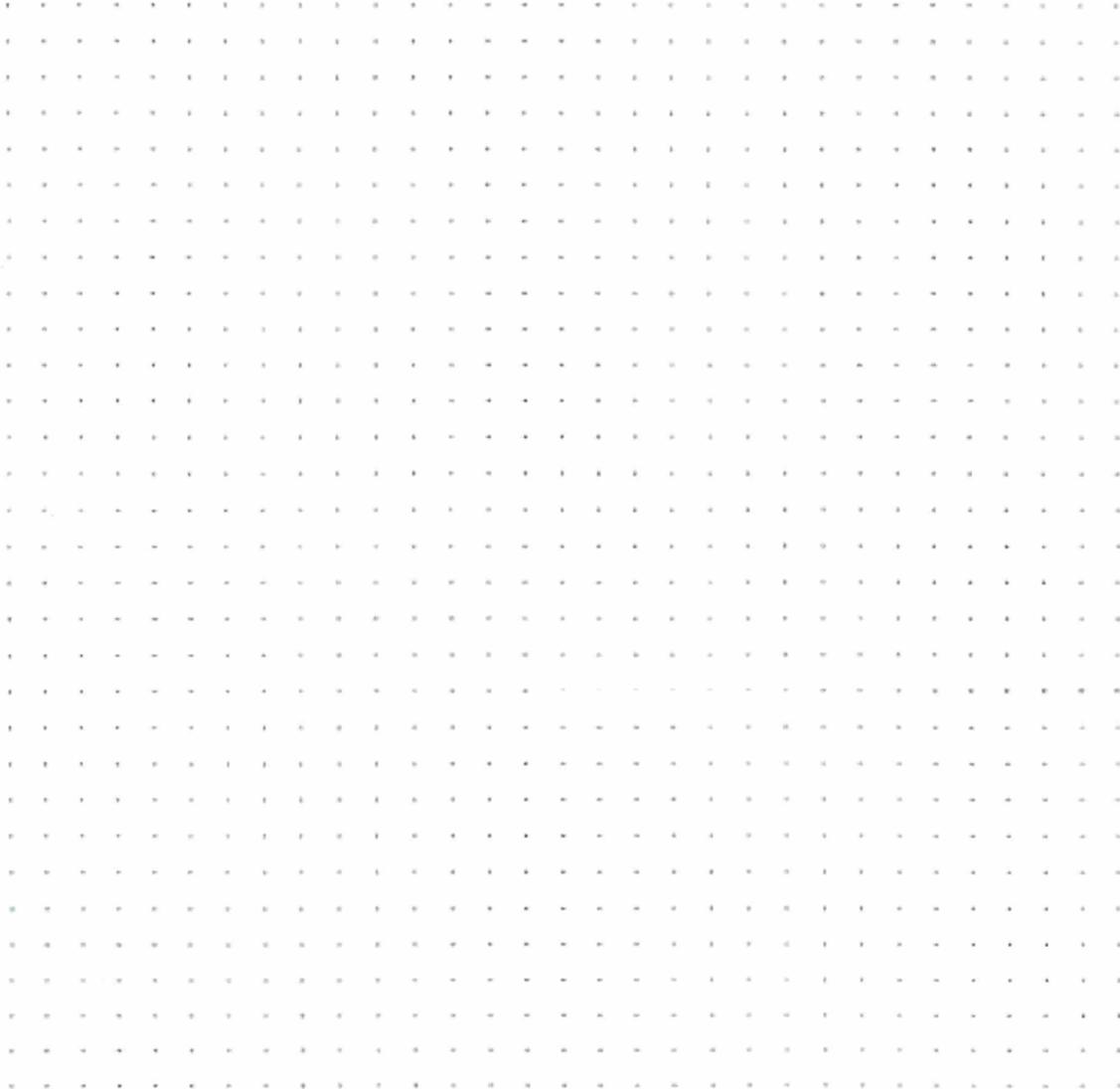
Short-Term Rental: SITE PLAN EXAMPLE



Short-Term Rental: SITE PLAN
(Site Plan Submission on a Separate Sheet is Acceptable)

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). |

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

Property Owner/Operator: _____

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 required for EFU & Forest Zoned Properties)

Property Owner/Operator: _____

STR Address: _____

I/We, _____, 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:

Property Owners/Operators Signature

Grandfathering Provisions

Existing short-term rentals operating since prior to August 20, 2018 may qualify under the “grandfathering provisions” from Section 53.48 of the County Zoning Ordinance when documentation is provided confirming the following (check those boxes that apply):

- The short-term rental is currently in operation;
- An appropriate application is submitted no later than September 18, 2019

And at least one of the following:

- The existing short-term rental was registered with and paying Transient Room Tax (TRT) to the County Department of Budget and Finance; or
- The property owner made an application with the County for a short-term rental permit, which was either approved by the County but appealed or voluntarily withdrawn prior to a decision being made; or
- The existing short-term rental was being assessed by the County Department of Records and Assessment and paying additional Personal Property tax as a result of their short-term rental business.

If you qualify under the above grandfathering provisions, your application may be exempt from the following requirements:

In the Residential (R-1), Rural Residential (RR), or Rural Center (RC) zones, your STR shall be exempt from the Residency Requirements from Sections 53.52(A) of the County Zoning Ordinance.

In the Exclusive Farm Use (EFU) or Forest (F-1) zones shall be exempt from the Farm/Forest Tax Deferral Requirement from Section 53.60(A) of the County Zoning Ordinance.

Please Note: A short-term rental that obtains an STR permit under the “grandfathering provisions” may only operate for an additional 7 years from the effective date of the amended Ordinance (June 20, 2019), unless otherwise approved using the standard review criteria.

Affidavit Confirming Residency

Property Owner/Operator: _____

STR Address: _____

I/We, _____, hereby swear that I/we reside in the dwelling involved in this application and it is my/our primarily residence (aka domicile), as defined below in Section 1.160 of County Zoning Ordinance:

Domicile: A person's fixed, permanent, and principal home for legal purposes where the person intends to remain and to which, if absent, the person intends to return.

Property Owner/ Operator

Property Owner/ Operator

Evidence of Residency: Pursuant to Section 53.52(A) of the County Zoning Ordinance, the following documentation shall be provided as proof of residency (check those boxes that apply):

- A copy of your Federal and/or State income tax return for the most recent year (Page 1 only with financial data redacted) and at least one of the following:**
- Current Oregon voter registration;
 - Current Oregon driver's license;
 - Hood River County Identification Card.

HOOD RIVER COUNTY COMMUNITY DEVELOPEMENT
BUILDING DEPARTMENT
SHORT TERM RENTAL CHECKLIST

Provisions found accordingly in Hood River County Zoning Ordinance Article 53.60(O)

STR Address: _____

Permit #: _____

Owner: _____

STR#: _____

Phone: _____

E-mail: _____

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

| | |
|---|---|
| Inspection Approved- | Inspection Denied- Reinspection required |
| <i>within:</i> | |
| <input type="checkbox"/> Appears to meet the requirements of Article 53 | <input type="checkbox"/> 30 Days (Minor repairs) <input type="checkbox"/> 60 Days (Major repairs) |
| Date of initial inspection _____ | Inspector _____ |
| Comments: _____ | |

****APPLICATION SUBJECT TO CANCELLATION IF NOT COMPLETED WITHING THE REQUIRED TIMEFRAME****
 Reinspection? Call 541-386-1306