

Annabella Town

Short Term Rental Application

WHEN TO USE THIS FORM: This form is to be used by an applicant seeking approval for a Short-Term Rental (STR) in accordance with Ordinance # 2022-09. The applicant is responsible for complying with the established rules and procedures which are available for inspection from the Code Enforcement Officer.

SUBMIT COMPLETED APPLICATION WITH PAYMENT TO THE TOWN CLERK. PLEASE MAKE CHECKS PAYABLE TO ANNABELLA TOWN

☐ Initial STR Permit Application & Fee: \$250.00

☐ Check#: _____ ☐ Cash: _____ ☐ Card _____

1. PROPERTY OWNER:

The vested title property owner shall be the licensee for the short-term rental.

Applicant/Property Owner Name(s): _____

Street Address: _____ City: _____ Zip: _____

Phone: _____ E-mail: _____

2. OWNER REPRESENTATIVE:

Living within 15 minutes of the property.

Contact Person/Agent: _____ Company Name (if applicable): _____

Street Address: _____ City: _____ Zip: _____

Phone (24-hour contact): _____ E-mail: _____

3. LOCAL PROPERTY MANAGER

*24-hour availability to physically respond to concerns within 30 minutes of initial attempt to contact.
(This can be the same contact as listed in item #2)*

Contact Person/Agent: _____ Company Name: _____

Street Address: _____ City: _____ Zip: _____

Phone (24-hour contact): _____ E-mail: _____

4. SHORT TERM RENTAL PROPERTY INFORMATION:

STR Property Address: _____

Tax Map ID#: _____

Number of Bedrooms: _____ Sleeping area (square feet): _____

Maximum Number of Guests/Occupants: (2 per 100 square feet of sleeping area allowed) _____

I HAVE INCLUDED THE FOLLOWING WITH THE APPLICATION:

- ☐ Conditional Use Permit application
- ☐ Detailed parking plan, with all parking on rental property and not on adjacent property or public right-of way (see STR Ordinance for details)
- ☐ The non-refundable license fee of \$250

I UNDERSTAND THAT I AM RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE STR ORDINANCE, INCLUDING THE FOLLOWING REQUIREMENTS AND RESTRICTIONS:

- ☐ There may be no more than one (1) STR on one lot.
- ☐ A short-term renter may not use a STR for a purpose not incidental to its use for lodging and sleeping purposes. (Restrictions include wedding, banquet, reception, bachelor or bachelorette party, concert, fundraiser, sponsored event, or any similar group activity).
- ☐ No tent, trailer or RV may be used as a STR and no tent, trailer, RV camping, or other methods of outdoor sleeping are allowed on a STR property.
- ☐ The occupancy or number of guests shall not exceed two (2) persons per 100 square feet of sleeping area with a maximum occupancy of 12 people.
- ☐ STR must comply with the Annabella Land Use, Short Term Rental and Nuisance Ordinances.

I HEREBY AGREE THAT THE STR DWELLING WILL HAVE AND MAINTAIN:

Posted within dwelling:

- ☐ The name and contact information of the owner representative and local property manager.
- ☐ The maximum number of occupants permitted by the license.
- ☐ The maximum number of vehicles permitted on the property and the designated parking plan.

Other:

- ☐ Carbon monoxide detectors, smoke detectors, chemical fire extinguishers, and all other safety features required by the International Building Code.
- ☐ House address numbers clearly visible from the public right-of-way.
- ☐ No existing Zoning or Building Code violations.
- ☐ The dwelling as a Single-Family Dwelling and will not rent individual rooms/areas within the dwelling.

PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNER(S) SIGNATURE

- ☐ I certify that I have provided owners of all adjacent properties with my local contact information (owner representative and local property manager).
- ☐ I certify that this information is accurate to the best of my knowledge, and that I have the legal authority to apply for this permit.
- ☐ I have read the Town of Annabella Short-Term Rental Ordinance and agree to abide by its terms and conditions.
- ☐ I understand that a STR permit is not transferable between persons or structures.
- ☐ STR permits in good standing that are renewed on or prior to January 1st will maintain their standing. If a permit is not renewed by January 1st, it will be suspended until such time the renewal process is complete.
- ☐ The undersigned represents and agrees as a condition to the issuance of this permit that the STR will be operated in accordance with the resolutions and ordinances of Annabella Town, including the Annabella Town Land Use Ordinance, Annabella Short Term Rental Ordinance, and Annabella Nuisance Ordinance.

Print Property Owner Name	Date
Signature of Property Owner	Date
Print Joint Property Owner	Date
Signature of Joint Property Owner	Date

FOR OFFICE USE ONLY

Permit Application Approved? ☐ YES ☐ NO