

**CITY OF SEASIDE  
VACATION RENTAL DWELLING (VRD) APPLICATION**

The City of Seaside requires approval for short term (less than 30 day) rental of certain types of residential property. These uses are referred to as vacation rental dwellings (VRDs) and they must be approved in accordance with the conditional use provision in Chapter 6.137 of the Seaside Zoning Ordinance (see attached). Although most requests can be reviewed by the Planning Director; in some cases, the requests require a public hearing before the City Planning Commission. In both cases, VRD applicants must provide the following information and submit it for review along with their business license application.

In addressing the following questions, additional information and supporting evidence can be referenced and attached to the submittal.

**SUBMITTAL INFORMATION**

1. **Applicant's Name:** \_\_\_\_\_
2. **Mailing Address:** \_\_\_\_\_
3. **Telephone #:** Home \_\_\_\_\_, Work \_\_\_\_\_, Fax \_\_\_\_\_
4. **If the applicant is not the current owner, the applicant must also submit a signed statement from the owner that authorizes the VRD application.**
5. **VRD Street Address:** \_\_\_\_\_
6. **Tax Map Ref.:** Township \_\_, Range \_\_, Section \_\_ \_\_ \_\_, Tax lot # \_\_\_\_\_
7. **What is the total number of off-street parking spaces (9' X 18') that will be available for VRD occupant use?** \_\_\_\_\_ *The VRD ordinance states: One 9' X 18' off-street space will be provided for each bedroom in the unit, but in no event shall fewer than two spaces be provided.*
8. **How many bedrooms are in the dwelling?** \_\_\_\_\_ **Is the applicant requesting that all the bedrooms be used to calculate the maximum occupancy, and if not, how many are being proposed?** \_\_\_\_\_ **Please multiply the last number by three (3) to indicate the requested maximum occupancy for the VRD** \_\_\_\_\_ *The VRD ordinance states: The maximum number of occupants cannot exceed three persons (over the age of three) per bedroom. The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations. The number of overnight renters or the maximum number of occupants may be reduced by the Code Enforcement Officer or Fire Marshal at the time of inspection for valid code reasons.*
9. **All off street parking spaces must be clearly indicated on the applicant's site plan. Will the existing parking spaces or any planned expansion of parking take up more than 50% of the property's yard areas?** \_\_\_\_\_ *The VRD ordinance states: Front, side, and rear yards must maintain a residential appearance by limiting*

off street parking within yard areas. At least 50% of each yard area which is not occupied by buildings must be landscaped in some fashion so that parking will not dominate the yard.

**10. Who will be acting as the local responsible party for the VRD owner? Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Address:** \_\_\_\_\_ . *The VRD*

*ordinance states: A local responsible party that permanently resides within the county must be identified by the owner. The responsible party will serve as an initial contact person if there are questions regarding the operation of the VRD. The owner shall provide the telephone number of the local contact person to the City, and to the immediate neighbors within the notification area (within 100' of the subject property).*

**11. What is the zone designation of subject property?** \_\_\_\_\_. *The VRD ordinance states: Within the medium density residential (R-2) zones and high density residential (R-3) zones, if more than 20% of the dwelling units within 100' of the subject property are currently licensed for VRD use, a public hearing and review by the Planning Commission is required.*

**12. Provide a site plan, drawn to scale, which indicates the following: the actual shape and dimensions of the lot, the sizes and locations of buildings and off street parking spaces (existing & proposed). In addition to the site plan, a floor plan(s) must be included which clearly indicates the intended use of all interior areas (e.g. bedrooms, kitchen, living room, storage etc.).**

**13. The following is a list of standard conditions that apply to VRDs:**

- **Vacation rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection Weekly solid waste pick-up is required during all months.**
- **Prior to issuance of a vacation rental dwelling permit, the building in question must be inspected and be in substantial compliance with the Uniform Housing Code.**
- **It is the property owner's responsibility to assure that the vacation rental dwelling remains in substantial compliance with Oregon State requirements for the following: Health, Safety, Building, and Fire Codes; and Traveler's Accommodation Statutes, and with the Uniform Housing Code.**
- **Vacation rental dwelling permits are personal in nature and accordingly are not transferable. Upon transfer of the property, the new owner, if he or she desires, may apply for a new permit in accordance with the VRD ordinance.**
- **A City Business License is required and all transient room tax provisions apply to VRD's. The business license must be obtained prior to any rental of the property. Renewals must be made in January of the permit year. If the business license fee or the transient room tax payments are thirty (30) days past due, the VRD Permit will be revoked unless a written extension is granted by the Finance Director.**

- Upon receipt of two written complaints from two or more occupants of different residences who claim to be adversely affected by the use of the property as a vacation rental dwelling, or by notice from the City Code Compliance Officer that requirements or conditions of approval are not being met, the Planning Department will work with the parties involved to settle any conflicts. If the problems are not resolved, the permit will be reviewed by the Planning Commission as provided in the VRD ordinance. Failure on the applicant's part to meet the standards or conditions will result in denial of the application. This would be in addition to any violation procedures specified in Article 12 of the Seaside Zoning Ordinance.

Has the owner or the duly authorized applicant read all the standard conditions and answered all of the questions honestly based on their understanding of the VRD request? \_\_\_\_\_.

By signing this application, the applicant is also acknowledging that if the request requires review by the Planning Commission (Ordinance Provision 6.137E), the Applicant or a duly Authorized representative must attend the Public Hearing.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

-----**For Office Use Only**-----

At the time of submittal, the applicant must pay the annual business license fee based on the proposed occupancy of the VRD: 1-5 occupants \$75.00, 6-10 occupants \$100.00, 11+ occupants 150.00. This fee must be accompanied by a one time filing fee of \$20.00.

In addition to the business license fee, a \$430.00 planning review fee must be submitted with this application. If the surrounding density of VRDs (see question 11) requires a Planning Commission review, an additional fee of \$240.00 must be paid before staff will schedule the public hearing to review the application.

If the VRD application is not approved, only the business license fee will be refunded.

Submittal Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

~~~~~**For Community Development Use**~~~~~

Date application was received at Community Development: \_\_\_\_\_.

File Reference # \_\_\_\_\_ Date determined to be complete: \_\_\_\_\_

If applicable, date for Planning Commission Hearing: \_\_\_\_\_

## Section 6.137 VACATION RENTAL DWELLING (VRD)

1. **Purpose.** The Vacation Rental Dwelling Permit is in recognition of the desire of many people to rent their property on a short term basis. These standards and procedures are in addition to City ordinances and Federal and State laws and regulations.
2. **Standards.** In all zones allowing Vacation Rental Dwellings, a permit shall be issued as an accessory use in accordance with the administrative conditional use provisions provided the applicant can demonstrate by written application that all of the following standards are met:
  - A. **Parking.** One 9' x 18' off-street space will be provided for each bedroom in the unit, but in no event shall fewer than two spaces be provided.
  - B. **Number of Occupants.** The maximum number of occupants cannot exceed three persons (over the age of three) per bedroom. The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations.

The number of overnight renters or the maximum number of occupants may be reduced by the Code Enforcement Officer or Fire Marshal at the time of Inspection for valid code reasons.
  - C. **Residential yard areas.** Front, side, and rear yards must maintain a residential appearance by limiting off street parking within yard areas. At least 50% of each yard area which is not occupied by buildings must be landscaped in some fashion so that parking will not dominate the yard.
  - D. **Local responsible party.** A local responsible party that permanently resides within the county must be identified by the owner. The responsible party will serve as an initial contact person if there are questions regarding the operation of the VRD. The owner shall provide the telephone number of the local contact person to the City, and to the immediate neighbors within the notification area (within 100' of the subject property).
  - E. **Spatial distribution requirements.** Within the medium density residential (R-2) zones and high density residential (R-3) zones, not more than 20% of the properties within 100' of the subject property can be currently licensed for VRD use without Planning Commission review.

Failure to meet this standard will require a public hearing and review by the Planning Commission under the provisions of Subsection 5.
3. **Notice and Administrative Decision.** Upon submittal of a complete application, notice of the request shall be mailed to all property owners within 100 feet in accordance with Section 10.031 (2). The notice and final decision by the Planning Director must comply with the provisions in Section 10.032 through Section 10.035 of the Ordinance.

4. **Appeals.** Within fifteen (15) days of the administrative decision, the decision may be appealed in accordance with the provisions in Section 10.037 and 10.040 of the Ordinance
5. **Planning Commission review.** The Planning Commission will review VRD's which do not conform with the provisions of Subsection 2.E., in accordance with the conditional use procedures in Section 6.030 through 6.050 of the Ordinance. The applicant must address the following criteria in addition to the standards in Subsection 2.A-D of this Section. A decision by the Commission to approve a VRD request may include conditions that would restrict the number of renters or total occupants in the VRD.
  - A. The use of the property as a VRD will be compatible with the surrounding land uses.
  - B. The VRD will not contribute to excessive parking congestion on site or along adjacent streets.
6. **Approval conditions.** All approval must include the following conditions:
  - A. Vacation rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection. Weekly solid waste pick-up is required during all months.
  - B. Prior to issuance of a vacation rental dwelling permit, the building in question must be inspected and be in substantial compliance with the Uniform Housing Code.
  - C. It is the property owner's responsibility to assure that the vacation rental dwelling remains in substantial compliance with Oregon State requirements for the following: Health, Safety, Building, and Fire Codes, and Traveler's Accommodation Statutes, and with the Uniform Housing Code.
  - D. Vacation rental dwelling permits are personal in nature and accordingly are not transferable. Upon transfer of the property, the new owner, if he or she so desires, may apply for a new permit in accordance with this Section.
  - E. A City Business License is required and all transient room tax provisions apply to VRD's. The business license must be obtained prior to any rental of the property. Renewals must be made in January of the permit year. If the business license fee or the transient room tax payments are thirty (30) days past due, the VRD Permit will be revoked unless a written extension is granted by the Finance Director.
  - F. Upon receipt of two written complaints from two or more occupants of different residences who claim to be adversely affected by the use of the property as a vacation rental dwelling, or by notice from the City Code Compliance Officer that requirements or conditions of approval are not being met, the Planning Department will work with the parties involved to settle any conflicts. If the problems are not resolved, the permit will be reviewed by the Planning Commission as provided in Subsection 5 of this

Section. Failure on the applicant's part to meet the standards or conditions will result in denial of the application

7. **Prior Approvals.** Vacation rental dwellings approved under prior standards shall comply with the provisions of Section 6.137; 2B., 2D., & 6A. within one year of the amendments in this Section.

*(Amending Ordinance No.,2000-09, adopted 11-27-2000)*

8. **Complaints.** Any complaint procedures concerning violations of the VRD Provisions are in addition to the "Remedies" specified in Article 12 of the Zoning Ordinance.

**VACATION RENTAL DWELLING “BASIC” CHECKLIST  
(Additional Requirements May Apply)**

Address \_\_\_\_\_ Owner \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_  
Local Contact \_\_\_\_\_ Phone \_\_\_\_\_

**OCCUPANT LOAD FOR THIS BUILDING:** \_\_\_\_\_ **PERSONS** \_\_\_\_\_ **BEDROOMS** \_\_\_\_\_

**(Based on two persons per bedroom, or one person per each 300 s.f. of total floor area, whichever is more.)**

**PARKING REQUIREMENTS**

- ( ) A minimum of two off street parking spaces shall be available, plus one additional for each bedroom over two. (# documented \_\_\_\_\_ by \_\_\_\_\_.) **NOTE: On-street parking is not allowed.**

**SANITATION:**

- ( ) A bathroom with approved plumbing fixtures.
- ( ) A kitchen containing cooking facilities, refrigerator and an approved kitchen sink.
- ( ) No signs of mold or mildew on wall surfaces or dry rot of any wood member.
- ( ) No signs of infestation from rodents or insects.
- ( ) Provide two garbage cans with lids, and suitable storage. Weekly garbage service is required.

**MECHANICAL/ELECTRICAL**

- ( ) Every habitable room must contain at least two electrical outlets or one outlet and one light fixture.
- ( ) All electrical equipment, wiring and appliances must be installed and maintained in a safe manner.
- ( ) Heating facilities, capable of maintaining a temperature of 70 degrees Fahrenheit, three feet above the floor.
- ( ) All fuel appliances and fireplaces shall be approved by the local building department. Chimneys must be cleaned each year.
- ( ) An openable window or an approved mechanical venting system is required in bathrooms and kitchens.

**WEATHER PROTECTION**

- ( ) No broken windows or damaged doors. No visible penetrations that would allow weather to enter.
- ( ) Doors must have weather stripping applied, have working locks, and be openable from the inside without the use of a key or special knowledge.
- ( ) Exterior wall coverings and roof membranes shall be in good condition. There shall be no paint exposed that is peeling or deteriorating.
- ( ) No sags, splits or buckling of ceilings, walls, roofs, ceiling or roof supports, stairs, decks or other horizontal members due to deflective material or deterioration is permitted.

**SAFETY**

- ( ) Basements and all sleeping rooms shall be provided with an approved egress opening directly to the outdoors. Exception: Basements used only to house mechanical equipment and not exceeding 200 sq. ft.
- ( ) All stairs, decks, and balconies over 30" above grade, shall have a guardrail, 36" in height, with intermediate rails per code
- ( ) All stairs with two or more risers shall have a handrail, not less than 34", nor more than 38" high. The gripping surface shall not exceed 2 5/8", and the ends shall be returned.
- ( ) A 2A10BC Fire extinguisher must be mounted in the kitchen 5 – 10 ft. from the cooking stove.

**GENERAL REQUIREMENTS**

- ( ) Smoke alarms are required in all sleeping areas, the hallway serving them, and every floor.
- ( ) Carbon Monoxide Alarms – shall be located in each bedroom or 15 ft outside of each bedroom door. Bedrooms on separate floor levels in a structure consisting of two or more stories shall have separate carbon monoxide alarms serving each story.
- ( ) The address must be visible from the street.
- ( ) A NOAA Radio – along with an informational sheet that summarizes the warning capabilities of the radio in the event of a distant tsunami must be posted.

**POSTINGS REQUIRED**

- ( ) Maximum number of occupants and good neighbor rules must be posted inside the front door.
- ( ) Tenants are required to park in the spaces provided on-site. These sites must be identified on a parking map posted in the VRD and on-street parking by the occupants is not allowed at this location.
- ( ) The owner shall post or otherwise provide a tsunami evacuation map in a conspicuous location within the VRD.

# VACATION RENTAL DWELLING

## GOOD NEIGHBOR RULES

This home is available for short term rental by virtue of a permit which may be revoked if renters violate parking, occupancy, and general noise limitations. Because these rentals are permitted within residential neighborhoods, all renters should minimize their potential impacts on the neighboring properties by following rules of common decency and respect for your neighbors. These would include but they are not limited to:

- No excessive noise at any time. Although the City's noise ordinance regulates loud, disturbing, and unnecessary noise; renters should always consider how their actions are impacting the neighboring property owners.
- Only utilize the off-street parking that is provided for the rental. In many areas, on-street parking is very limited and utilizing this parking can have a negative impact on the surrounding residents.
- In general, be considerate of the residents that live around the rental dwelling you are staying in. Treat your neighbors the way you would like to be treated if you lived next door. Keep in mind that an agreement to rent a dwelling in Seaside is a privilege and it is not an authorization to annoy, disturb, or disrupt the local residents.