

Vacation Rental Permit Application

In order to expedite the process, please read carefully and submit the required information and documents.

Please submit all required materials to the Pend Oreille County Community Development Department.

General Information

- ◆ This application is for the permitting of dwelling units for short term rentals, 30 days or less.
- ◆ Vacation Rental Permit Applications are approved by the Community Development Director
- ◆ A Notice of Application and a Notice of Decision will be mailed to the following .
 - The applicant.
 - Owners of the parcels within 300 feet of the property where the CUP will be located.
 - State agencies with jurisdiction.
 - The local newspaper.
 - Those who have requested to be on the mailing list regarding this application.
 - Parties of record.
- ◆ The Project Sponsor shall be responsible for the collection and payment of all required taxes, fees, and charges and shall provide the County with annual documentation of full compliance.
- ◆ This permit will need to be renewed annually.
- ◆ The project sponsor will need to keep an up-to-date file with the Community Development Department that includes a property management plan, a certificate of inspections that complies with the life and safety checklist developed by the Department, emergency contact information, and all the requirements of Chapter xx.70 of the Pend Oreille Development Regulations.

Procedure

- ◆ Schedule a pre-application meeting with the Community Development Director
- ◆ Fill out and submit application.
 - Include a site plan. You may use the space attached to this form or attach a separate piece of paper to this application. Please attempt to make the site plan the best drawn representation of the project and as accurate as possible.
 - Include a title report of the property
- ◆ A SEPA Checklist may need to be submitted with this application.
- ◆ A sign must be posted at least 15 days before the end of the public comment period, meaning that the sign must be posted at or before the day the notice of application is in the paper. The sign must be posted on all roads fronting the property. There are specific requirements that the sign must meet and they are the following:
 - The sign must be made of durable material such as plywood or plastic sign board.
 - The sign must be a minimum of 8'x4'
 - The sign must be readable to a person parked in a car on the side of road. This typically means 4" lettering, but could be more.
 - The sign must have the time and place of the public hearing , as well as the purpose of the meeting.



Located at: 418 S Scott Ave

Newport, WA 99156

Mail to: PO Box 5066

Newport, WA 99156

Phone: 509-447-4821

Visit us online at

Pendoreilleco.org

Owner Contact Information

Property owner(s): _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Email address: _____

Agent/Applicant : _____

If an agent is acting on behalf of a property owner please fill out and attach the Landowner Consent Form

Property Information

Parcel number of the affected property: _____

Legal description: _____

Property use:

- Residential
- Commercial
- Agricultural
- Timber
- Other

Please describe if 'Other' is checked: _____

What is the property currently zoned? _____

Physical address of the property: _____

City: _____ State: _____ Zip: _____

Road Access

What road is adjacent to this property? _____

Does an approach already exist?

- YES
- NO

Critical Areas

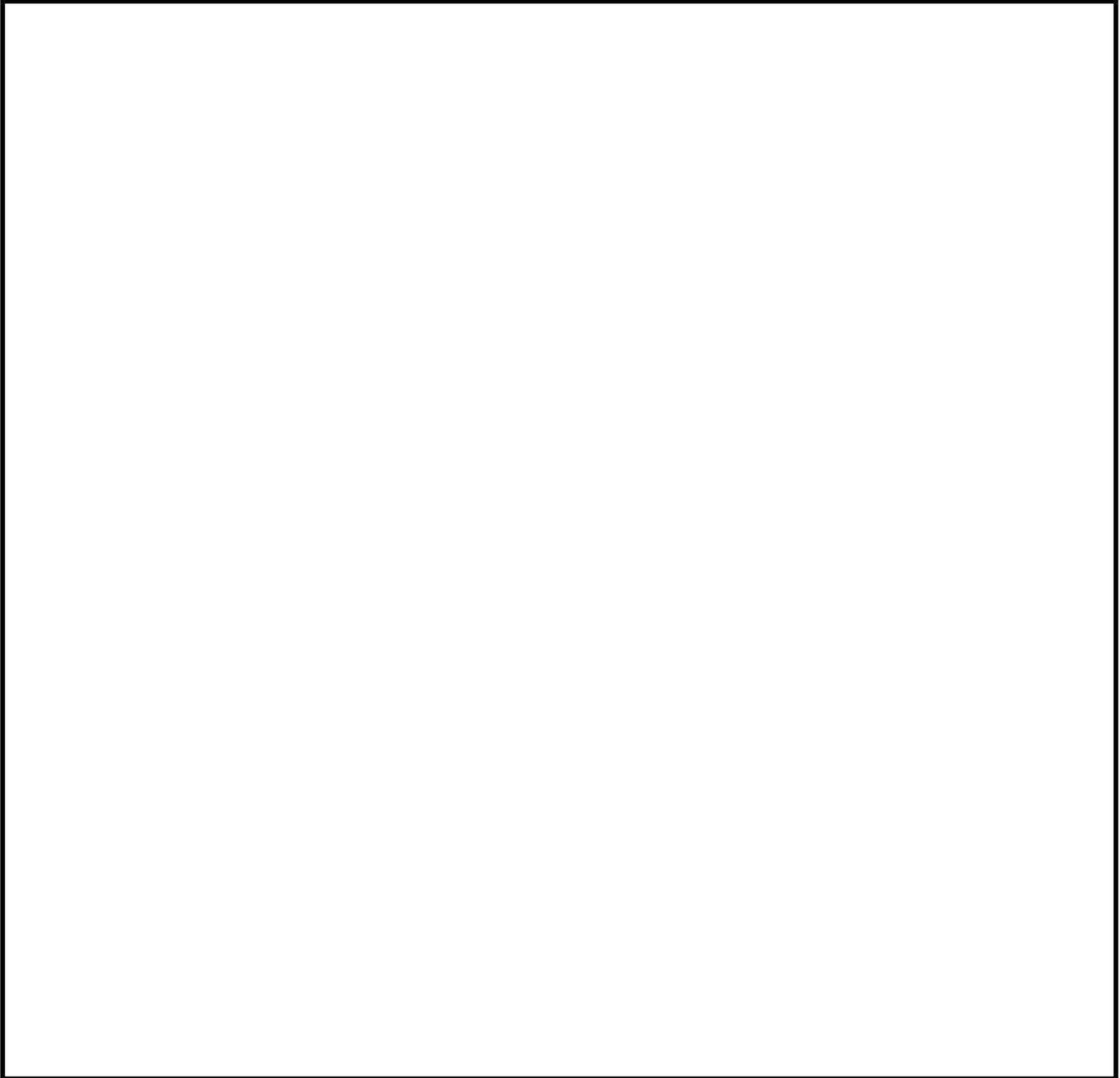
If there are any critical areas on this property please describe them. (Shorelines, streams, water bodies, wetlands, flood plains, slopes over 40% grade)

Sewage Disposal

- Connection to existing community system
- On-site system

Please include a site plan drawn to scale. You may use the space below or attach a separate piece of paper. The site plan should include...

- Septic systems & drain fields
- Property lines & dimensions of parcel
- Parking
- Distances between structures and parcel lines
- Location of existing & proposed structures
- North arrow & scale
- Locations of existing & proposed roads/driveways
- Distances between structures & waterbodies
- Location of any surface water



The information on this site map has been drawn to the best of my knowledge .

Signature of Applicant: _____ Date: _____