

PEND OREILLE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
418 S. Scott Avenue
P.O. Box 5066
Newport, WA 99156
(509) 447-4821
pendoreilleco.org



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 processed by the Hearing Examiner.
- 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 Conditional Use Permit 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.
- The 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 an application and include a:
 - Site plan
 - Title report of the property
 - Application Fees
- A SEPA checklist may need to be submitted with this application.
- A draft Property Management Plan per xx.70.030
- 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' x 4'.
 - The sign must be readable to a person parked in a car on the side of the road. This typically means 4" lettering or larger.
 - The sign must have the time and place of the public hearing, as well as the purpose of the meeting.

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Owner Contact Information

Property Owner(s): _____ Phone: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

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 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 property: _____

City: _____ State: _____ Zip: _____

Road Access

What road is adjacent to this property? _____

Does an approach already exist? YES NO

Water Supply

Community system Drilled well

Please check if you have a water right secured

Sewage Disposal

Connection to existing community system On-site system

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)

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Written Description of Proposed Use

Please write a narrative of the operation for which this application seeks to be approved for. Include descriptions of capacity, seasons of occupation, amenities, and more. Consider what information would be pertinent to the public. Use the space below or attach a separate document.

I certify that the information, statements, attachments, and exhibits submitted in this application are true to the best of my knowledge.

Applicant's Signature

Date

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

- Septic systems & drain field
- Proposed parking layout
- Location of existing & proposed structures
- Locations of existing & proposed roads/driveways
- Property lines & dimensions of parcel
- Distances between structures and parcel lines
- North arrow & scale
- Distances between structures & waterbodies

Please sign to confirm the site map above or any drawn site map attached with this application is accurate to the best of your knowledge.

Applicant's Signature: _____ Date: _____