



## 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

- 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 needs to be a minimum of 11" x 17" and the font size needs to be readable to a passerby.
  - More than one sign(s) may be required where the site fronts on more than one road.
  - The sign(s) should be constructed of durable materials, so that if the weather changes the sign is still readable.
  - The sign(s) must be posted at least fifteen (15) days before the date of the scheduled hearings.
  - The sign(s) posted on the site must be removed no later than seven days after the public hearing.

**PEND OREILLE COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Owner Contact Information**

Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Plan Sponsor (if different than property owner)**

Plan Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PEND OREILLE COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

**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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**Please provide a brief description of the proposal.**

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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



**PEND OREILLE COUNTY**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Vacation Rental Permit Application**

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: \_\_\_\_\_

## CHAPTER XX.70 VACATION RENTAL REGULATIONS

### **xx.70.010 Purpose**

### **xx.70.020 Applicability.**

### **xx.70.030 Approval Criteria.**

**xx.70.010 Purpose.** The purpose of this Section is to establish the standards under which dwelling units may be rented for short term and vacation use not to exceed thirty days. Long term rentals of over 30days are not regulated under this chapter.

**xx.70.020 Applicability.** Applications for a Vacation Rental Permit shall be processed as a Class 2 application. Vacation Rental Permits are good for one year from the date of approval and must be renewed yearly by the Community Development Director through a Class 1 application. Occupancy will be set using the International Building Code adopted by Pend Oreille County. Failure to receive the required permits or to be in compliance at all times may result in the suspension or revocation of approval and/or civil or criminal penalties. Vacation Rental Permits are not transferable to a new owner or a new location.

**xx.70.030 Approval Criteria.** At a minimum, all vacation rentals must comply with all County Codes and ordinances, as well as the following conditions, and any additional conditions that may be imposed as a condition of approval by the County:

1. The Project Sponsor shall maintain on file at the County Community Development Department an up-to-date Property Management Plan, approved by the County, that at a minimum includes the following:
  - Identifies and gives contact information for the property owner and agents authorized to act on the property owners behalf,
  - Emergency contact information for 24 hour response, • that identifies how the Project Sponsor will enforce compliance with the terms and conditions of approval,
  - The location of the nearest medical facilities
  - A plan for trash removal (a minimum of once per week when occupied)
  - a. An up-to-date copy shall also be provided by the Project Sponsor to all property owners within 300' of the site on which the vacation rental is located.
2. The Project Sponsor shall maintain on file at the County Community Development, an up-to-date Site Plan, approved by the County, that identifies the location of available off-street parking, refuse and recycling facilities, emergency shut-offs, and on-site amenities.
  - a. There shall be a minimum of 2 off street parking stalls. For every 4 authorized occupants there must be an available off street parking stall (Occupancy load of 12 equates to 3 required off street parking stalls.

- b. Parking stalls shall be designed to meet the standards set forth in the most current edition of Transportation and Land Development published by the Institute of Transportation Engineers.
3. The Project Sponsor shall maintain on file at the County Community Development Department, an up-to-date certificate of inspection documenting that the facility complies with the life and safety checklist developed by the Community Development Department.
  - a. The Project Sponsor shall schedule a pre-application inspection with the Community Development Department. The Building Inspector shall perform a life & safety inspection and set a maximum occupancy for the structure. The occupancy will be set by using the standards set forth in the International Residential Code as adopted by the County
4. It shall be the responsibility of the Project Sponsor to ensure that users of vacation rentals and any guests shall comply at all times with the terms and conditions of approval and the provisions of the Pend Oreille County Development Regulations.
  - a. It shall be the responsibility of the Project Sponsor and his/her authorized agents to promptly investigate and appropriately respond to complaints. The failure to respond in a timely manner or repeated complaints may result in the suspension or revocation of approval and/or civil or criminal penalties.
5. 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.
6. On premise Signage shall be limited to one sign no larger than 16" x 32".