



SHORT-TERM RENTAL APPLICATION CHECKLIST & DEPARTMENT SIGN OFF

This packet contains application materials and information that will aid you in complying with the City of Hood River’s Short Term Rental Program Regulations, as stated in the relevant chapters of City of Hood River Municipal Code Title 17 and Title 5. Review these documents carefully to ensure that you are in compliance. All of this information may be found on the City’s website at ci.hood-river.or.us/Short-Term_Rentals. Please use the checklist below as a step-by-step guide to completing your STR application. Gather signatures from applicable city or county departments in the right column of the checklist. It is recommended that the steps in the checklist are completed in order.

<p>1. Complete Short-Term Rental Applicant Information Form (next page) The information sheet is attached on the next page. Keep this completed information form with your packet because it will be used by staff in each step of the application process. It is recommended that you review the application packet and relevant regulations before starting the application process. Questions of land use rules can be directed to the Hood River Planning Department</p>	
<p>2. Physical Inspection Schedule a fire and life safety inspection from the City Building Code contractor Clair Company. Clair Company can be reached at 1-800-383-8855 or at their offices located at 1200 18th Street, Hood River OR 97031. A copy of the items to be inspected is attached in this application packet. The cost for inspection is \$225 and is paid directly to the Clair Company. Re-inspections, if needed, are \$100.</p>	<p><i>No signature required; attach inspection certificate</i></p>
<p>3. Register the Short-term Rental with the County Assessor The Hood River County Assessor’s Office is located at 601 State Street Hood River, OR 97031 or can be reached at (541) 386-4522. Office hours are: Monday – Friday, 8 AM - 5 PM. Electronic confirmation of registration can substitute for Assessor’s Office Signature</p>	<p>County Assessor Signature _____ Name/Title _____ Address _____</p>
<p>4. Neighborhood Notice- Vacation Home Rentals only HRMC 5.10 requires hand delivered and/or mailed notice or a small placard with required property contact information. Included in this application packet is an affidavit of notice and sample placard. Please contact the City’s Planning Department if you need assistance identifying the properties within 250-ft of your Short-term Rental. <i>Note: This requirement does not apply to Hosted Homeshares</i></p>	<p><i>No signature required; attach affidavit of notice</i></p>

5. Collect and Attached Required Documentation

A) Proof of Residency (for STRs in R1, R2, R3 zones)

Provide one copy of at least two of the following documents:

- voter registration;
- Oregon driver's license or Identification Card;
- federal income tax return from most recent tax year (page 1 only with financial data redacted)

--- or if Residency Requirements are not met ---

Attached Approved Verification of Prior Existing Nonconforming Short-term Rental Use (Forms to verify prior use were required by December 12, 2016)

B) Site & Parking Plan (for STRs in all zones)

Site plan should be drawn to scale and showing property boundaries, all existing structures & driveways. One hard-surfaced off-street parking space (9'x18') is required for every two bedrooms available for short-term rental use. Parking areas shall not be located in the front yard. Required parking may be provided on another lot within 250 feet of the subject property with a shared parking agreement or proof of legal parking access. Please submit dated photo(s) of interior parking spaces (e.g. garage if applicable) and a full parking diagram of all available parking spaces for the Short Term Rental. Example parking plan attached.

--- or if Parking Requirements are not met ---

Attached Approved Verification of Prior Existing Nonconforming Short-term Rental Use (Forms to verify prior use were required by December 12, 2016)

C) Proof of Garbage Service (Vacation Homes only, Hosted Homeshares are exempt)

Vacation Home Rentals shall have weekly solid waste collection with **assisted pick-up** by the solid waste provider, if available. Contact Hood River Garbage & Recycling to establish service at (541) 386-2272. A copy of a recent garbage bill is sufficient documentation of service.

6. Final City of Hood River Review

Applications with supporting documentation can be submitted to the City of Hood River Planning Department in the City Hall Lobby or mailed to 211 2nd Street, Hood River, OR 97031, attn.: STR Program. Please include payment for the application review fee and license fee. **The application review fee is \$75. Annual licensing fees are \$150 and renewable each January.** Mid-calendar year licensing fees for new short-term rentals (not already in operation) can be pro-rated for the remaining months in the calendar year. Approved applications for new short-term rentals will be registered to collect transient room tax. The certificate to collect transient room tax and operate a short-term rental will be mailed to the address provided.



Short-Term Rental (STR) Applicant Information Form

To: City of Hood River
211 2nd Street
Hood River, OR 97031

For City Staff Use Only

Date Received: _____

Received by: _____

Zoning: _____

Filing Fee Paid: _____

Cert. No: _____

Nights/Year: _____

Occupancy Limit: _____

Conforming or Nonconforming: _____

Date Approved/Denied: _____

STR Street Address: _____

Legal Description: Township _____ Range _____ Section _____ Tax Lot(s) _____

Check One: Existing Nonconforming* STR Existing STR New STR

** See HRMC 17.04.115.D for the definition of Existing Nonconforming. STR Operators wishing to establish Existing Nonconforming status must additionally complete the Establishment of Prior Existing Short-term Rental Use Form provided in this packet by December 12, 2016*

Owner's Name: _____

Mailing Address: _____

City: _____ State/Zip: _____

Preferred Telephone: _____ Email: _____

Type of Rental (check one): _____ Hosted Homeshare _____ Vacation Home Rental _____ Both

#of Bedrooms to be rented: _____ (Overnight limit = 2 persons per bedroom + 2 additional persons)

For Hosted Homeshare, portion of Home to be Rented (e.g. basement bedroom + bathroom):

Listing Number or Website Addresses, list all that apply (e.g. VRBO/Airbnb/rental website number, acct. #, URL):

Is there an Accessory Dwelling Unit on-site? _____ **If Yes, Permit No.** _____

Note: Accessory Dwelling Units may not be used for Short-term Rentals HRMC 17.23.010.M

If different than owner,

Authorized Agent (Property management company or other designee authorized to act on owner's behalf):

Mailing Address: _____

City: _____ State/Zip: _____

Preferred Telephone: _____ Email: _____

Local Representative (Emergency contact who can respond to complaints within 30 minutes travel time):

Name _____ Address: _____

Telephone: _____ Email: _____

Additional Owner's Name (if applicable): _____

Mailing Address (City/State/Zip): _____

Preferred Telephone: _____ Email: _____

Additional Owner's Name (if applicable): _____

Mailing Address (City/State/Zip): _____

Preferred Telephone: _____ Email: _____

----- Continued on the Next Page -----

By completing and signing this application I (we) affirm that:

- The information contained herein is true and correct to the best of my knowledge.
- The operation of the short-term rental unit is in compliance with any applicable private covenants.
- Either (check one):
 - A mailing or flier will be provided to neighbors within a 250-foot radius of the short-term rental property containing the property address and owner or representative contact information; or
 - A small placard or sign will be posted on the property in proximity to the adjacent street where it can be seen from the public right-of-way advising neighbors and tenants of the same information. Signs will conform to HRMC Title 18 Sign Ordinance
 - My STR will only be operated as a Hosted Homeshare with an owner present whenever guests are present
- The tenants will be provided a parking diagram verifying the location of all parking spaces available for the short-term rental and the diagram will be posted in a prominent location within the short-term rental.
- The approved parking spaces will be available for use by short-term rental tenants.
- Operation of the short-term rental will comply with Good Neighbor Guidelines and the Good Neighbor Guidelines will be provided to tenants in the rental agreement or by posting it in a prominent location within the short-term rental.
- The approved license for the short-term rental will be posted in the interior of the dwelling adjacent to the front door.
- I (we) have read and understand Hood River Municipal Code (HRMC) regulating Short-term Rentals (*HRMC Title 17 and HRMC Title 5 Chapter 10*)

I (we) understand that providing false information in this application shall be a violation of the City of Hood River Municipal Code, and shall be grounds to deny the application, void the approval, enjoin the use, and revoke a vacation rental dwelling license issued for the property.

SIGNATURES: All Owners must sign (Corporate or LLC owned parcels require authorized signatures)

Owner Signature	Printed Name	Date
Owner Signature	Printed Name	Date
Authorized Agent Signature	Printed Name	Date



City of Hood River Short-Term Rental Inspection Procedure

Inspection and certification is required per dwelling unit

1. Payment must be made prior to scheduling inspections. Payments may be dropped off at the City of Hood River Building Department or mailed to Clair Company in Corvallis. Initial inspection and reporting is \$225 per property and any required re-inspections and reporting is \$100 per inspection. Check or cash payments only.
2. Once payment has been submitted, call 1-800-383-8855 to schedule an inspection.
3. Initial inspection will be performed and a copy of the inspection checklist will be provided to applicant at completion of inspection.
4. Formal documentation of inspection will be completed in our office.
5. Re-inspection will be scheduled if required.
6. Formal documentation of re-inspection will be completed in our office.
7. Issuance of certified inspection report will be provided to applicant once inspection is approved.
8. The items below will be confirmed during the inspection.

Required Inspection Items

Is the structure a Single Family Dwelling?

1. Smoke Alarms

- a) Home has smoke alarms on every level
- b) Home has a smoke alarm in every bedroom
- c) Smoke alarms are located outside each separate sleeping area
- d) Smoke alarms are located at least 10 feet from a stationary or fixed cooking appliance
- e) For larger homes (where the interior floor area on a given level is greater than 1,000 square feet), there is an average of at least 1 smoke alarm for every 500 feet
- f) All smoke alarms are working

2. Carbon Monoxide Alarms

- a) Home has a carbon monoxide alarm outside each separate sleeping area
- b) Home has a carbon monoxide alarm on every level
- c) Carbon monoxide alarms are working

3. General Safety

- a) House number is visible from the street
- b) Doors & Windows used for escape open easily - not blocked by furniture, security bars, or nailed/painted shut
- c) Security bars, if present, have a quick release-device
- d) Hot Water Heater is set no higher than 120 degrees Fahrenheit

4. Flammable Appliances

- a) Things that can burn are at least 3 feet from the furnace
- b) Furnace is inspected and cleaned annually
- c) Chimney is inspected annually and cleaned as needed
- d) Clothes dryer lint filter and vent pipe are clean

5. Throughout the Home

- a) If smoking is allowed on property, there are approved containers to receive burning cigarette butts
- b) Minimum light and ventilation

6. Kitchen

- a) Things that can burn are removed from the immediate area of the stovetop
- b) Tip over device on stove

City of Hood River Short-Term Rental Inspection Procedure

7. Living/Family Room

- a) If there is a fireplace, it has proper screen and hearth
- b) Things that can burn are at least 3 feet from space heaters and fireplaces

8. Bedrooms

- a) All bedrooms have two ways out - windows and a door or separate doors; and
- b) Have a ceiling height of not less than seven feet*

*NOTE: If any room used for sleeping purposes has a sloping ceiling, the prescribed ceiling height is required in only one-half the area thereof. Floor area where the ceiling is less than five feet from the finished floor to the finished ceiling may not be considered usable

9. Garage

- a) There is a solid door between garage and residence
- b) Flammables are stored properly

10. Outside the Home

- a) Outside electrical receptacles are GFCI and they are in good working condition
- b) There is no rubbish, trash, brush or tree trimmings accumulation on the property, on the roof, or in the gutters
- c) Barbecue grill is only used outdoors
- d) Swimming pool filter, heater or hot tub is properly grounded
- e) Exit path is clear and unobstructed to public way

11. Electrical

- a) Kitchen and bathrooms have GFCI outlets on countertop surfaces within 6 feet of running water outlets and they are working properly
- b) All receptacle and switch faceplates are installed and in good condition
- c) Receptacles have been tested and are in good working condition - no evidence of arcing or overheating
- d) Switches are in good condition - no evidence of arcing or overheating
- e) Lighting fixture canopies are fastened in place and fixture is in good condition
- f) Bulbs in light fixtures are the correct wattage for the lighting fixture
- g) Flexible cords and cables (extension cords) are not used as fixed wiring, run through holes in walls, ceiling or floor, run through doorways or windows, or under carpets, or attached to building surfaces
- h) Panel board and distribution equipment is accessible for inspection and in good condition - no evidence of overheating, corrosion, or other damage

12. Stair Safety

- a) Stairs are provided with handrail(s)
- b) Stairs can be illuminated for night time use
- c) Stair tread depth and riser height are uniform
- d) Guardrails are in place

13. Post Good Neighbor Guidelines

Recommended Items

1. Smoke alarms are interconnected so when one sounds, they all sound
2. Home has a home fire sprinkler system
3. No lit candles are permitted in home
4. Small appliances are unplugged when not in use
5. The use of portable space heaters is not allowed
6. All second floor bedrooms have an emergency escape ladder stored in a conspicuous place
7. Gas powered equipment is stored in an outside shed or garage, separate from the home
8. Gasoline is stored in an approved safety container in an outside shed or garage, separate from the home
9. Swimming pool or hot tub is enclosed by a four-sided fence and locked gate



**Short Term Rental Operating License
Affidavit of Notice**

Important: Required for Vacation Home Rentals Only, not Hosted Homeshares

I, _____, certify that I have provided notice of an application for a Short Term Rental Operating License to property owners and residents within 250 feet of the short term rental location **or** that I will post a placard, as permitted by the City of Hood River Municipal Code Title 18 (Sign Regulations) or substantially similar to the model placard provided in the Short-term Rental Application Packet, near the adjacent street advising neighbors and tenants of the same information where it can be seen from the public right-of-way. This notice provides the owner and local property manager information, including the emergency 24/7 phone number. The placard additionally will provide the Short-term Rental operating license, once issued.

STR Address: _____

Please attach:

- a copy of your notice or a mockup of your placard (*license number to be added*), or
- list of adjacent property owners notified

Signature

Date

Neighborhood Notification
Accessory Short-Term Rental Permit – City of Hood River

Date: _____

Dear Neighbor:

This letter is to make you aware that I am applying for a short-term rental (STR) license for my residence as permitted by the City of Hood River’s Municipal Code Title 17 and Chapter 5.10. You are receiving this notice because as part of the permit application I am required to mail or deliver this notice with the information below to adjacent residents and property owners within a 250 foot radius or post a small placard or sign.

Owner: _____

STR Address: _____

Local Property Contact Name: _____

Property Contact Telephone for 24/7 Contact: _____

Local Property Contact E-mail: _____

(Additional secondary contacts attached, if applicable)

Sincerely,

Placard should be placed:

- Where it can be easily seen from the Public Right-of-Way (ex. streets, sidewalks), but **outside of the Public Right-of-Way**

- More than 1ft. off the ground, but less than 4ft. off the ground

- Within 5ft. of the frontage of the property line

- Not within 5ft of a visual obstruction (ex. shrubs, trees, lawn furniture)

Signs that meet these requirements are exempt from the sign permitting process and fees. Print it Sign Media, 1820 Cascade Ave. Hood River OR, can provide all-weather placards for \$15 to \$24 depending on material quality chosen.

Placard should be at least 8.5" by 11", but not larger than 1 sq. ft.

Short-term Rental

[Address]

License:

Property Contact

[Name]

[Phone Number]

Required information includes:

a) License number (once issued)

b) Short-term Rental Address

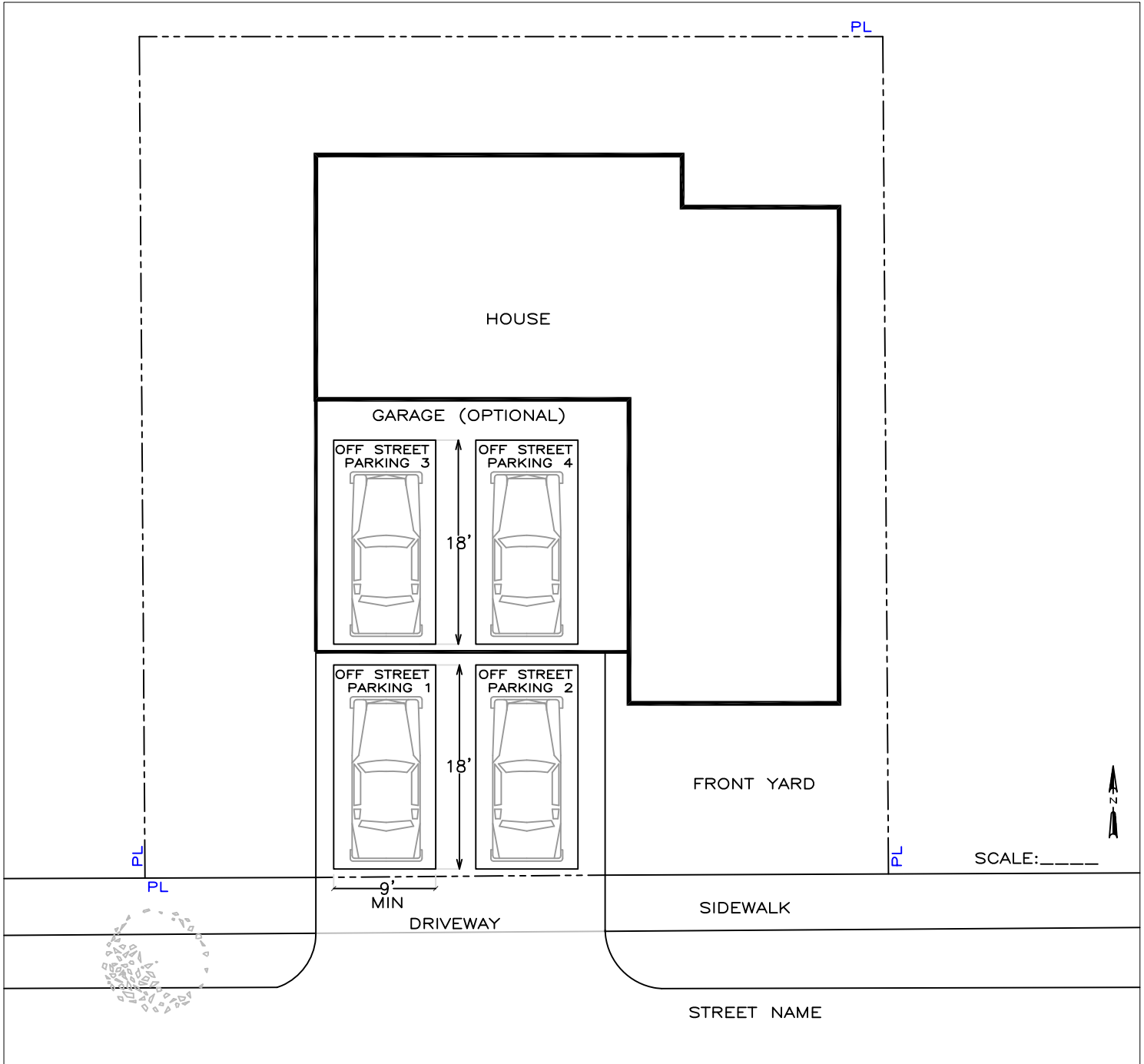
c) Local property contact Information

Any additional information, formatting, logos, etc. are encouraged as long as the required information is easily readable. Aesthetically attractive signs are encouraged, but readability is of primary importance.



CITY OF HOOD RIVER - SAMPLE PARKING PLAN - SHORT TERM RENTAL
DRAWN TO SCALE

SITE PLAN EXAMPLE



PARKING SPECIFICS TO INCLUDE:

1. ONE HARD-SURFACED OFF STREET PARKING SPACE FOR EVERY TWO BEDROOMS IN ADDITION TO OTHER REQUIRED PARKING (2 PER DWELLING UNIT)
2. ALL OFF STREET PARKING LOCATIONS AND DIMENSIONS OF EACH PARKING SPACE
3. PARKING SPACE DIMENSIONS MINIMUM OF 9'-0" x 18'-0"
4. PARKING AREAS SHALL NOT BE LOCATED IN THE FRONT YARD (FILE No. 2016-47)
5. LABEL ALL ABUTTING STREETS TO PROPERTY
6. PHOTO OF INTERIOR OF GARAGE IF USED AS PARKING

NOTES:

1. DRAWINGS ARE FOR INFORMATIONAL USE ONLY. ADDITIONAL REQUIREMENTS MAY APPLY.
2. DRAWINGS DO NOT SPECIFY OR VERIFY DIRECT CODE COMPLIANCE



Short-Term Rental Operating License Good Neighbor Guidelines

The Good Neighbor Guidelines (GNG) were created to remind Short-term Rental (STR) owners and tenants/guests of the importance of being a good neighbor.

Welcome neighbors!

- 1. 24-Hour Contact Information.** If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
- 2. General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property.
- 3. Occupancy Limits.** Short-term Rental overnight occupancy (10pm – 7am) is limited to two-persons per bedroom plus two additional persons. Daytime occupancy (7am – 10pm) is limited to the overnight occupancy plus six additional persons
- 4. Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property. Quiet hours are 10pm – 7am.
- 5. Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
- 6. Garbage Disposal.** Place trash and recycling containers at the appropriate place and time for pickup. Return trash and recycling containers to the designated location within 12 hours after pickup. Cigarette butts should be properly extinguished and disposed of in the garbage.
- 7. Parking & Traffic Safety.** Refer to the parking diagram posted in the unit and park in designated spaces. Do not park on lawns, or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
- 8. Pets.** Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Unattended barking dogs left at the rental are prohibited by Hood River Municipal Code. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
- 9. No Events on Premises.** Using the short-term rental as an event site is not allowed under Hood River Municipal Code. Examples of events include, but are not limited to, company retreats, weddings, rehearsal dinners, etc.
- 10. Tenant/Guest Responsibility.** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.



Short Term Rental (STR) Operating License Owner Information Sheet

This information sheet is provided as an overview to assist STR owners comply with Hood River Short-term Rental rules and is not a substitute for carefully reviewing applicable municipal code requirements set forth in HRMC 17.04 and 5.10.

STR Address 24-Hour Contact Representative

HRMC 5.10.080.2

The STR owner must be available or designate a representative to be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding the condition, operation, or conduct of the occupants. Responses to complaints must be within 30 min with issues resolved in a timely manner. The City must be notified of changes in property contact information at least 14 days in advance.

24-Hour Contact Information

HRMC 5.10.080.3

The STR owner or designated representative's name, email address, and phone number must be provided to the City upon license application and renewal, and the information shall be kept current at all times.

The owner or designated representative must either: (1) provide an annual mailing or otherwise distribute by hand, a flier to neighbors within a 250 foot radius of the short term rental property address containing the owner and/or representative contact information, or post a small placard or sign near the adjacent street advising neighbors and tenants of the same information where it can be seen from the public right-of-way.

- a. Placard must be displayed on or within a sign up to two square feet in size.
- b. Placard must include Short Term Rental identifying language and the Owner Representative name and contact phone number.

Timely Response to complaints

HRMC 5.10.090

The licensee or representative shall resolve neighborhood questions, concerns, or complaints in a reasonably timely manner depending on the circumstances, initial response must be within 30min. by email, telephone or other manner. It is in the best interest of a STR owner or designated representative to maintain a record of all complaints received including the date, time, nature of the complaint, and the action and time the action was taken in response to the complaint.

Garbage Service

HRMC 5.10.080.3

The Vacation Home Rental owners shall have weekly solid waste collection service with assisted pick-up provided by the solid waste provider, if available, and provide proof of garbage service (Hosted Homeshares do not have this requirement).

License Number Included in Advertisements

HRMC 5.10.090.A

Your Short-term Rental License Number must be included on all advertisements for the property. It is illegal to operate a Short-term Rental without a license.

Mandatory Postings

HRMC 5.10.080.D

Parking - The approved off-street parking spaces must remain available for renters, including garage areas if required. A parking diagram of these approved parking spaces must be provided to renters and be available in a prominent location within the dwelling for rent.

Occupancy - The maximum overnight occupancy is limited to two persons per bedroom plus two additional persons, daytime occupancy is the overnight occupancy plus six persons, which must be posted in a prominent location in the dwelling. It is recommended that the maximum occupancy be included in the rental agreement/contract.

Trash Pickup - Day and week of trash pickup must be posted.

Good Neighbor Guidelines

HRMC 5.10.050.6

The City has developed Good Neighbor Guidelines which must be conveyed to tenants in one of several ways:

- a) Incorporating the Good Neighbor Guidelines into the rental contract.
- b) Including the Good Neighbor Guidelines in the rental booklet
- c) Providing the Good Neighbor Guidelines in a conspicuous place in the dwelling unit

Remit Transient Room Tax

HRMC 5.10.080.E

Short-term Rental operators must collect and remit Transient Room Tax per HRMC 5.09. Monthly Tax Return forms can be located on the City's webpage.

Activities Specifically Prohibited

HRMC 5.10.090.C

The following activities are specifically prohibited in the context of operating a Short-term Rental and will be strictly enforced. In addition to the the prohibitions below, Short-term Rental must adhere to all Hood River Municipal Code.

- Unattended barking dogs
- Events. Examples include, but are not limited to, company retreats, weddings, rehearsal dinners, etc.
- Exceeding noise limits set by HRMC Title 8 Chapter 9

Fines and License Revocation

HRMC 5.10.110

The goal of the following penalty structure is to promote compliance and limit impacts of STR operation to surrounding neighborhoods. The discovery of material misstatements or providing false information in the STR application is grounds for license immediate revocation.

		Occurrence* of Violation within 12-mo. Period			
		1st	2nd	3rd	4th & Each Add'l
Revocation				Revocation Initiated	<i>No License, previously Revoked</i>
Fine Amount	Written warning or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$250 or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$500 or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$500 or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$500 or Amt. Specified by existing HRMC, <i>whichever is more</i>

** An "Occurrence" is defined as one or more violations of Title 5, Title 17, or any other Hood River Municipal Code, within a 24-hour period associated with the operation of an STR*

Fire Safety

An annual fire self-inspection checklist is required as part of the license renewal. It is recommended that rental contracts include provisions regarding compliance with applicable firework laws and regulations.

Liability Insurance

STR owners are encouraged to contact their insurance carrier to inquire about obtaining the appropriate insurance coverage for STR use (i.e. Vacation Rental Insurance).