Owner Name: _____ TRT Cert. No. _____

Property Address: _____

Mailing Address: _____

Phone: _____ Email: _____

Application to Verify and Establish

PRIOR EXISTING NONCONFORMING SHORT-TERM RENTAL USE

REVIEW FEE: $461

(Make Checks Payable to the City of Hood River. Credit Card payments subject to 3% surcharge)

Pursuant to HRMC 17.04.115(D), Short-term Rentals lawfully established and actually in existence prior to October 13, 2016 may continue as legal nonconforming use as follows:

a) Up to 5-years, after which HRMC Title 17 parking requirements must be met
b) Up to 7-years, after which full compliance with applicable provisions of HRMC Title 17 required

Short-term Rentals are deemed to be lawfully established and actually in existence if anytime between January 1, 2013 and October 13, 2016, all of the following occurred:

a) The home was actually used as a hosted homeshare or vacation home rental; and
b) The owner obtained from the City a Certificate of Authority to Collect Transient Room Tax; and
c) The owner actually paid Hotel Tax to the City pursuant to HRMC Chapter 5.09

A valid non-conforming Short-term Rental is limited to the maximum (the greatest) number of nights that it was rented in any single calendar year: 2013, 2014, 2015 or 2016 through October 13, 2016. The applicant has the burden of proving by a preponderance of credible evidence all of the elements of a nonconforming Short-term Rental and the maximum number nights that it was rented during any of these calendar years.

DIRECTIONS: Use this form to assert the greatest number of nights that a dwelling was rented in a single calendar year, January 1, 2013 to October 13, 2016. Attach evidence documenting the number of nights claimed and site plan that shows available parking (if any). Transient Room Tax records are on file with the City Tax Administrator and do not need to be included.

Calendar Year of Highest Rentals Nights (circle one)	**Number of Nights Rented**	**Number of Bedrooms**	**Number of Hard-surfaced Off-street Parking Spaces**
2013 2014 2015 2016			

I DECLARE THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT.

X_____ **(**_____**)** _____

Signature Print Name Date of Signature

PROCESS: After an application is received, an applicant will be notified within 30 days if any additional information is necessary to evaluate the application. After an application is deemed complete, notice of the application will be sent to property owners within 250-feet of the subject property providing the opportunity for comment. At the conclusion of the public comment period, documentation of past rental and public input will be reviewed by the City of Hood River Planning Department. The Planning Department will issue a notice of decision on the application to the applicant and interested parties and provide opportunity for appeal to a Hearings Officer.