

SHORT TERM RENTAL CONDITIONAL USE APPLICATION

Property address or general location (cross-streets): _____	<u>Office Use Only</u> Permit # _____ Associated Permits: _____ _____ _____
Legal Description (or Tax #): Parcel Number: _____ Addition: _____, Block(s): _____, Lot(s): _____	
Project Description (include number of rooms and bathrooms offered for guests, and if food will be offered). 	
Property Owner(s): Name: _____ Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	If a Tourist Home, Name of Property Owner(s) Who Will Reside On-Site as His/her Primary Residence. If a B&B, Name of Property Owner(s) or Operator Who Will Reside On-Site as His/her Primary Residence: Name: _____ Phone: _____ Email: _____ Email: _____
Will the proposal take place entirely within an existing building? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what year was the building constructed? _____ An existing building is a minor conditional use. Final decision is by the Planning and Community Development Director. A new building or an addition contained within an existing building is a major conditional use. It requires an open record public hearing in front of the Hearing Examiner who makes the final decision.	
Have any known wetlands or their buffers been identified on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach wetland report. Are there any steep slopes (greater than 15%) on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If the proposal includes a new building or addition, attach geotechnical report.	

I declare that the information provided in this application is true and correct to the best of my knowledge. Further, I acknowledge that the proposal may not occur until approval has been granted by the City of Port Townsend Planning and Community Development Department. By signing this document, I agree that the owner of the tourist home (or operator for a bed and breakfast) shall be on-site during the time rental activity is taking place.

Print Name: _____

Signature: _____

Date: _____

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Submittal Requirements

CHECKLIST

- Completed Short Term Rental application (Page 1)

- Conditional Use Fees (one-time fees) are due at time of submittal:
(Includes \$50.00 sign board deposit, refunded after boards are returned.)
Minor: \$841.86 plus \$99.00 Life Safety Inspection = \$940.86

Major \$3509.50 plus \$99.00 Life Safety Inspection = \$3608.50
(Includes \$50.00 sign board deposit, refunded after boards are returned.)
Major includes \$500.00 toward Hearing Examiner fee. Actual Hearing Examiner fees will be charged, so money may be refunded or due.

- Minor Improvement Permit if additional parking requirement leads to paving of area between paved street and driveway (cost varies depending upon the project value).

- If the adjacent street is substandard, the City will prepare a “No Protest Agreement” that states that the applicant will not protest the possible formation of a future local improvement district. The agreement is to be signed by the applicant in front of a notary and recorded at the applicant’s expense with the County Auditor.

- City Business License – for more information go to:
<http://www.cityofpt.us/finance/businesslicense.html>. We suggest you wait until you receive your permit before you apply for the license.

- A list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner’s names and addresses typed on mailing labels. City will supply the envelopes for the mailing.

- A site plan, to scale, showing:
 - All lots with lot lines, block number and lot numbers
 - Existing (and any proposed) structures
 - Widths of adjacent right-of-ways and pavement
 - Adjoining street names
 - All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable
 - North Arrow
 - A minimum of one on-site parking space in addition to the two on-site spaces required for a single-family residence. Each parking space must be a minimum of 9 feet wide by 19 feet long. See PTMC 17.72.080 for parking requirements.

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- A floor plan indicating what rooms will be used for the Short-Term Rental, and indicating the use of all the rooms in the structure (i.e. bathroom, bedroom, etc.).
- Indicate on the floor plan those rooms used by the on-site owner, or if a bed and breakfast the owner or on-site operator.
- For a Tourist Home the floor plan must indicate the common entry shared by the primary residence and the area of the building used for the Short Term Rental.
- If the Short Term Rental room(s) include a microwave or mini-refrigerator (defined as five cubic feet or less) please indicate them on the floor plan. Other kitchen cooking appliances are not allowed within the guest rooms.
- Photocopy of the property deed *
- Photocopy of the plat map**
- Photocopy of any surveys of record**
- Identification including but not limited to a state driver's license or identification card, voter's registration, or any other document issued by a state or federal agency showing that the property is the primary residence. (Staff will photocopy the identification document and black-out all information but applicant's name and address for the file copy.)
- Historic Preservation Design Review by the Historic Preservation Committee (HPC) if exterior alterations are proposed for a residence located within in the Historic District, even if the residence is not a historic structure.
- Building Permit if building alterations are proposed.
- Fire Sprinkler Permit for buildings over three stories in height.
- Jefferson County Health Department review for any proposed food services (i.e. for Bed and Breakfast)
- For three or more lodging units, see the State of Washington Department of Health Transient Accommodation website at <http://www.doh.wa.gov/hsqa/FSL/arcs/TA/default.htm>
- If the building footprint is expanding and the property is mapped as a critical area, submit Critical Areas special reports where required by the Critical Area Ordinance (PTMC 19.05).

For more information, see Port Townsend Municipal Code (PTMC):

- Chapter 5.04A *Business and Occupation Tax*
- Chapter 5.45 *Operation of Bed and Breakfast Inns and Tourist Homes*
- Chapter 17.08 *Definitions*
- Chapter 17.57 *Bed and Breakfast Inns and Tourist Homes*
- Chapter 17.84 *Conditional Use information*

The PTMC is on the City website: <http://www.cityofpt.us/>

* See Jefferson County Auditor's office website:

<http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

** See Jefferson County Assessor's office website

<http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

