

City of St. Charles  
PO Box 58  
St. Charles, Idaho  
(208)945-9636



ALAN MICHAELSON, MAYOR

DALLAS ARNELL

JESS JOHNSON

KENT WILKES

KIT ANDERSEN

This application was accepted \_\_\_\_ rejected \_\_\_\_ at St. Charles City Council meeting on \_\_\_\_\_.

Permit # \_\_\_\_\_

Occupancy # \_\_\_\_\_

## **SHORT-TERM VACATION RENTAL APPLICATION**

**BUSINESS NAME:** \_\_\_\_\_

**APPLICATION DATE:** \_\_\_\_\_

OWNER or PROPERTY MANAGEMENT COMPANY NAME:
OWNER or PROPERTY MANAGEMENT COMPANY ADDRESS:
OWNER or PROPERTY MANAGEMENT COMPANY PHONE #:
EMERGENCY CONTACT NAME AND PHONE #: (MUST LIVE WITHIN 20 MINUTES OF PROPERTY AND BE AVAILABLE 24/7)
CONTACT EMAIL ADDRESS:

*The following information must be provided to the city clerk along with this Short-Term Vacation Rental (STR) application (COPIES WILL NOT BE MADE BY THE CLERK):*

1. This completed and signed application.
2. Proof of ownership for each unit intended to rent.
3. To scale site plan for each unit that includes parking spaces.

- a. Include on the map proof of direct vehicular access to the property from /to a public street.
  - b. If no such access exists provide proof of easement onto rental property.
  - c. Maximum occupancy requested (occupancy shall not exceed 1 person per 100 square feet of living space, 2 and under are exempt from occupancy limits.)
4. Proof of valid liability insurance for each unit.
  5. To scale floor plan including dimensions. Note: Unlabeled, mislabeled, or inaccurate floor plans may result in the delay of your application process.
  6. Copy of valid St. Charles City Business License.
  7. Name and contact information for on-call **24 hour** emergency contacts. **Contact must live within 20 minutes of property.**
  8. Contact for random inspection of property by city officials.
  9. Proof of Idaho State Tax Commission Seller's Permit.
  10. Proof of Idaho Travel and Convention Permit Number.

OWNER OF PROPERTY OR RENTAL #1:
ADDRESS OF PROPERTY:
OWNERS PHONE #:
OWNERS MAILING ADDRESS :
OWNERS EMAIL ADDRESS:

OWNER OF PROPERTY OR RENTAL #2:
ADDRESS OF PROPERTY:
OWNERS PHONE #:
OWNERS MAILING ADDRESS:
OWNERS EMAIL ADDRESS:

As the owner/property manager of the above listed properties I understand that I am responsible for and understand the following:

1. Short-Term Vacation Rental Rules must be provided to any party signing a short-term rental agreement, if possible, within 14 days of signing a rental agreement or if not possible at least seven (7) days prior to the renter's access to the property. If short term rental agreement is signed less than 7 days before access to the property, the rules must be provided immediately upon signing.
2. A copy of the Short-Term Rental Rules must be prominently and conspicuously displayed on all short-term rental properties.
3. All Short-Term Rental properties shall have a clearly visible and legible notice on or adjacent to the front door that contains the following:
  - a. The name and contact information of the agent and/or owner who lives within 20 minutes and may be contacted on a 24-hour basis.
  - b. The maximum number of occupants permitted.
  - c. The maximum number of vehicles permitted on the property and notice that all vehicles must be parked on the property in their designated spots.
  - d. The number and location of all on-site parking spaces and parking rules for seasonal snow removal.
  - e. All utility providers and their contact information.
4. All renters must be provided with information on trash pick-up day as well as all rules and regulations regarding trash removal and storage.
5. The following are **prohibited** activities as defined by ordinance:
  - a. Occupancy beyond the specified amount on the license.
  - b. Parking vehicles in non-compliance with the license in regard to number of vehicles and location; this includes parking on the city right of way.
  - c. Outdoor sleeping: including vans, RV's, trailers or tents.
  - d. Any unauthorized commercial activities.
  - e. The preparation of food on-site for any persons other than the allowed occupancy.
6. Any property authorized by ordinance and accepted after proper application to be a short-term rental must be maintained properly. The following are the **MINIMUM** services required in order to be in compliance with this agreement and city ordinance:
  - a. Structural maintenance to stay in substantial compliance with county and state code.
  - b. Routine upkeep in order to remain consistent with the level of maintenance and aesthetics of the surrounding properties or adjoining properties.
  - c. Trash collection practices and procedure that ensure receptacles do not remain on the street for more than 24 hours and the property remains free of garbage and other detritus.

CERTIFICATION

By signing this application, I acknowledge that I have read St. Charles City Ordinance #2019-01, Short-Term Rental Vacation Ordinance, and affirm that I will follow all requirements contained therein and all requirements contained in this application. I also certify that this short-term rental property is in compliance with all applicable public safety codes including health, fire, and safety. I further acknowledge that I understand that it is my responsibility to inform the city clerk of any changes to the property/properties that would require a change on this application. I understand incomplete applications will not be accepted. I further certify that the foregoing information is true to the best of my knowledge. I acknowledge that I am responsible for the health and safety of any renters or tenants in any STR unit listed in this application and am solely responsible for their health and safety and agree to hold St. Charles City blameless, absent any gross negligence, in the event of any accident or loss that occurs on my STR property.

Application Fee: \$100 per application that includes one dwelling unit to be rented. \$25 for each additional unit located on same property. (For additional unit located on any non-contiguous property a separate application and \$100 fee is required).

\_\_\_\_\_  
Owner's/Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Manger's signature (if applicable)

\_\_\_\_\_  
Date