

Short-Term Rental License Application

Please fill in this application form completely. Incomplete applications will not be processed.

County staff may request additional information to evaluate compliance of the application with regulations.

Applicant Information*

Name:		Phone:	
Email:			

Mailing Address

Street:			
City:	State:	Zip:	

Property Address and Information

Street:			
City:	State:	Zip:	
Is the property served by a:	Well?	Septic?	Water & Sanitation District?
Is the property located in a community or subdivision that expressly prohibits Short-Term Rentals in its covenants, controls, rules, restrictions, declarations, or by-laws?			
Please answer: Yes or No or Unknown			

Local Responsible Agent Information

Name:		Phone:	
Email:			

Mailing Address

Street:			
City:	State:	Zip:	

Property Owner Information (to be completed if the applicant is not the owner)

Name:		Phone:	
Email:			

Mailing Address

Street:			
City:	State:	Zip:	

* If the applicant is not the owner, the application must include a letter, signed and notarized by the owner, granting consent for the application to be processed by the applicant.

List all Vacation Rental Services with which the Lodging Unit will be offered for rent.

Submittal Checklist:

Pursuant to Douglas County Ordinance O-023-003, Section IV., the following items must be submitted with this form, or the application will be considered incomplete. Incomplete applications will not be accepted. Requests to waive any of these requirements must be submitted to the Department of Community Development, in writing, prior to submittal of an application.

- The license application review fee.
 - First Licensing Year: \$500
 - Subsequent Licensing Years: \$270
- A written, notarized declaration that the Local Responsible Agent is entitled to act, in the Owner's absence, as the representative of the Owner on issues related to the Lodging Unit, the Short-Term Rental, and the Short-Term Rental Property and agrees that the Owner and Local Responsible Agent shall comply with the requirements and limitations of this Ordinance.
- A copy of the Renter Information Interior Signage that complies with the requirements of Section V.M. of the Ordinance that will be posted on or within the subject Lodging Unit.
- A copy of the Renter Written Instructions that comply with the requirements of Section V.N. of the Ordinance that will be placed in the subject Lodging Unit.
- A parking plan that complies with the requirements of Section V.H of the Ordinance.
- A floor plan with all rooms labeled, fire extinguisher locations shown, and points of ingress and egress shown.
- An affidavit signed by the Owner, under penalty of perjury, certifying that the Short-Term Rental Property complies with the life safety standards set forth in Section V.E. of the Ordinance, and that the Renter Information Interior Signage and Renter Written Instructions required by Sections V.M. and V.N. of the Ordinance will be posted and placed at a conspicuous location on or in the Short-Term Rental Property and will remain there in good condition for the duration of the license term.
- For the first licensing year, a copy of the Use Permit issued by the Douglas County Health Department for the On-Site Wastewater Treatment System specifying a change in use to a Short-Term Rental, as applicable.
- For the first licensing year, a determination from the Building Division that such use of the Lodging Unit is acceptable.

Definitions

"Dwelling" means a building or portion thereof permitted for, and used exclusively for, residential occupancy, including single-family, two-family, and multi-family dwellings, but not including garages, barns, recreational vehicles, tents, or similar structures.

"Owner" means the owner or owners of record of a Lodging Unit in unincorporated Douglas County.

"Local Responsible Agent" means an individual or the representative of a property management company, who is not a lessee of the Short-Term Rental Property and who is designated by an Owner, applicant, or licensee to serve as the local agent who shall have access and authority to assume management of the Lodging Unit and take remedial measures.

"Lodging Unit" means any Dwelling, but not a portion thereof, that is available for Short-Term Rental; except that the term excludes a Hotel Unit.

"Short-Term Rental" means the rental of a Lodging Unit for a term of less than thirty (30) consecutive days.

"Short-Term Rental Property" means a Lodging Unit available for lease for a term of less than thirty (30) consecutive days.

"Vacation Rental Service" means a person that operates a website or any other digital platform that provides a means through which an Owner or Local Responsible Agent may offer a Lodging Unit, or portion thereof, for Short-Term Rentals, and from which the person financially benefits.

To the best of my knowledge, the information contained on this application is true and correct.

Applicant Signature

Date