



**City of Seaside, Planning Department**

989 Broadway, Seaside, OR 97138 (503) 738-7100 Fax (503) 738-8765

**Land Use Application**

Kevin Cupples, Director

PLEASE PRINT OR TYPE

NAME OF APPLICANT	ADDRESS	ZIP CODE
STREET ADDRESS OR LOCATION OF PROPERTY		

ZONE	OVERLAY ZONES	TOWNSHIP	RANGE	SECTION	TAX LOT

**PROPOSED USE OF PROPERTY AND PURPOSE OF APPLICATION(S):**

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(PLEASE INCLUDE THE APPROPRIATE PLOT PLAN.  
IF ADDITIONAL SPACE IS NEEDED OR SUPPLEMENTAL INFORMATION IS REQUIRED PLEASE ATTACH)

OWNER:	APPLICANT/REPRESENTATIVE (OTHER THAN OWNER):
PRINT NAME OF PROPERTY OWNER	PRINT NAME OF APPLICANT/REPRESENTATIVE
ADDRESS	ADDRESS
PHONE / EMAIL	PHONE AND EMAIL
SIGNATURE OF PROPERTY OWNER	SIGNATURE OF DULY AUTHORIZED APPLICANT/REPRESENTATIVE

**FOR CITY USE ONLY – DO NOT WRITE BELOW THIS LINE**

**CHECK TYPE OF PERMIT REQUESTED:**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> CONDITIONAL USE         | <input type="checkbox"/> NON CONFORMING           | <input type="checkbox"/> SUBDIVISION     | <input type="checkbox"/> ZONING CODE AMENDMENT |
| <input type="checkbox"/> LANDSCAPE/ACCESS REVIEW | <input type="checkbox"/> PLANNED DEVELOPMENT      | <input type="checkbox"/> TEMPORARY USE   | <input type="checkbox"/> ZONING MAP AMENDMENT  |
| <input type="checkbox"/> MAJOR PARTITION         | <input type="checkbox"/> PROPERTY LINE ADJUSTMENT | <input type="checkbox"/> VACATION RENTAL | <input type="checkbox"/> APPEAL                |
| <input type="checkbox"/> MINOR PARTITION         | <input type="checkbox"/> SETBACK REDUCTION        | <input type="checkbox"/> VARIANCE        | <input type="checkbox"/>                       |

PLANNING DEPARTMENT USE:	
DATE ACCEPTED AS COMPLETE	BY
CASE NUMBER (S)	
HEARING DATE	P.C. ACTION

OFFICE USE:	
FEE	RECEIPT
DATE FILED	BY

**CITY OF SEASIDE  
VACATION RENTAL DWELLING (VRD) APPLICATION**

The City of Seaside requires approval for short term (less than 30 day) rental as an accessory use of certain types of residential property. These uses are referred to as vacation rental dwellings (VRDs) and they must be approved in accordance with the conditional use provision in Chapter 6.137 of the Seaside Zoning Ordinance (see attached). Although most requests can be reviewed by the Planning Director; in some cases, the requests require a public hearing before the City Planning Commission. In both cases, VRD applicants must provide the following information.

In addressing the following questions, additional information and supporting evidence can be referenced and attached to the submittal.

**SUBMITTAL INFORMATION**

1. **Applicant's Name:** \_\_\_\_\_
2. **Mailing Address:** \_\_\_\_\_
3. **Telephone #:** Home \_\_\_\_\_, Work \_\_\_\_\_,  
Fax \_\_\_\_\_, E-Mail \_\_\_\_\_,
4. **If the applicant is not the current owner, the applicant must also submit a signed statement from the owner that authorizes the VRD application.**
5. **VRD Street Address:** \_\_\_\_\_
6. **What is the total number of off-street parking spaces (9' X 18') that will be available for VRD occupant use?** \_\_\_\_\_. *The VRD ordinance states: One 9' X 18' off-street space will be provided for each bedroom in the unit, but in no event shall fewer than two spaces be provided.*
7. **How many bedrooms are in the dwelling?** \_\_\_\_\_. **Is the applicant requesting that all the bedrooms be used to calculate the maximum occupancy, and if not, how many are being proposed?** \_\_\_\_\_ **Please multiply the last number by three (3) to indicate the requested maximum occupancy for the VRD** \_\_\_\_\_. *The VRD ordinance states: The maximum number of occupants cannot exceed three persons (over the age of three) per bedroom; however, regardless of the number of bedrooms, no more than 10 can be allowed unless the building is protected by an approved sprinkler system. The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations. The number of overnight renters or the maximum number of occupants may be reduced by the Code Enforcement Officer or Fire Marshal at the time of inspection for valid code reasons.*
8. **All off street parking spaces must be clearly indicated on the applicant's site plan. Will the existing parking spaces or any planned expansion of parking take up more than 50% of the property's yard areas?** \_\_\_\_\_. *The VRD ordinance states: Front, side, and rear yards must maintain a residential appearance by limiting off street parking within yard areas. At least 50% of each yard area which is not occupied by buildings must be landscaped in some fashion so that parking will not dominate the yard.*
9. **Who will be acting as the local responsible party for the VRD owner?**  
**Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_.  
**Address:** \_\_\_\_\_. *The VRD ordinance states: A local responsible party that permanently resides within the county must be identified by the owner. The responsible party will serve as an initial contact person if there are questions regarding*

the operation of the VRD. The owner shall provide the telephone number of the local contact person to the City, and to the immediate neighbors within the notification area (within 100' of the subject property).

**10. What is the zone designation of subject property? \_\_\_\_\_.** The VRD ordinance states: Within the medium density residential (R-2) zones and high density residential (R-3) zones, if more than 20% of the dwelling units within 100' of the subject property are currently licensed for VRD use, a public hearing and review by the Planning Commission is required.

**11. Provide a site plan, drawn to scale, which indicates the following: the actual shape and dimensions of the lot, the sizes and locations of buildings and off street parking spaces (existing & proposed). In addition to the site plan, a floor plan(s) must be included which clearly indicates the intended use of all interior areas (e.g. bedrooms, kitchen, living room, storage etc.).**

**12. The following is a list of standard conditions that apply to VRDs:**

- **Vacation rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection Weekly solid waste pick-up is required during all months.**
- **Prior to issuance of a vacation rental dwelling permit, the building in question must be inspected and be in substantial compliance with the Uniform Housing Code.**
- **It is the property owner's responsibility to assure that the vacation rental dwelling remains in substantial compliance with Oregon State requirements for the following: Health, Safety, Building, and Fire Codes; and Traveler's Accommodation Statutes, and with the Uniform Housing Code.**
- **Vacation rental dwelling permits are personal in nature and accordingly are not transferable. Upon transfer of the property, the new owner, if he or she desires, may apply for a new permit in accordance with the VRD ordinance.**
- **A City Business License is required and all transient room tax provisions apply to VRD's. The business license must be obtained prior to any rental of the property. Renewals must be made in January of the permit year. If the business license fee or the transient room tax payments are thirty (30) days past due, the VRD Permit will be revoked unless a written extension is granted by the Finance Director.**
- **Upon receipt of two written complaints from two or more occupants of different residences who claim to be adversely affected by the use of the property as a vacation rental dwelling, or by notice from the City Code Compliance Officer that requirements or conditions of approval are not being met, the Planning Department will work with the parties involved to settle any conflicts. If the problems are not resolved, the permit will be reviewed by the Planning Commission as provided in the VRD ordinance. Failure on the applicant's part to meet the standards or conditions will result in denial of the application. This would be in addition to any violation procedures specified in Article 12 of the Seaside Zoning Ordinance.**

**Has the owner or the duly authorized applicant read all the standard conditions and answered all of the questions honestly based on their understanding of the VRD request? \_\_\_\_\_.**

**By signing this application, the applicant is also acknowledging that if the request requires review by the Planning Commission (Ordinance Provision 6.137E), the Applicant or a duly Authorized representative must attend the Public Hearing.**

**Applicant's Signature: \_\_\_\_\_, Date: \_\_\_\_\_.**

-----**For Office Use Only**-----

At the time of submittal, the applicant must pay the annual business license fee based on the proposed occupancy of the VRD: 1-5 occupants \$475.00, 6-10 occupants \$500.00, 11+ occupants 550.00. This fee must be accompanied by a one time filing fee of \$20.00.

In addition to the business license fee, a \$430.00 planning review fee must be submitted with this application. If the surrounding density of VRDs (see question 10) requires a Planning Commission review, an additional fee of \$240.00 must be paid before staff will schedule the public hearing to review the application.

If the VRD application is not approved, only the business license fee will be refunded.

Submittal Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

## From Zoning Ordinance 6 in the CODE OF ORDINANCES OF THE CITY OF SEASIDE

### Section 6.137 VACATION RENTAL DWELLING (VRD)

1. **Purpose.** The Vacation Rental Dwelling Permit is in recognition of the desire of many people to rent their property on a short term basis. These standards and procedures are in addition to City ordinances and Federal and State laws and regulations.
2. **Standards.** In all zones allowing Vacation Rental Dwellings, a permit shall be issued as an accessory use in accordance with the administrative conditional use provisions provided the applicant can demonstrate by written application that all of the following standards are met:
  - A. **Parking.** One 9' x 18' off-street space will be provided for each bedroom in the unit, but in no event shall fewer than two spaces be provided.
  - B. **Number of Occupants.** The maximum number of occupants cannot exceed three persons (over the age of three) per bedroom. The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations.

The number of overnight renters or the maximum number of occupants may be reduced by the Code Enforcement Officer or Fire Marshal at the time of inspection for valid code reasons.
  - C. **Residential yard areas.** Front, side, and rear yards must maintain a residential appearance by limiting off street parking within yard areas. At least 50% of each yard area which is not occupied by buildings must be landscaped in some fashion so that parking will not dominate the yard.
  - D. **Local responsible party.** A local responsible party that permanently resides within the county must be identified by the owner. The responsible party will serve as an initial contact person if there are questions regarding the operation of the VRD. The owner shall provide the telephone number of the local contact person to the City, and to the immediate neighbors within the notification area (within 100' of the subject property).
  - E. **Spatial distribution requirements.** Within the medium density residential (R-2) zones and high density residential (R-3) zones, not more than 20% of the properties within 100' of the subject property can be currently licensed for VRD use without Planning Commission review.

Failure to meet this standard will require a public hearing and review by the Planning Commission under the provisions of Subsection 5.
3. **Notice and Administrative Decision.** Upon submittal of a complete application, notice of the request shall be mailed to all property owners within 100 feet in accordance with Section 10.031 (2). The notice and final decision by the Planning Director must comply with the provisions in Section 10.032 through Section 10.035 of the Ordinance.
4. **Appeals.** Within fifteen (15) days of the administrative decision, the decision may be appealed in accordance with the provisions in Section 10.037 and 10.040 of the Ordinance
5. **Planning Commission review.** The Planning Commission will review VRD's which do not conform with the provisions of Subsection 2.E., in accordance with the conditional use procedures in Section 6.030 through 6.050 of the Ordinance. The applicant must address the following criteria in addition to the standards in Subsection 2.A-D of this Section. A decision by the Commission to approve a VRD request may include conditions that would restrict the number of renters or total occupants in the VRD.

- A. The use of the property as a VRD will be compatible with the surrounding land uses.
- B. The VRD will not contribute to excessive parking congestion on site or along adjacent streets.

**6. Approval conditions.** All approval must include the following conditions:

- A. Vacation rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection. Weekly solid waste pick-up is required during all months.
- B. Prior to issuance of a vacation rental dwelling permit, the building in question must be inspected and be in substantial compliance with the Uniform Housing Code.
- C. It is the property owner's responsibility to assure that the vacation rental dwelling remains in substantial compliance with Oregon State requirements for the following: Health, Safety, Building, and Fire Codes, and Traveler's Accommodation Statutes, and with the Uniform Housing Code.
- D. Vacation rental dwelling permits are personal in nature and accordingly are not transferable. Upon transfer of the property, the new owner, if he or she so desires, may apply for a new permit in accordance with this Section.
- E. A City Business License is required and all transient room tax provisions apply to VRD's. The business license must be obtained prior to any rental of the property. Renewals must be made in January of the permit year. If the business license fee or the transient room tax payments are thirty (30) days past due, the VRD Permit will be revoked unless a written extension is granted by the Finance Director.
- F. Upon receipt of two written complaints from two or more occupants of different residences who claim to be adversely affected by the use of the property as a vacation rental dwelling, or by notice from the City Code Compliance Officer that requirements or conditions of approval are not being met, the Planning Department will work with the parties involved to settle any conflicts. If the problems are not resolved, the permit will be reviewed by the Planning Commission as provided in Subsection 5 of this Section. Failure on the applicant's part to meet the standards or conditions will result in denial of the application

**7. Prior Approvals.** Vacation rental dwellings approved under prior standards shall comply with the provisions of Section 6.137; 2B. 2D., & 6A. within one year of the amendments in this Section.

*(Amending Ordinance No, 2000-09, adopted 11-27-2000)*

**8. Complaints.** Any complaint procedures concerning violations of the VRD Provisions are in addition to the "Remedies" specified in Article 12 of the Zoning Ordinance.

# VACATION RENTAL DWELLING

## GOOD NEIGHBOR RULES

This home is available for short term rental by virtue of a permit which may be revoked if renters violate parking, occupancy, and general noise limitations. Because these rentals are permitted within residential neighborhoods, all renters should minimize their potential impacts on the neighboring properties by following rules of common decency and respect for your neighbors. These would include but they are not limited to:

- No excessive noise at any time. Although the City's noise ordinance regulates loud, disturbing, and unnecessary noise; renters should always consider how their actions are impacting the neighboring property owners.
- Only utilize the off-street parking that is provided for the rental. In many areas, on-street parking is very limited and utilizing this parking can have a negative impact on the surrounding residents.
- In general, be considerate of the residents that live around the rental dwelling you are staying in. Treat your neighbors the way you would like to be treated if you lived next door. Keep in mind that an agreement to rent a dwelling in Seaside is a privilege and it is not an authorization to annoy, disturb, or disrupt the local residents.
- Pet owners should prevent their animals from causing a disturbance due to excessive barking, trespassing onto neighboring property, or running at large. They must also abide by the leash requirements in Code of Seaside Section 92.03.

**BASIC CHECKLIST (2020)**  
**VACATION RENTAL DWELLING OR TRANSIENT RENTAL CONDOMINIUM**  
**(Additional Requirements May Apply)**

Address \_\_\_\_\_

Owner \_\_\_\_\_ Phone# \_\_\_\_\_

Local Contact \_\_\_\_\_ Phone # \_\_\_\_\_

**OCCUPANT LOAD PROPOSED FOR THIS BUILDING:** \_\_\_\_\_ **# OF BEDROOMS:** \_\_\_\_\_

Note: The Zoning Ordinance sets a maximum occupancy based on three persons (over the age of three) per bedroom but it may be further limited based on the number of available off-street parking spaces. Irrespective of the number of bedrooms, occupancy of no more than 10 people (regardless of age) can be authorized unless the building is protected by an approved sprinkler system.

**1. GENERAL REQUIREMENTS**

- A. The **address** must be visible from the street.
- B. A **NOAA Weather Radio** with public alert must be accompanied by an informational sheet that summarizes the warning capabilities of the radio. Radios can be purchased from the city.
- C. 50% of all required **yards must be landscaped** so that they are not dominated by parking.
- D. The off-street required **parking spaces must be paved** or provided with an approved surface as permitted by the Planning Director.
- E. **Exterior lighting** fixtures must be shielded in a manner to prevent glare from being visible from the surrounding properties when having bulbs exceeding 450 lumens (equivalent to a 40 watt incandescent light bulb).

**2. WEATHER PROTECTION**

- A. No broken windows or damaged doors and in condition to provide a weather resistive barrier.
- B. Doors must be weather-stripped, have working locks, and openable from the inside without a key or special knowledge.
- C. **Roof and exterior wall coverings** must be in good shape. There must be no excessive chipped or peeling paint.
- D. All dwelling units shall be **mold** free.

**3. MECHANICAL/ELECTRICAL**

- A. **Chimneys** serving wood fireplaces and stoves shall be lined and have the proper clearances to combustibles (interior chimneys 2-inches & exterior chimneys 1-inch). Chimneys must be cleaned each year. If a fireplace does not have a chimney in compliance with code, it must be **secured or signed "not for use"** in addition to installing decorative feature, such as a plant, to deter the use. The fireplace can also be converted for use of a gas appliance when it is installed under a permit and according to its listing.
- B. An openable window or an approved mechanical **venting system is required in bathrooms** and kitchens.
- C. **Electrical Panels** shall be accessible to the tenants and be provided with 36 inches clearance in front of the panel.

**4. SANITATION & HEATING**

- A. Provide two **garbage cans** with lids, and suitable storage. Weekly garbage service is required.
- B. An approved heating source for all habitable spaces shall be provided.



## 5. SAFETY

- A. **Smoke alarms** are required in all sleeping areas, the hallway serving them, and every floor.
- B. **Carbon Monoxide Alarms** – shall be located in each bedroom or within 15 ft of each bedroom door. Bedrooms on separate floor levels in a structure shall have separate carbon monoxide alarms serving each story.
- C. Basements and all sleeping rooms shall be provided with an approved **egress opening** (windows must be made accessible if sills are more than 44" above the floor & protected less than 24"), directly to the outdoors, large enough for escape from a fire as determined by the Building Official (current code min. 5.7 sq. ft., except grade or below 5 sq. ft.). Exception: Basements used only to house mechanical equipment not exceeding 200 sq. ft.
- D. All stairs, decks, and balconies over 30" above grade, shall have a **guardrail**, 36" in height, with intermediate rails spaced so a 4 inch sphere cannot pass through.
- E. All stairs with four or more risers shall have a **handrail**, not less than 34", or more than 38" high. The gripping surface shall comply with R311.7.7 of the State Dwelling Code. Handrail ends shall be returned against a wall or post. Stairs are required to have a clearance at a plane above the nose to any vertical overhead finish of approximately 6 feet 8 inches.
- F. A **fire extinguisher** having a minimum rating of **2:A 10:BC** must be mounted 3-4 ft. above the floor in the kitchen area approximately 5 – 10 ft. from the cooking stove.
- G. **Steps** are a min. of 4" & max of 8" (R311.7.5.5). The greatest **stair riser height & tread** in any flight shall not exceed the smallest by more than **3/8"** (R311.7.5.1).
- H. **Means of Egress** are governed by code section R311 & covers **doors, floors, & landings**.
- I. **Tempered Glass** or security film (min. 4mm) protection is required for windows within 2' of egress doors & <60" from floor, along interior stairs, and fall zones from bathtubs & showers (within 60" & <60" from floor).
- J. **Hot Tubs and Saunas** must have locking lids and doors

## 6. PARKING REQUIREMENTS

- A. A minimum of two off-street **parking spaces** (each space, 9'X18') shall be available, plus one additional for each bedroom over two or occupancy will be further limited. Tenants are required to park in the spaces provided on-site & **prohibited from using on-street parking**.
- B. Required off street parking must be **paved** (asphalt, concrete, or alternative surface approved by the Planning Director).

## 7. POSTINGS REQUIRED

- A. **Good neighbor rules** and maximum number or occupants must be posted inside the front door.
- B. A **parking map** must be posted in the rental unit that identifies the on-site parking spaces & include a statement noting **"ON-STREET PARKING CANNOT BE USED BY RENTERS. PLEASE USE THE SPACES PROVIDED ON SITE."**
- C. The owner shall post or otherwise provide a **tsunami evacuation map** in a conspicuous location within the rental unit that also indicates **"You Are Here"**.
- D. The **business license** noting the maximum occupants (over age of 3).
- E. **Hot Tub and Fire Place rules** must have posted hours of use and safety instructions.

**Please note that this is just a basic checklist, additional requirements may apply. An inspection must be scheduled at the Community Development Department. A reinspection is required if any corrections are noted. There can be additional notification and administrative action needed to complete the approval process.**

## EXAMPLE CONDITIONS ROUTINELY APPLIED TO VACATION RENTAL DWELLINGS

Each conditional use permit request for a vacation rental dwelling is a unique; however, at a minimum, any approval would be subject to conditions that are similar to the following:

- 1. Compliance Inspection:** The proposed vacation rental dwelling (VRD) must pass a compliance inspection conducted by the Community Development Department prior to any transient rental. This inspection will verify compliance with all VRD standards and conditions of approval and the applicant is hereby advised that failure to meet certain standards can result in a reduction in the maximum occupancy. The final occupancy will be noted in land use file **(20-000VRD)** and reflected on the City of Seaside Business License. The license is not valid until the appropriate occupancy has been established by the approval of a final compliance inspection by the Community Development Department.

**Please be advised the VRD has undergone a preliminary compliance inspection. Any corrections must be completed and verified prior to any transient rental unless an alternative time period for completion is identified for specific items.**

- 2. Parking spaces: Two (2) off-street parking spaces (9' X 18' per space) are required on site.** These spaces shall be permanently maintained and available on-site for use by the vacation rental occupants. Vacation Rental Dwelling (VRD) tenants are required to park in the spaces provided on site for the VRD. No on-street parking associated with this VRD is allowed at this location. Vehicles parked at VRDs may not project over the sidewalk and block pedestrian traffic. A parking map shall be posted inside the dwelling for the VRD tenants. **The map must clearly indicate:**

**ON-STREET PARKING CANNOT BE USED BY RENTERS. PLEASE USE THE SPACES PROVIDED ON SITE.**

**Off-Street Parking Area & Access:** The off-street parking area is currently graveled, so it does not conform to the surfacing requirements in the ordinance. The access & off-street parking area must be paved (asphalt, concrete, or alternative surface approved by the Planning Director) in accordance with City requirements within 1 year from the date of this decision, while maintaining compliance with the open yard area requirements in Condition 5. Failure to complete the paving will require suspension of the rental until such time the improvements are completed.

- 3. Maximum number of occupants: Six (6) persons over the age of three (no more than 10 regardless of age).** The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations. If the number of occupants is less than the original number requested, it may have been reduced for valid code reasons.

**If the availability of the of the third bedroom in the house results in a reoccurrence of occupancy violations, the Planning Director will require the additional bedrooms to be locked off for the private use by the owners so they will not be available to the transient renters.**

4. **Applicability of Restrictions:** Properties licensed for VRD use will be expected to adhere to the VRD standards and rules throughout the entire year even when they are not being rented for profit. This will not apply to the dwellings when members of the owner's family are present.
5. **Open Yard Areas:** Front, side, and rear yards must maintain a residential appearance by limiting off street parking within yard areas;
6. **Local Contact: Rental Management Inc., 111 N Roosevelt, Seaside OR; is identified as the local contact for the VRD and they can be reached at (503) 440-0000.** The contact person must be available 24 hours a day to address compliance issues while the property is rented. Upon any change in the local contact, the owner must provide formal notice of the updated contact information to the City and all of the neighboring property owners within 100'. Managers are required to notify the City any time they stop representing a VRD.

Local contact information is available at the Community Development Department (503) 738-7100, City Hall (503) 738-5511, or after business hours at the Seaside Police Department (503) 738-6311.

**☒ The local contact must sign a Local Contact Acknowledgement Form that indicates they are aware of the Planning Commission's expectations concerning response to complaints by neighboring residents and maintain a complaint response log that would be made available to the city upon request. The signed form must be returned to the Community Development Department so it can be included in the land use file. An updated form must be submitted by the owner any time a new contact person is established.**

7. **Compatibility:** A VRD will be compatible with the surrounding land uses and shall not contribute to excessive parking congestion on site or along adjacent streets.
8. **Exterior Outdoor Lighting:** All exterior lighting must conform to the newly adopted Outdoor Lighting Ordinance even if any pre-existing outdoor lighting would normally be exempt under the provisions of the ordinance. This will basically require shielding of any exterior lighting fixtures such that glare will not be visible from the surrounding property for any fixture that exceeds 450 lumens, the equivalent of a 40 watt incandescent bulb. *This does not apply to any existing outdoor security lighting that is timed for short durations and activated by motion detectors.*
9. **Ordinance Compliance & Solid Waste Pick-up:** All vacation rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection. Weekly solid waste pick-up is required during all months.
10. **Required Maintenance:** It is the property owner's responsibility to assure that the vacation rental dwelling remains in substantial compliance with Oregon State requirements for the following: Health, Safety, Building, and Fire Codes, Traveler's Accommodation Statutes, and with the Uniform Housing Code. **Owners are hereby advised that Carbon Monoxide detectors must be installed and maintained in all newly established transient rental occupancies.**
11. **Permit Non-transferability:** Vacation rental dwelling permits are personal in nature and accordingly are not transferable. Upon transfer of the property, the new owner, if he or she so desires, may apply for a new permit in accordance with City Ordinance.
12. **Business License, Room Tax Requirements, & Revocation for Non Payment:** A City Business License is required and all transient room tax provisions apply to VRD's. The business license must be obtained prior to any rental of the property. Renewals must be made in January of the permit year. If the business license fee or the transient room tax payments are thirty (30) days past due, the VRD Permit will be revoked unless a written extension is granted by the Finance Director.

Although Airbnb pays the transient room tax directly to the city, owners/applicants that utilize their service are still required to report the Airbnb revenue on their quarterly returns.

13. **Conflicts & Potential Denial for Non Compliance:** Upon receipt of two written complaints from two or more occupants of different residences who claim to be adversely affected by the use of the property as a vacation rental dwelling, or by notice from the City Code Compliance Officer that requirements or conditions of approval are not being met, the Planning Department will work with the parties involved to settle any conflicts. If the problems are not resolved, the permit will be reviewed by the Planning Commission as provided in Zoning Ordinance Section 6.137, Subsection 5 at the applicant's expense. Failure on the applicant's part to meet the standards or conditions will result in modification or denial of the permit.
14. **Complaints:** Applicants are hereby advised the City Code Compliance Officer routinely follows-up on individual complaints if there is a valid code issue that needs to be addressed by the owner and/or manager of a VRD. Staff does not wait until the occupants of two different residences submit written complaints before they take action to achieve compliance. The VRD complaint procedures are outlined in an attachment to the notice of decision and the forms can also be accessed on the City of Seaside's web site <http://www.cityofseaside.us/sites/default/files/docs/VRD-COMPLAINTFORM.pdf> This should be used to report alleged violations that are not being addressed by the local contact or property manager.
15. **Time Period for Approval, Required Re-inspection:** This VRD approval shall be limited to 5 calendar years unless the dwelling is re-inspected (subject to the applicable fee) for compliance with the VRD policies and ordinances applicable at the time of the re-inspection. Re-inspection notices will be provided to the owners at the time business licenses are issued for the 5<sup>th</sup> calendar year. If the re-inspection is not completed during the 5<sup>th</sup> year, the permit will expire and a new VRD application must be approved prior to obtaining a new business license for the 6<sup>th</sup> calendar year. Compliance with the re-inspection requirements will reauthorize the VRD for an additional 5 calendar years.  
 **The VRD will be subject to an annual compliance inspection when the City hires a Compliance Officer whose job will be to perform regular inspections of VRDs. The owners will be notified when the annual inspections are required.**
16. **Tsunami Information & Weather Radio:** The owner shall post or otherwise provide a tsunami evacuation map in a conspicuous location within the VRD that clearly indicates **"You Are Here"**. In addition, a NOAA weather radio, with automatic alert capabilities, must be provided in a central part of the VRD along with an informational sheet that summarizes the warning capabilities of the radio in the event of a distant tsunami.
17. **Grace Period:** If a currently licensed VRD sells to another party, staff is allowed to grant a temporary grace period of not more than 60 days in which current bookings can be cleared without being recognized as a violation. The manager or owner must provide staff with a list of the bookings during the grace period and no additional bookings can be taken during that time.
18. **Pet Friendly Rental:** If the rental allows pets and they generate complaints related to running at large, trespass onto neighboring property, or causing a disturbance due to excessive barking; additional restrictions or containment measures will be required by the Planning Director. The additional restriction can include prohibiting pets at this VRD.
19. **Repeated Violation of Conditions:** As a conditionally permitted use, owners must understand their use is expected to comply with their conditions of approval and they, their local contacts, and/or property managers will be held accountable for addressing compliance issues. Repeated violations will be subject to citations; and if the violations constitute a pattern of disregard or neglect resulting in adverse impacts to the neighboring property owner(s), their permit can be suspended and/or revoked

by the Planning Director or his designee. Any such action would be subject to review by the Planning Commission to determine if the use can be reauthorized in the same manner as the original request, but subject to revised conditions. Review by the Commission would be at the applicant's expense based on the review fee applicable to the request at the time of review.

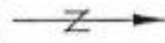
**20. Spa/Hot Tub Restriction: If a spa or hot tub is installed, use of the outdoor spa/hot tub will only be allowed between the hours of 7:00 a.m. & 10:00 p.m. These hours must be posted along with any other established rules governing use of the amenity. It is recommended the rules include a reminder there should be NO EXCESSIVE NOISE AT ANY TIME and renters should be considerate of the residents that live around the rental dwelling they are staying at.**

**If these hours prove to be insufficient to protect the neighboring property owner's from unwanted noise, they will be further restricted by staff. The additional restriction can include prohibiting use of the spa/hot tub entirely by VRD tenants.**

The aforementioned conditions include the standards applicable to vacation rental dwellings (VRDs) identified in the Seaside Zoning Ordinance and they include specific conditions that are intended to reduce potential impacts to the adjacent properties.

Adherence to these conditions is a matter of compliance with the Seaside Zoning Ordinance. Violations can be subject to the penalties identified in Article 12 of the Ordinance.

STREET NAME

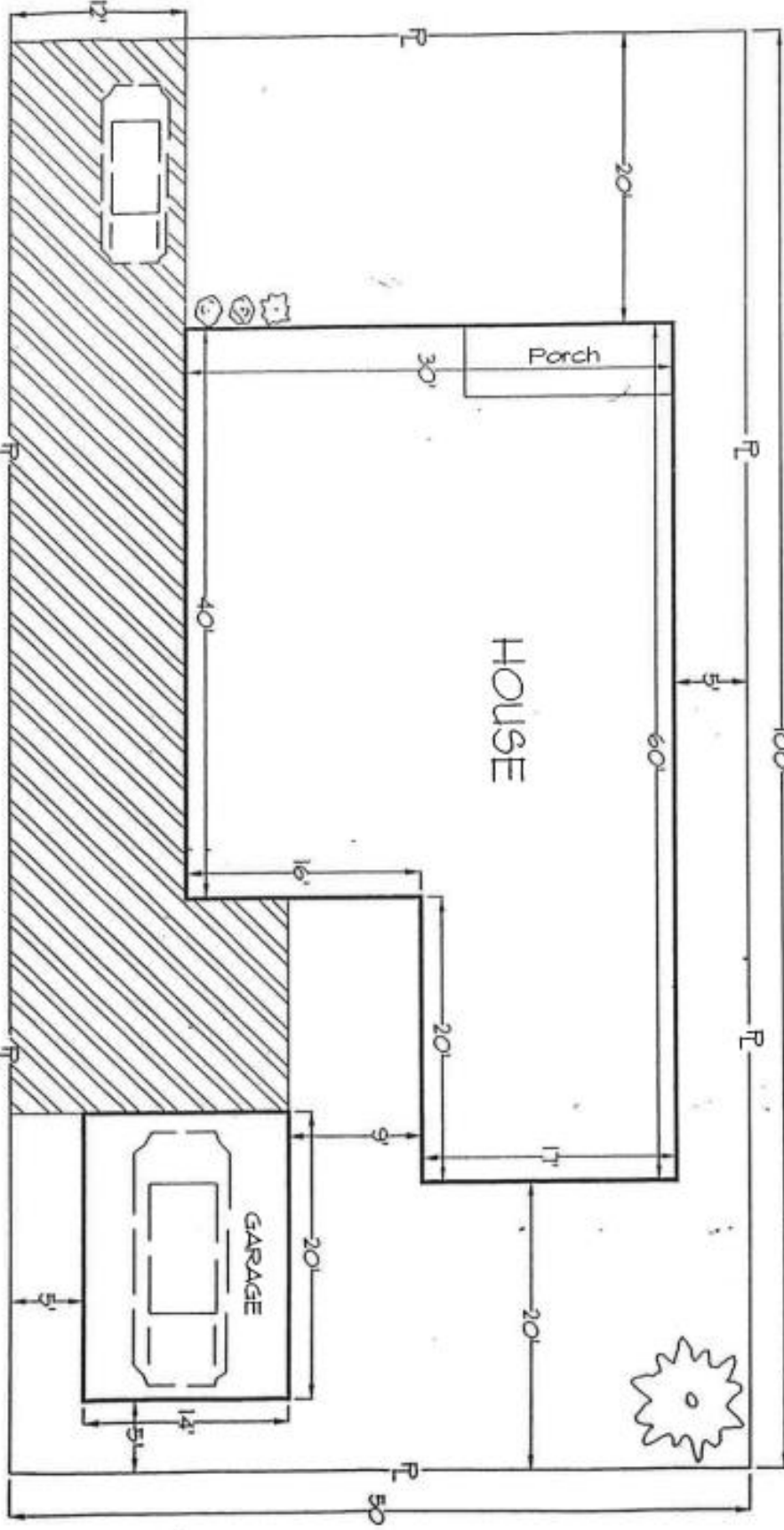


SCALE=3/32"IN

AREA  
 Lot size 5000 sq. ft.  
 Footprint residential 1540 sq. ft.  
 garage 280  
 Lot coverage 1820 or 36.4%

- Plot plan should include:
1. Scale and north arrow
  2. All structures on property (including decks & porches)
  3. Setbacks from ALL property lines and structures
  4. Access point
  5. Off-street parking area
  6. Lot dimensions
  7. Lot coverage

NOTE:  
 A minimum of 5 feet must be maintained between buildings. Two parking spaces per dwelling unit for one and two family dwellings. A parking space must be a minimum of nine feet in width and 18 feet in length.



SAMPLE PLOT PLAN