



## Short-Term Rental Application

9393 North Strahorn Road  
Hayden Lake, ID 83835  
208-772-2161  
deputyclerk@cityofhaydenlake.us

Each property owner proposing to create a short-term rental in the City of Hayden Lake shall first complete the following application, pay the permit fee of \$300.00, and present government issued photo identification to the City Clerk. (City Ordinance Number 299)

Please Print:

### Section 1:

Rental Property Address: \_\_\_\_\_  
\_\_\_\_\_

### Section 2:

Owner Full Name: \_\_\_\_\_

Owner Date-of-Birth: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

If the short-term rental is to be operated or managed by someone other than the owner, please complete Section 3 below.

### Section 3:

Manager Name: \_\_\_\_\_

Manager Date-of-Birth: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



## Short-Term Rental Application

9393 North Strahorn Road  
Hayden Lake, ID 83835  
208-772-2161  
deputyclerk@cityofhaydenlake.us

I have read the contents of this application and I hereby certify that contents are true and complete.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Owner's Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Manager's Signature: \_\_\_\_\_

If Applicable

### ATTACH COPY OF IDENTIFICATION

*FOR OFFICE USE ONLY*

Total Amount Paid \$ \_\_\_\_\_ Cash/Money Order/Check # \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_



# Short-Term Rental (STR): Neighborhood Notice

Hello Neighbors!

The City of Hayden Lake adopted a code to allow short-term (vacation) rentals in 2020. Section 9-9-1 of the Municipal Code authorizes the use of residential units for short-term stays as defined in code. This will allow overnight guests on a short-term basis. This use is defined as a stay of 1 to 29 nights.

You are receiving this notice because I will be renting out my residential unit on a short-term basis, and as part of the permit application, I am required to mail or deliver this notice to the adjacent neighbors as illustrated below. I have also included contact information for a responsible party that may be reached at any time the home is occupied by a short-term renter. Please contact the responsible party first if you feel there is a code violation or that renters are creating a nuisance that directly impacts you. If they don't respond within an hour, then you can call the Police.\*

**Address of Proposed Short-Term Rental:** \_\_\_\_\_

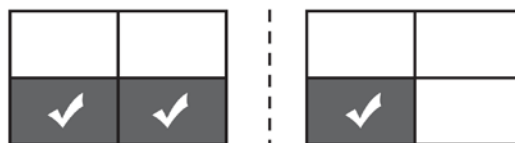
**Name of Responsible Party:** \_\_\_\_\_

**Responsible Party Contact Number:** \_\_\_\_\_

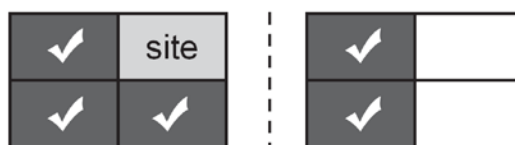
**Date Notice Provided to Neighbor:** \_\_\_\_\_



street



street



alleyway



street



***\*Code requires the responsible party to resolve a problem within one hour. If they haven't responded within one hour, you may contact the Police at (208) 446-1300. Only call 9-1-1 in the event of a life threatening emergency.***

This notice is provided as a courtesy and you may contact the City of Hayden Lake's Code Enforcement Department during business hours with general questions about the STR code by phone (208) 772-2161, email [clerk@cityofhaydenlake.us](mailto:clerk@cityofhaydenlake.us), or in our office at 9393 N Strahorn Rd, Hayden Lake, ID 83835.



## Short-Term Rental (STR): **Parking Plan**

Name of St/Ave/Rd: \_\_\_\_\_ (if corner lot)

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

Name of St/Ave/Rd: \_\_\_\_\_ (if corner lot)

PROPERTY CORNER

Address: \_\_\_\_\_

Number of off-street parking stalls: \_\_\_\_\_

All Occupants and guests shall, to the greatest extent possible, utilize any off-street parking of the Residential Dwelling which constitutes the Short-Term Rental, prior to parking in the streets.



## FIRE DEPARTMENT SAFETY SHEET

(Must be posted on each level of dwelling)

# IN CASE OF EMERGENCY: POLICE / FIRE / MEDICAL CALL 911

Your location: \_\_\_\_\_

Owner/Responsible Party (Name): \_\_\_\_\_

Phone Number: \_\_\_\_\_

In case of fire or smell of natural gas: **EVACUATE** then immediately call 911

\*\* Aerial fireworks prohibited by city ordinance\*\*

### Legend:

**FE:** FIRE EXTINGUISHERS ARE LOCATED

**GS:** GAS SHUTOFF LOCATED

\_\_\_\_: PRIMARY ESCAPE ROUTE (LISTING

ALL ROOMS, DOORS, AND WINDOWS).

**WS:** WATER SHUTOFF LOCATED

**ES:** ELECTRICAL SHUTOFF LOCATED

----: SECONDARY ESCAPE ROUTE

# ENJOY YOUR STAY!