



CITY OF HAYDEN LAKE

SHORT TERM RENTAL APPLICATION

Hayden Lake Building Department

9393 North Strahorn Road

Hayden Lake, ID 83835

208-772-2161

deputyclerk@cityofhaydenlake.gov

REQUIREMENT CHECKLIST:

All Short-Term Rental Permit applications must be fully completed and include the following at the time of submission per Hayden Lake City Code § 9-3-3.

- Completed and notarized application, including site plan showing all structures on the property and location of the proposed short term rental space.
- Short Term Rental Application Fee.
- Parking Plan showing the available off-street parking.
- Neighbor notices to surrounding neighbors. (See attached example)
- Property Management contact information and notarized acknowledgment of city code requirements and restrictions Hayden Lake City Code 9-9-3, 9-9-4, 9-9-5.

Upon issuance the following information must be provided to occupants. HLCC 9-9-4-C

- At the time of each occupancy of the unit, the party responsible shall provide to the occupant of a short-term rental the following:
- A current copy of the short-term rental permit
- The name and contact number of all responsible parties
- A notice of the trash pick-up day, and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the dwelling
- Parking locations and requirements

All Short-Term Rental permits are valid from the date of issuance and expire March 31st of the next calendar year. Permits are not transferable. Operating a Short-Term Rental without a permit is a violation of City Code 1-4-1, and is an infraction punishable by a fine of three hundred dollars (\$300.00). Alternatively, any person found by the City Council to have violated any of the provisions of this Code is subject to a civil penalty of one hundred dollars (\$100.00), which shall be assessed solely by the City without any criminal prosecution being commenced. (Ord. 290, 2-192019)

DEADLINE FOR SUBMITTALS:

The completed forms and documents must be submitted to the city clerk not later than March 1st of the calendar year for current year.

I have read and consent to the filing of this application as the *owner of record* of the property being considered in this application.

Name:

Mailing Address:

Phone Number:

Signature:

Date:



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FOR OFFICE USE ONLY

Short Term Rental Permit # _____ Property Address _____

Short Term Rental Fee (\$300 per application): \$ _____

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

Date: _____ Employee: _____

Approval Date _____ Denial Date _____

PROPERTY OWNER/MANAGER INFORMATION:

Owner Name:

Owner Phone Number:

Owner Mailing Address:

City, State, and Zip Code:

Owner Date of Birth:

Rental Property Address:

Property Manager Name:

Manager Phone Number:

Property Manager Address:

City, State, and Zip Code:

Property Manager Email (**Required**):

Property Manager Date of Birth:

Property Manager's Signature:

Current Zoning:

Legal Description:



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CERTIFICATION

I, _____ certify that I am a citizen of the United States, over eighteen (18) years of age, and the legal owner of the property located at _____, Hayden Lake, Idaho 83835, listed in the Short Term Rental application. The information listed on this application is complete and true to the best of my knowledge. I agree to provide the City of Hayden Lake with a copy of my valid state issued photo I.D. and comply with the ordinances regarding Short Term Rentals contained in the City of Hayden Lake City Code, for which I acknowledge and agree to. I have read the contents of this application, City Code regulations, and Ordinance regarding Short-Term Rentals and I hereby certify that contents are true and complete.

Signed: _____

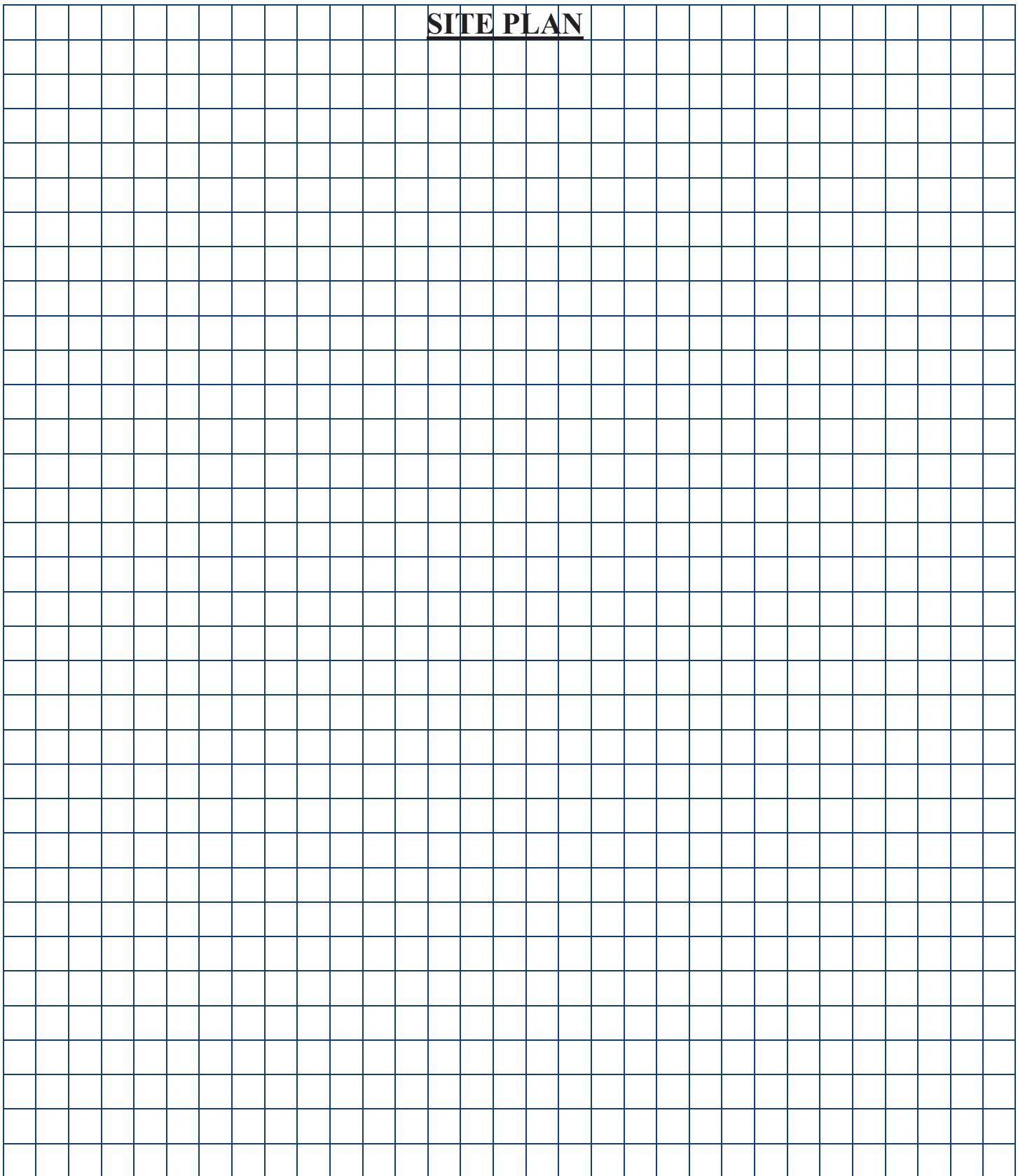
SUBSCRIBED and SWORN to before me this _____ day of _____, 20_____.

Notary Public in and for the State of Idaho

Residing at: _____

Commission Expires: _____

SITE PLAN



I/We certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval. I/
We certify that the proposed construction, alteration and/or repair will conform to the local planning and zoning requirements that will be in effect on the date of the
granting of the building permit.

Owner Name _____ Site Address _____

Signature _____ Date _____



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.*

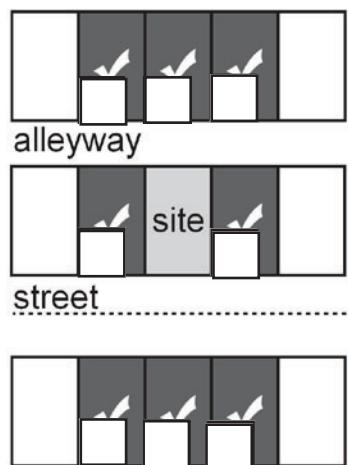
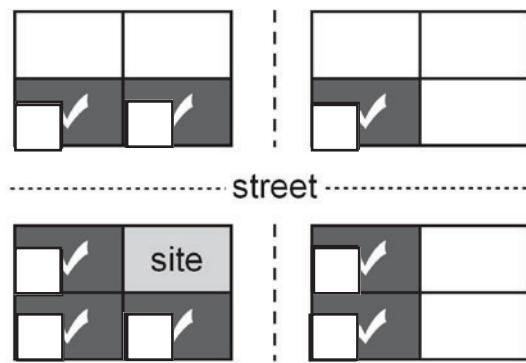
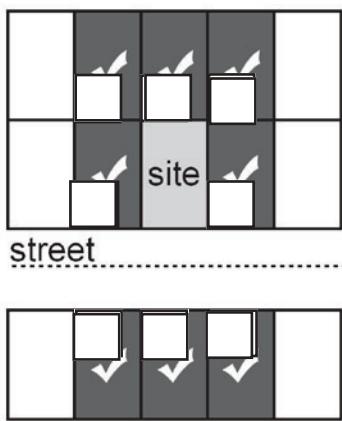
Address of Proposed Short-Term Rental: _____

Name of Responsible Party: _____

Responsible Party Contact Number: _____

Number of Bedrooms Rented to Overnight Guests: _____

Date Notice Provided to Neighbor: _____



**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 deputyclerk@cityofhaydenlake.gov, or in our office at 9393 N Strahorn Rd, Hayden Lake, ID 83835.



Short-Term Rental (STR): Parking Plan

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

PROPERTY CORNER

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

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

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

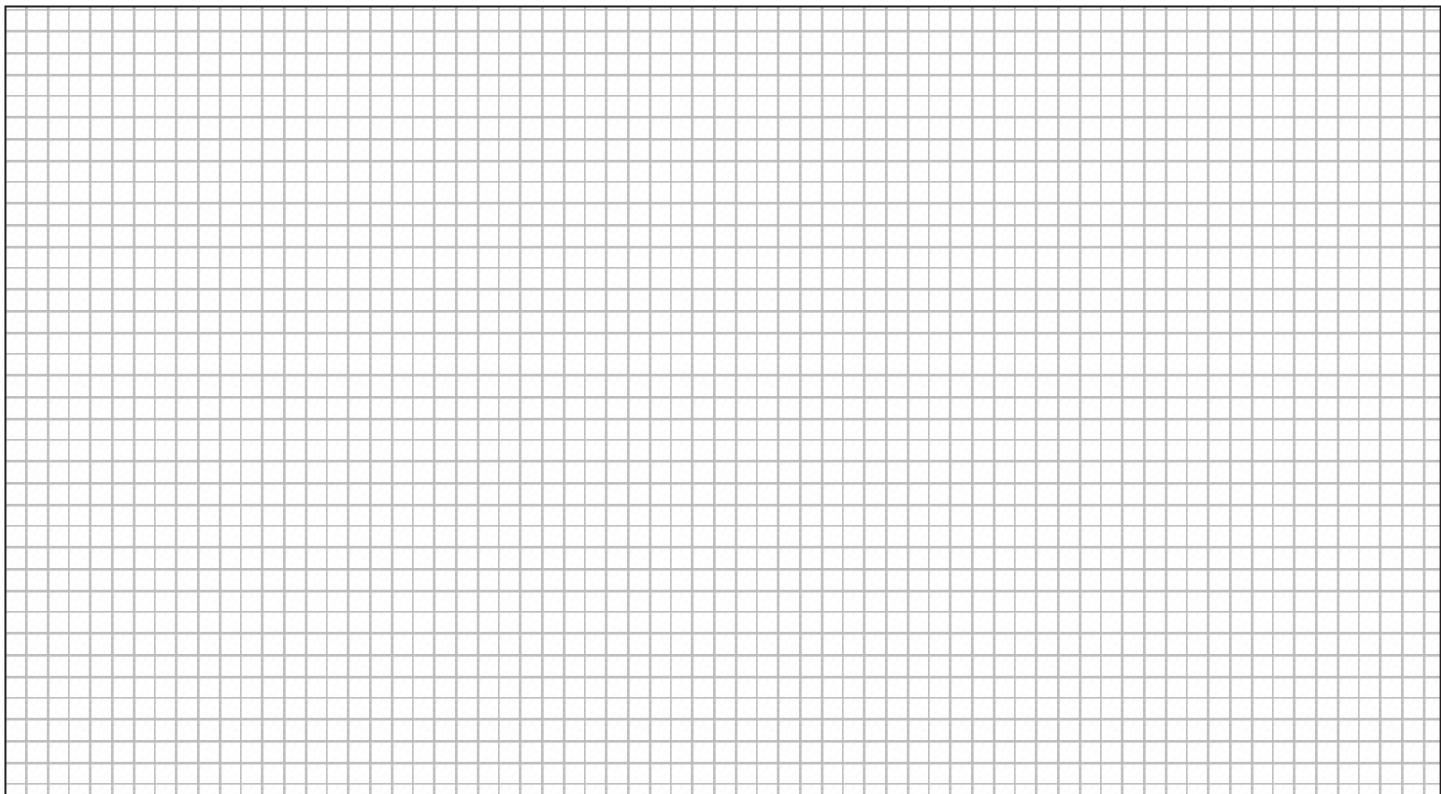
Your location: _____

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!