



# 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 1<sup>st</sup> 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:

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Mailing Address:

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Phone Number:

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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.\*

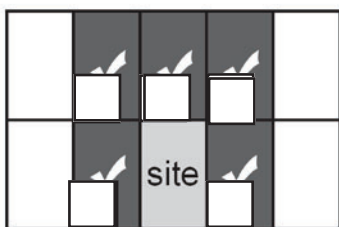
**Address of Proposed Short-Term Rental:** \_\_\_\_\_

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

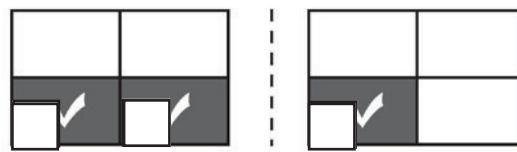
**Responsible Party Contact Number:** \_\_\_\_\_

**Number of Bedrooms Rented to Overnight Guests:** \_\_\_\_\_

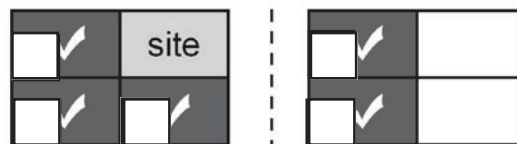
**Date Notice Provided to Neighbor:** \_\_\_\_\_



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 [deputyclerk@cityofhaydenlake.gov](mailto:deputyclerk@cityofhaydenlake.gov), 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!