



FRANCIS CITY SHORT-TERM RENTAL APPLICATION

NOTE: Francis City requires a minimum of 500 ft spacing between short-term rental properties. The maximum number of permits issued is 3% of the total number of residential properties in the City.

Planning Department Review:

Is the property within 500 ft of another short-term rental? Yes ☐ No ☐

Number of short-term rental permits available:

☐ Approved

☐ Approved with Conditions

☐ Denied

Date: _____

Conditions / Justification for Denial:

☐ Planning Review Fee (\$100)

Name of Property Owner(s): _____

Address: _____

Mailing Address (if different): _____

Phone: _____ Email: _____

Agent or Management Company (if applicable): _____

Mailing Address: _____

Phone: _____ Email: _____

Owner's Signature: _____ **Date:** _____

Submit all required items per the checklist and questions below. Incomplete information may be cause for denial of the application. Review section 18.15.220 of Francis City Code before submittal of this application.

Initial by City Planner if completed, cross out and sign by City Planner if waived or not applicable to application:

- _____ 1. Business license or application for a business license.
- _____ 2. Site plan – Drawn accurately to scale showing property lines, the location of all buildings, and the location of parking stalls.
- _____ 3. Floor plan - Drawn accurately to scale showing the location of kitchen, sleeping, and bathroom facilities, entrances, and windows. Label areas to be used for owner-occupancy and short-term rental.
- _____ 4. If the property is not owner-occupied or owner-managed, a signed document demonstrating the owner’s permission to use the premises as a short-term rental, identifying the responsible party, and providing information about business operations of the responsible party.
- _____ 5. Planning review fee of \$100.

Will the responsible party (the owner(s), agents(s), or management company) respond to complaints in-person within one hour? Yes ☐ No ☐

Does the structure to be used for the short-term rental have a Certificate of Occupancy?
Yes ☐ No ☐

Will temporary facilities (camp trailers, travel trailers, recreational vehicles, tents, yurts, or any similar structures) be used for the short-term rental? Yes ☐ No ☐

Number of bedrooms available in the short-term rental? _____

Number of parking stalls (must be in garage, carport, or paved surface): _____

Will exterior signage be displayed? _____

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City Code(s) and that items and checklists contained in this application are minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Codes in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Francis City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, City Council or appointed agents(s) of the City to enter subject property to make any necessary inspections thereof.

I understand that short-term rental permits are non-transferable. If the property is sold, the new owner(s) must apply for a permit if they wish to continue the use. I will inform the City of any change in the responsible party or ownership.

I understand that I am responsible to ensure that occupants and their pets do not create noise or other conditions that are out of character with noise and conditions customarily experienced in the surrounding neighborhood, do not engage in outdoor activities before 7:00 am or after 10:00 pm, and do not violate the Francis City Noise Ordinance.

I agree to not allow occupants to park on the street. I will provide a stall for each vehicle, including trailers, which an occupant brings to the premises. I understand that parking must be within a garage or in the driveway or other paved surface and that parking is prohibited within any landscaped area.

I agree to follow the Signage and Maintenance Standards for short-term rental properties as outlined in the Francis City Code.

I understand that the permit may be revoked if it is found that the conditions upon which the permit was issued no longer are maintained by the property owner, or if the requirements of City Code or the conditions of the permit have been violated.

Signature

Date

Printed Name

Title