



STR Permit # _____

Date _____

SHORT TERM RENTAL CONDITIONAL USE PERMIT APPLICATION

APPLICANTS/PROPERTY OWNER NAME(S) _____

PROPERTY ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE # _____ MOBILE # _____

EMAIL ADDRESS _____ STR SQ. FT. _____

TOTAL ACREAGE OF PROPERTY: _____ CURRENT ZONING: _____

STR LOCATION (circle one): main dwelling/addition above garage basement detached building Other

In order for STR Conditional Use Permit to be complete, a nonrefundable fee of \$150 must be paid and the property owner must certify that the following requirements are met at this property. Please check all items that are in compliance at this time:

- Outside appearance of single-family home shall not be changed from that of a single-family home. A maximum of (1) STR may be allowed in a single-family home.
- Is there an existing Home Occupation (home-based business) on the property? Yes / No
- The apartment contains eating, sleeping, and sanitation facilities separate from the primary dwelling.
- Single family dwelling containing a short-term rental, will remain owner occupied. If a property is owned in a trust, documentation concerning the trust shall be provided to the City.
- One family, as defined and permitted by City Code, will only occupy the STR.
- Short Term Rental does not have separate utilities such as water, gas, electric from main dwelling.
- Parking: Off street parking shall be provided for all short term rental tenant within the unit. No parking spaces may be located within a front or side yard, except within an approved driveway. Tandem parking within a driveway is allowed to meet parking requirements. Tenants shall comply with all City parking regulations of section 5-2-5 of City Code.
- I understand that: Short-Term Rental Conditional Use Permit shall become null and void upon the sale of the single-family dwelling in which it is located, unless a new conditional use permit is applied for and obtained by the purchaser(s) of the single-family dwelling in which said short term rental is located.
- The Short Term Rental will not be sold or detached by deed and only be rented.

- Building Codes: Accessory dwelling units will comply with all applicable building, health, and fire codes at time of approval.
- The portion of home used as an accessory apartment has received a Certificate of Occupancy.

Make all corrections, identified as necessary to comply with International Residential and Building Code requirements, as identified by the building official or his designee. Include safety items required by code such as:

- | | |
|---|---|
| <input type="checkbox"/> Working Smoke detector in each bedroom | <input type="checkbox"/> Carbon Monoxide Detectors |
| <input type="checkbox"/> Ground fault circuit interrupter protected outlet on existing wiring | <input type="checkbox"/> Street addressing as "B" |
| <input type="checkbox"/> Water heater strapped to the wall | <input type="checkbox"/> Handrail going into basement entrance (if applicable) |
| <input type="checkbox"/> Kitchen and bathrooms GFCI outlets | <input type="checkbox"/> Guardrail above basement entrance, minimum 34" above grade level (if applicable) |
| <input type="checkbox"/> Functioning and safe - electrical and plumbing | |

- A Site Plan showing property lines and dimensions, the location of existing buildings, building entrances, proposed additions, location of parking for tenants, and the dwelling is owner occupied.
- A floor plan showing rooms labeled with current and proposed uses is attached.

By signing this application, I acknowledge that I have read and understood the application, ordinances, checklists, etc., associated with this application, and that any and all required information, drawings, plans, and other submittals are included and complete. Furthermore, by signing this application I acknowledge that all submitted information is true and correct, and that the above-described project must comply with and remain in compliance with the requirements of all applicable Cedar Hills City ordinances and standards, including Section 3-1I - (1-9) and 10-5-10 of City code for Short Term Rentals.

I certify that the above information is true and correct. I understand that if the above is determined to be incorrect or incomplete, the City may need to perform an inspection and/undertake zoning enforcement procedures.

_____ \$150.00 Conditional Use Fee Paid

_____ Attached Submitted Site and Floor Plans

Signature: _____ Date: _____

Signature: _____ Date: _____

Office Use only

Received by: _____ Date: _____

Address #: _____ Tax ID: _____



CEDAR HILLS SHORT TERM RENTAL INSPECTION CHECKLIST

- Smoke detector in each bedroom, in the major living areas, each adjacent hallway to a bedroom and one on each floor (the major living area can count for the detector on that floor).
- An operable carbon monoxide detector on each floor install per the manufacture's specifications, when gas appliances are utilized in the structure.
- Handrails are required on any stairs with more than 3 risers.
- Electrical outlets within 6 ft. of all sinks/baths/toilets and all exterior outlets IRC E3902 require GFCI.
- Water heaters/Furnace
 - a) Water heater with approved straps (one strap on the top third and one on the bottom third of the tank).
 - b) Water heater expansion tank must also be supported.
 - c) Proper venting and gas connections and clearances.
 - d) Correct venting and gas/electrical connections.
 - e) Combustible air.
- Emergency egress windows in bedrooms
- Safety ladders available in each second-story bedroom and basement window wells deeper than 44" inches.
- Adequate sanitary facilities.
- One operable fire extinguisher shall be provided in STR Unit.
- Trash shall not be left stored within public view, except in property containers for the purpose of collection by an authorized waste hauler on scheduled trash collection days.
- Short-Term Rental Unit with more than five (5) sleeping rooms, or the ability to sleep more than ten (10) occupants, shall receive written approval from the City of Cedar Hills Building Inspector prior to occupancy of the Short-Term Rental Unit.
- Required Posting in the Short-Term Rental Unit.
 - a) A copy of the Short-Term Rental Business License.
 - b) The name and phone number of the Owner, Local Contact Person or Manager and Local Emergency Contact information.
 - c) The location of all fire extinguishers and emergency exits.
 - d) A list of all rules applicable for the specific Short-Term Rental.
 - e) The maximum occupancy of the dwelling unit and the maximum number of vehicles allowed.
 - f) Trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the property.
 - g) A map showing property boundaries and parking spaces
- Visible Address
- Fire Inspection
- Fire Hazards
- Submitted Floor Plan
- Exit unobstructed
- Breaker box clearance
- Trip Hazards



CEDAR HILLS STR CONDITIONAL USE APPLICATION CHECKLIST

To be completed prior to acceptance of application

Applicants/Owner Name: _____

Complete Application Items:

- The applicant shall Submit the Conditional Use Application to the Planning Department for review.
- Owner Affidavit signed and notarized

Required Information:

- Proof of ownership
- Evidence this property is applicant's primary residence, as defined in Section _____
- Site plan indicating lot lines, location of existing and proposed structures and adequate off-street parking areas contained on the property. (include drawings/photos).
- Proof of compliance with existing CC&Rs associated with the property.
- If proposed Short Term Rental is located within a subdivision with a HOA, the applicant must obtain a letter of approval, in a form acceptable to the City, from the HOA's board.
- Copy of the Short-Term Rental Business License application.
- Floor plan indicating adequate sleeping, eating, and sanitation facilities.
- Pay Conditional Use application fee of \$150.00

Questionnaire:

1. What do you anticipate the maximum occupancy to be? _____
2. How often do you anticipate renting the STR Unit? _____
3. Will you be onsite at all times while STR unit is being rented out? _____
4. How will parking be accommodated (please include site plan)? _____
5. Have you read and understand the attached penalties for non-compliance for STR's? _____ (Initial)

NOTES:

Please refer to Cedar Hills Ordinance 11-16-2021A, Short Term Rental Business License 3-1I- 1, and 10-5-41 for the complete terms of a Short-Term Rental.

Cedar Hills Office Use Only:	
Received by: _____	Date: _____
Address #: _____	Tax ID: _____