



Type I Review

Fee: \$120.00 | File No. _____

VACATION HOME RENTAL APPLICATION

*Regulated by Dundee Municipal Code Chapter 17.203.240

1) Property Description:

Vacation Home Rental Address: _____

Tax Lot _____ Zoning Designation _____

Number of Bedrooms (3 bedrooms or fewer will be processed as a Type I application;
4 and above will be considered a Conditional Use Type III application): _____

Number of On-Site Parking Spaces Provided (A minimum of one per guest room is required): _____

Garbage Service Collection Day (weekly garbage service is required) _____

2) Applicant Information:

A) Owner's Name: _____

Mailing Address: _____

Phone: _____ Email: _____

B) Local Representative Information (Person Responsible for Maintenance and Emergencies):

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

I (We) hereby declare under penalty of perjury under that laws of the State of Oregon that the foregoing information is true, complete, and correct. I (We) understand that providing false information in this application shall be a violation of Section 17.203.240 of the Dundee Municipal Code, and shall be grounds to deny the application, void the approval, enjoin the use, and revoke vacation rental dwelling license issued for the property.

(Owner Signature) (Date)

(Owner Signature) (Date)

The following Standards must be met for use of a dwelling as a vacation rental.

- 1) A minimum of one off-street parking space per guest room must be provided on the site.
- 2) Trash and Recycling Facilities. The applicant shall provide for regular trash collection. Available bins must have adequate capacity for the renters and no uncontained garbage is allowed on the site.
- 3) Pets. Pets shall comply with Dundee Municipal Code Title 6.
- 4) Noise Limits. All activities associated with the vacation rental shall comply with the noise standards in Dundee Municipal Code Chapter 8.28.
- 5) RVs and Other Temporary Shelters. The premises of the vacation rental may not include any occupied recreational vehicle, trailer, tent, or other temporary shelter during the rental occupancy.
- 6) Landscaping. The property shall be landscaped and continuously maintained in good repair in the manner of a permanent residence.
- 7) Nuisances. All activities associated with the vacation rental shall not cause a nuisance as defined in Dundee Municipal Code Chapter 8.16.
- 8) Posting of Information. The applicant shall keep posted a list of information about the vacation rental adjacent to the front door inside the dwelling. At a minimum, the posting shall include the following information:
 - i) The name and contact information for a local contact person responsible for maintenance and responding to emergencies.
 - ii) The current annual vacation rental business license.
 - iii) The contact information for the City of Dundee.
 - iv) Any requirements for the vacation rental to ensure it complies with the code.
- 9) Guest Register. The owner or local representative shall maintain a guest register listing each tenant of the vacation rental along with the number of dwelling occupancy days. The register shall be available for city inspection upon request.

I understand that complaints regarding the use of the vacation rental shall be reviewed by the City Administrator or designee. I also understand that the City will notify the property owner in writing of any corrective action necessary to mitigate the complaint, and the owner shall have 30 days to correct the identified issue. I understand if the City receives two or more unresolved complaints within a twelve month period, the City Administrator may schedule a hearing before the Planning Commission to consider adding additional conditions for mitigation or revoking the vacation rental permit. The owner may appeal the Planning Commission decision to the City Council.

By signing below, you are certifying that you have read and understood the standards listed above.

(Owner Signature)

(Date)

Office Use Only

Business License Application Submitted

Transient Tax Registration Form Submitted

Notice Sent to Property Owner's within 100-feet

Date of Notice _____

Approved _____

Approved with Conditions (Noted on Separate Sheet)

Signed _____ Dated _____