

# City of Alpine Short-Term Rental Special Use Permit Application Checklist

\_\_\_ **Application:** Completed Short-Term Rental (STR) Special Use Permit Application

\_\_\_ **\$350.00 STR Special Use One Time Permit Fee:** Cash, check, or money order payable to the City of Alpine. The permit application fee is non-refundable.

**Method of Payment:** \_\_\_\_\_

\_\_\_ **Fire Inspection Appointment:** The operator will receive a call to schedule

## **Please complete and submit the following attached documents with your application**

1. \_\_\_ **Short-Term Rental Registration Form:** Completed STR Registration Form
2. \_\_\_ **STR Local Representative Certification:** See attachment. Please provide a copy of Driver's License if different from STR owner
3. \_\_\_ **Homeowner's Association Declaration:** See attachment
4. \_\_\_ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete insurance waiver (See attachment). If operator chooses to opt-out of property insurance a General Release of Liability MUST be signed by the operator.

## **Please submit the following documents with your application**

5. \_\_\_ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
6. \_\_\_ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
7. \_\_\_ **Parking Plan Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way
8. \_\_\_ **Driver's License:** Please provide a copy of STR owner's driver's license
9. \_\_\_ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
10. \_\_\_ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
  - A.) The 24-hour contact information of the STR owner or local representative
  - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
  - C.) Emergency and non-emergency telephone numbers for police and fire departments
  - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.