

PART 4. SUPPORTING DOCUMENTS**Please complete and submit the following attached documents with application**

1. ___ **STR Local Representative Certification:** Please provide a copy of Driver's License if different from STR owner)
2. ___ **Homeowner's Association Declaration:** See attachment
3. ___ **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 General Release of Liability waiver (See attachment)

Please submit the following documents with your application

4. ___ **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.
5. ___ **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.
6. ___ **Parking 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
7. ___ **Driver's License:** Please provide a copy of STR owner's driver's license
8. ___ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
9. ___ **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.

Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY

10. ___ Illumination Plan

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ___ Site Application Form B: Application of site plan approval (Section 20, see attached Form "B") The site plan submission shall meet the requirements of Section 20.04 (A)(E) Site Plan Requirements.
12. ___ Letter: Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations

PART 7. ACKNOWLEDGEMENTS

___ All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

___ At least ten (10) before the public hearing for a STR-CUP application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.

___ All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

___ Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

_____ Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council, If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration, Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

_____ All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

_____ After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$100 annual registration fee.

_____ All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

_____ I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

_____ Print Property Owners Name

_____ Property Owners Signature

The State Of _____

County Of _____

Before Me _____ on this day personally appeared _____
(Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

Notary in And for State of Texas

_____ Print Property Owners Name

_____ Property Owners Signature

The State Of _____

County Of _____

Before Me _____ on this day personally appeared _____
(Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

Notary in And for State of Texas