



SHORT TERM VACATION RENTAL PERMIT APPLICATION

Owners Property Information

Address of Rental Property: _____ Parcel Number: _____

Owners Information

Name: _____ Cell Phone #: _____

Address: _____

Email Address: _____

Managers Information (if different from above)

Name: _____ Cell Phone #: _____

Address: _____

Email Address: _____

I have read the Short-Term Rental Ordinance.

Signature: _____ Date: _____

YOU MUST ATTACH THE FOLLOWING:

Permit Fee: \$100.00

Floor plan of rental unit.

Aerial of property showing property lines, garbage receptacles and parking

Proof of notification to property owners within 350 feet of rental.

Copy of required posted notice.

Proof of liability insurance.

City Use Only

Approved

Denied

Signature: _____ Date: _____

REQUIRMENTS WITHIN THE CITY OF CARLTON:

Registry Required: Every permittee within the City of Carlton shall keep a register containing the following information for each person who stays at the short-term rental and shall maintain such register for a period of eighteen (18) months. The owner or registered agent shall make the list available to City staff and/or law enforcement upon request.

1. Name;
2. Address;
3. Vehicle year, make, model, color;
4. License plate;
5. State in which the vehicle is registered;
6. Date of arrival;
7. Date of departure;
8. Number of guests

Standards:

- The main rental contact/person renting from the permittee must be a minimum of 21 years of age.
- The occupancy limit will be determined by the City Building Official. The total number of guests, registered or unregistered cannot exceed double the occupancy limit the property is licensed for.
- Prior to the issuance of a short-term rental permit, the permittee shall notify all owners of property within 350 feet of the permitted short-term rental involved in the application. This notice shall be in writing and contain the location of the short-term rental the contact information for the permittee and the permittee's designated secondary contact.
- The permittee or designated secondary contact must be able to be onsite and respond to any complaints within thirty (30) minutes of notification, regardless of the time of day.
- Garbage, refuse, or recycling shall be stored completely enclosed within designated containers. The owner or operator of the rental unit shall provide sufficient trash storage containers and services to accommodate the demand of the occupants.
- Insurance. The licensee must provide proof of sufficient and suitable property insurance with the license application and must be able to confirm that the coverage remains in place within 24 hours of a request by the city.
- Outdoor signage is not allowed.
- All short-term rentals shall comply with any and all Federal, State, and/or local laws, including without limitation all zoning requirements.

Parking: All tenants and guests must comply with City parking regulations, including seasonal on-street and off-street parking regulations along with County regulations for short term rentals.

Noise Standards. For short-term rentals, outdoor amplified sound that can readily be heard by surrounding property owners shall be prohibited between the hours of 10:00 p.m. and 8:00 a.m.

Pets: Pets must be on a leash or in a fenced yard at all time. Continual nuisance barking by unattended pets is prohibited.

Each Vacation Property must have a property information handbook available to the renters that includes the following information: name and phone number for owner, local emergency information, maximum overnight occupancy, maximum number of non-overnight occupants, pet policy, plan for garbage and recycling, parking information, property rules for the use of outdoor features, such as decks, fire pits, etc.

Short-Term Rental Permit must be renewed annually and expires upon sale or transfer of property.