



Community Development Land Use Application

Mailing: 989 Broadway Seaside, OR 97138
Location: 1387 Avenue U. Seaside, OR 97138

E-mail: cdadmin@cityofseaside.us
Office: (503) 738-7100

Property Information:					
STREET ADDRESS OR LOCATION OF PROPERTY					
ZONE	OVERLAY ZONE	TOWNSHIP	RANGE	SECTION	TAX LOT(S)

Owner:	Applicant/Representative Other than Owner:
NAME	NAME OF APPLICANT / REPRESENTATIVE
ADDRESS	ADDRESS
PHONE	PHONE
EMAIL	EMAIL
SIGNATURE	SIGNATURE

Proposed Use:

Existing Use:

Site Plan:

Please attach a site plan of the property showing lot dimensions, sizes, and locations of all existing and proposed structures. The site plan must show the structure's setbacks to all property lines as well as access to the site and the parking area layout. Site plans must be drawn to scale and show the needed information pertinent to the request. Parking Maps for VRDs must have scaled dimensions showing the location of required 9'x18' car spaces.

Specific of Request:			
Conditional Use	Non-conforming	Subdivision	Zoning Code Amendment
Landscape/Access Review	Planned Development	Temporary Use	Zoning Map Amendment
Major Partition	Property Line Adjustment	Vacation Rental	Appeal
Minor Partition	Setback Reduction	Variance	

For Office Use Only	
Application Received:	File Number:
Application Deemed Complete:	120-Day Decision:
Staff Decision (Type 1)	PC Decision (Type 2)



Community Development

Transient Rental Condo

1. Please describe, in detail, your specific request.
2. Condominium Name: _____ Unit Number: _____
3. Total number of off-street parking spaces:
 - a. TRCs are required to have a minimum of two parking spaces (each space must be 9ft x 18ft)
4. Do any owners of the subject property have ownership in any other short-term rentals? Yes No
If yes, what city/state are they located in?
5. Who will be the local contact for this TRC?

Name	Address	24-hr Phone
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6. Attach scale drawings of your site plan, floor plan, and parking map.

In addition to being governed by the regulations established by the condominium association or other applicable city ordinances, the short-term (less than 30 days) transient rental will be expected to meet the following requirements:

- a. Prior to any rental, the unit must pass a vacation rental inspection performed by the Seaside Community Development Department (503) 738- 7100. This inspection is subject to a \$40.00 fee provided no more than one reinspection is necessary to document compliance.
- b. The transient rental of the unit must remain incidental and accessory to the primary residential use by the owner(s).
- c. The short-term rental will be professionally managed by a single person or company that will be responsible for responding to any issues that may arise from the transient use of any unit. The name, address, and twenty-four-hour contact information for the manager must be posted in the unit, provided to the City, and mailed to the condominium homeowner's association. This information must be kept current and any additional unit rentals in the condominium will be required to provide common management.
- d. The unit will have a maximum transient occupancy of not more than 6 individuals over the age of three. The business license with the occupancy listing must be posted in a conspicuous location inside the front door along with Good Neighbor Rules of Conduct. It is the owner's responsibility to ensure the renters are aware of these

limitations. The City has a standard example of Good Neighbor Rules; however, the owner or homeowner's association may wish to develop their own standard posting.

- e. The owner shall post or otherwise provide a tsunami evacuation map in a conspicuous location within the unit. The City requires that a NOAA weather radio, with automatic alert capabilities, be permanently affixed in a central part of the VRD along with an informational sheet that summarizes the warning capabilities of the radio in the event of a distant tsunami.
- f. Transient renters must be instructed where to park on the common property and advised they are required to park in these spaces. On-street parking must be avoided in order to reduce potential traffic congestion and impacts in the surrounding area.
- g. Transient rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection. Weekly solid waste pickup is required during all months.
- h. It is the homeowner's responsibility to ensure that the transient rental unit remains in substantial compliance with any applicable Oregon State requirements for Health, Safety, Building, Fire Codes, Traveler's Accommodation Statutes, and the Uniform Housing Code.
- i. The transient rental is subject to the City's transient room tax ordinance and the applicant's business license must be renewed each year in January. If the business license is not renewed annually or the transient room tax payments are thirty (30) days past due, the business license may be revoked unless a written extension is granted by the Finance Director.
- j. The unit owner is aware that establishing a pattern of problems, or mismanagement will be brought to the attention of the homeowner's association for appropriate action. If the issues persist without reconciliation, the incompatibility of the transient rental could ultimately be recognized by the City as an un-enumerated nuisance subject to abatement and/or citation procedures under city ordinance. It is in all parties' best interest to ensure the transient rental remains compatible with all the surrounding units and the neighboring properties. These requirements are intended to reduce potential adverse impacts caused by any future transient rental of the condominiums, avoid any confusion over regulating transient use of the unit, and reduce the potential risk of impacting on-street parking in the general area.

The applicant has answered these questions truthfully and to the best of their knowledge and the applicant understands that omitting information on this application could be grounds for denial of their request for a TRC business license.

Applicant Signature: _____

Date:

Printed Name: