



Clatsop County Community Development

800 Exchange Street, Suite 100

Astoria, OR 97103

Phone 503-325-8611 FAX 503-338-3666

www.co.clatsop.or.us comdev@co.clatsop.or.us

ARCH CAPE SHORT TERM RENTAL PERMIT PROCESS

A PERMIT IS NEEDED:

Effective May 12, 2004, Clatsop County began requiring approval of a revocable permit for the short term rental (up to 30 consecutive days) of any residential property in the Arch Cape Rural Community Residential Zone. Owners of short term rentals must also comply with the requirements of the Clatsop County Transient Room Tax Ordinance 90-7.

“Rental” is defined as an agreement granting the use and possession of a residence to a person or entity, not to exceed the maximum occupancy of the residence as defined in Section S3.474 of Ordinance 03-13.

Use of a short term rental by the property owner of record, as listed in the Clatsop County Assessor’s records, is not considered to be a “rental” under Ordinance 03-13.

Rental of a short term dwelling unit is limited to either a minimum of seven nights or, if fewer than seven nights, to no more than one rental within a seven-night period.

“Rented” is defined as granting the use and possession of a residence to one or more persons in exchange for considerations valued in money, goods, labor, credits, property or other consideration valued in money, without deduction pursuant to Ordinance 03-13.

APPLICATION PROCESS:

Submit a complete application packet to the Clatsop County Community Development Department, including the following:

- **Arch Cape Short Term Rental Application:**

All property owners and designated agents must sign the application form.

- **List of Owners:**

Property ownership is defined as all individuals listed in the Clatsop County Assessor’s records. If the Assessor’s records indicate more than two owners, a list of all owners, including names, contact information (addresses, phone numbers, etc.) and signatures, must be attached to the application.

- **Home Inspection Form and Scaled Site Drawing:**

An inspection must be completed by an Oregon Certified Home Inspector. The county’s form must be used and submitted in its entirety. Home inspection certificates are valid for five years or until modifications requiring a building permit are made to the dwelling, whichever comes first.

- **Scaled Site Drawing:**

The drawing must indicate property lines and include all buildings, garage spaces, driveways and any off-street parking spaces. It does not need to be the quality of a formal “engineering drawing”, but does need to be to scale.

- **Transient Room Tax Registration Form:**

Form must be completed, signed and returned along with the application.

- **\$111.00 Permit Fee:**

Payment may be made in cash (if in person), by check payable to Clatsop County Community Development Department, or by credit card. Payment must accompany the application.

Forms, instructions and information are available Monday through Friday 8:00 a.m. to 5:00 p.m., except holidays, by contacting:

Clatsop County Community Development Department
Land Use Planning Division
800 Exchange St., Suite 100
Astoria, OR 97103
Phone: (503) 325-8611 Fax: (503) 338-3606
E-mail: comdev@co.clatsop.or.us

A complete application packet is required for each rental property and may be submitted in person or by mail to the above address. Applications are usually processed within two weeks of receipt, but can take longer, depending upon volume.

Permits are valid for a maximum of 12 months, and are valid through June 30th of each year. Original permits will be mailed to the first owner listed on the application form unless a written request is submitted indicating:

- the permit should be mailed to the agent indicated on the application
- the permit will be picked up in person. Please include contact information so that staff can notify that the permit is ready for pick-up
- other arrangements for delivery of the permit

REQUIREMENTS - All Short Term Rentals **Must** Meet These Standards:

- Short Term Rentals are restricted to no more than one rental within a seven (7) night period, including the first night of the rental and the following six consecutive nights.
- All applicable county room taxes shall be paid pursuant to County Code Chapter 39.
- Maximum occupancy for each short term rental unit is calculated on the basis of two people per sleeping room plus an additional four people, up to a maximum of 14 people.
- Each sleeping room must be a fully enclosed habitable space with a heat source and an exterior exit that opens directly to the outside or an emergency escape/rescue window. Staff will make a final determination on the number of qualified sleeping rooms based on the information provided in the Home Inspection Report as defined in Section 3.474(3).
- There must be one functioning smoke detector in each sleeping room, with a minimum of two functioning smoke detectors in each dwelling unit. There must be one functioning fire extinguisher at each exit.
- On April 1, 2011 the State adopted a permanent rule amending the 2008 Oregon Residential Specialty Code, and the 2010 Oregon Structural Specialty Code. The code amendments require carbon monoxide alarms to be installed in all rental properties
- Exterior doors must be operational. All passageways to exterior doors must be unobstructed.
- The house number must be visible from the street.
- Electrical systems must be serviceable with no visual defects or unsafe conditions.
- All fireplaces, fireplace inserts or other fuel burning heaters and furnaces must be vented and properly installed.

PARKING: County staff will determine the number of parking spaces that meet the standards of Section 3.474(4) based on the information in the Home Inspection Report.

- Off-street parking must be used if physically available and must comply with S2.200-S2.210 applicable to single family or two family dwellings.
- On-street parking may be used only if off-street parking spaces are not physically available. Parking is "physically available" if a garage or driveway can be emptied or materials removed to allow for parking. The property owner is required to clear the garage and driveway to provide off-street parking.

- The owner must notify every renter in writing of the parking requirements and must advise the renter where the off-street parking spaces serving the unit are located. If on-street parking must be used, the renter is required to use the parking along the frontage of the rental unit.

GARBAGE REMOVAL must be provided weekly during rental periods. Garbage containers must be secured with tight-fitting covers at all times. Garbage containers must be placed in a space not clearly visible from the street except between 5:00 a.m. the day prior to pick-up and 5:00 p.m. the day of pick-up. The owner must notify every renter in writing of garbage pick-up schedules.

DISPLAY OF PERMIT SIGNS (S3.475 Conformity Required)

- The “Display of Permit” sign is supplied by the Community Development Department and must be prominently and permanently displayed inside, near the front entrance of the short term rental unit. The owner/agent is responsible for posting the sign in the required location.
- The County will provide copies to property owners within 100 feet of the rental.
- The County may require additional information or standards.

COMPLIANCE, INVESTIGATIONS, HEARINGS AND PENALTIES:

- Owners of short term rental units must obey all applicable ordinances and regulations of Clatsop County and are subject to the enforcement and penalty proceedings contained in the applicable County Ordinances.
- Any property owner who operates a short term rental in violation of this section is subject to the abatement and penalty provisions of ORS 203.065, 203.810, and ordinances adopted under the Clatsop County Charter. The enforcement provisions of Clatsop County Code Compliance Ordinance, Section 38 also apply, except where modified by this section.

If there is a problem, these are the steps:

- The complaining party notifies the contact person designated on the permit of the alleged violation and outlines the desired remedy.
- The contact person promptly responds and fixes any situation or problem.
- If the response is not satisfactory, the complaining party can file a complaint with Clatsop County. Complaints must be submitted in writing and include a description of the alleged violation as well as the time, date and nature of the alleged violation.
- The property owner must allow the County to inspect any records related to the short term rental dwelling unit upon request.

The County can initiate enforcement under Section 38 of the Clatsop County Code. After conducting its own investigation, the County options are:

- Take no action on the request for the revocation of the short-term rental permit
- Attach conditions to the existing short-term rental permit
- Require a new Home Inspection Report under S3.473.3
- Suspend the short-term rental permit
- Revoke the short-term rental permit; and/or prohibit an owner from obtaining a short term rental permit for a period of up to five (5) years

Anyone dissatisfied with the County’s enforcement decision may appeal and seek a hearing in front of the Clatsop County Hearings Officer.

If a permit is revoked, the owner cannot obtain a short term rental permit prior to one year from the date of revocation.

Any property owner found in violation of the provisions of this ordinance will be required to reimburse Clatsop County for the costs of enforcement including reimbursement of staff time, investigation costs, mailings, service fees, mileage and other costs related to the investigation and prosecution of the violation in question.



ARCH CAPE SHORT TERM RENTAL PERMIT APPLICATION

Clatsop County Community Development – Land Use Planning

800 Exchange Street, Suite 100, Astoria, Oregon 97103

Phone: (503) 325-8611 Fax: (503) 338-3606

comdev@co.clatsop.or.us www.co.clatsop.or.us

Effective May 12, 2004, Clatsop County requires approval of a revocable permit for short term (up to 30 consecutive days) rental of residential property in the Arch Cape Rural Community Residential Zone. These rentals are limited to either a minimum period of seven nights or, if fewer than seven nights, then to no more than one rental within a seven (7) night period. These permits are processed and reviewed similar to a Type 1 Development Permit.

INSTRUCTIONS TO APPLICANT – COMPLETE THIS FORM – PLEASE PRINT CLEARLY

- Attach a completed Home Inspection Report and scaled drawing showing property lines and, including all buildings, garage spaces, driveways and any off street parking. Required for new applications or every five years for renewal applications.
- Attach completed Transient Room Tax Registration form. Attach a list, with signatures, of all owners if more than two.
- Attach instructions regarding delivery of permit if it is to be mailed to someone other than the first owner listed in our records.
- Review "Applicant's Statement" on the back of this form. Check that all information and signatures have been provided.

INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED OR PROCESSED

Property Address _____

Township _____ Range _____ Section _____ Tax Lot _____

Applicant Name _____ Email _____

Mailing Address _____ City State Zip _____

Phone: Daytime _____ Evening _____ Cell _____

Use additional sheets of paper for more than two property owners.

¹Owner Name _____ Email _____

Mailing Address _____ City State Zip _____

Phone: Daytime _____ Evening _____ Cell _____

Signature: _____ Date: _____

If the property owner does not sign this application, a letter authorizing signature by the applicant must be attached.

²Owner Name _____ Email _____

Mailing Address _____ City State Zip _____

Phone: Daytime _____ Evening _____ Cell _____

Signature: _____ Date: _____

If the property owner does not sign this application, a letter authorizing signature by the applicant must be attached.

How will you inform renters in writing of the regulations and location of parking:

How will you inform renters of garbage removal? _____

PARTY RESPONSIBLE AND AUTHORIZED TO ACT TO PROMPTLY REMEDY ANY COMPLAINTS:

Agent/Manager Name _____ Email _____

Mailing Address _____ City State Zip _____

Phone: Daytime _____ Evening _____ Cell _____

I have read and understand the APPLICANT'S STATEMENT (See Reverse) and agree to abide by the terms.

I have met and will continue to comply with the standards under this ordinance.

Applicant Signature _____ Date: _____

ARCH CAPE SHORT TERM RENTAL APPLICANT STATEMENT

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1. I declare that I am the legal owner of subject property or an authorized agent of the legal owner of record. I will obtain all necessary permits and complete any modifications required renting the subject property for a short term rental. All statements in this application are true and accurate to the best of my knowledge. I understand that if a permit is issued based on false statements, or it is determined that I have failed to fully comply with all requirements that are part of this permit, any permit approval may be revoked.
2. I will at all times fully abide by all State, Federal and local laws, rules and regulations governing my activities conducted or planned pursuant to this permit.
3. As a condition for issuing this Arch Cape Short Term Rental Permit, I agree to hold Clatsop County harmless from and indemnify the county for any liability that might arise from short term rentals of this property and for any and all claims, damages, actions, causes of action or suits of any kind or nature whatsoever, which might result from the undersigned's failure to fully abide by any of the requirements in Clatsop County Ordinance No. 03-13 and/or any other applicable law.
4. **WAIVER OF VESTED RIGHTS DURING APPEAL PERIOD FOR ZONING AUTHORIZATIONS.** The issuance of a short term rental permit by the Clatsop County Community Development Department Director may be appealed within twelve (12) calendar days of issuance. I understand that the issuance of a permit may be reversed on appeal. I further understand that actions taken by me during the appeal period shall be at my own risk. I agree that Clatsop County is not responsible for consequences or damages in the event that the issuance of a permit is reversed in appeal.
5. I am aware that my failure to abide by Clatsop County ordinances may result in revocation of this permit or enforcement action by the County and that enforcement action may result in revocation of this short term rental permit.
6. I understand that a change in use is not authorized under this permit and may require a new Arch Cape Short Term Rental Permit. (Check first with the Clatsop County Community Development Department).
7. I understand that any modifications to the dwelling that require a building permit also require a new inspection by a Certified Home Inspector and a new Arch Cape Short Term Rental Permit. (Check first with the Clatsop County Community Development Department).



ARCH CAPE HOME INSPECTION FORM

Clatsop County Community Development – Land Use Planning
800 Exchange Street, Suite 100, Astoria, Oregon 97103
Phone: 503 325-8611 Fax: 503 338-3606
comdev@co.clatsop.or.us www.co.clatsop.or.us

Pursuant to Ordinance 03-13 adopted February 11, 2004, by the Clatsop County Board of Commissioners and effective May 12, 2004, an Oregon Certified Home Inspector, as defined by ORS 701.005(4), shall complete a visual home inspection. This form shall be completed by the home inspector and submitted to Clatsop County Community Development at the time the owner or agent makes an initial application for a Short Term Rental Type I Permit, or every fifth year that the permit is renewed.

This report must be completed by an Oregon Certified Home Inspector, per Oregon requirements
Contact the Oregon Construction Contractors Board Home Inspection Division at (503) 378-4621 for information

THIS FORM MUST ACCOMPANY A COMPLETED PERMIT APPLICATION (NEW OR RENEWAL)
PLEASE PRINT CLEARLY

Applicant name _____

Situs Address _____ Legal Description T _____ R _____ S _____ Tax Lot _____

The Home Inspector shall complete the following checklist based on a visual inspection of the building's interior.

1. SLEEPING ROOMS: The Home Inspector's report is used to determine the number of sleeping rooms. Each sleeping room shall be in a fully enclosed habitable space with a heat source and shall have an exterior exit that opens directly to the outside, or an emergency escape or rescue window.

Circle the number of rooms that qualify: 1 2 3 4 5 6 7 Please indicate the number here _____

Attach a simple drawing that shows the interior layout and the location of the qualifying exits.

Comments: _____

2. FIRE DETECTION: There must be one functioning smoke detector/CO monitor in each sleeping room, with a minimum of two functioning smoke detectors in each dwelling unit and one functioning fire extinguisher at each exit.

Yes No Number of functioning Smoke Detectors _____ Fire Extinguishers _____ CO Monitors _____

If no, explain _____

3. Exterior doors are operational. All passageways to exterior doors shall be clear and unobstructed.

Yes No If no, explain _____

4. Electrical systems are serviceable with no visual defects or unsafe conditions.

Yes No If no, explain _____

5. All fireplaces, fireplace inserts or other fuel burning heaters and furnaces are vented and properly installed.

Yes No None If no or none, explain _____

6. PARKING: The home inspection must determine the number of off-street parking spaces. **Include with this report a scaled site plan** of the property lines and buildings and that includes garage spaces, driveways and any other off street parking spaces.

List the number of on-site spaces that can be made available _____

Inspection Company _____ Inspection Date _____

Inspector Name _____ CCB# _____

Address _____

Phone _____ Cell _____ Email _____

Inspector Signature and Date _____

Additional Comments _____

Department Use Only- Number sleeping rooms listed _____ x 2 _____ + 4 = Total capacity _____ (not to exceed 14) Parking on site _____ offsite _____