

City of Carlton
191 E. Main St.
Carlton, OR 97111
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www.ci.carlton.or.us



Vacation Rental Dwelling Permit

A vacation rental dwelling is a dwelling unit that is rented, or available for rent on a daily or weekly basis. Single family dwellings may be used as a vacation rental dwelling in the following zones, upon obtaining a vacation rental dwelling permit: Residential Low Density (R-1), Manufactured Home (MH), Mixed Density (MX), Residential Medium Density (R-2) and Residential Medium-High Density (R-3). A duplex may be used as a vacation rental in the R-1, R-2, R-3 and MX zones subject to receiving conditional use permit approval.

Application Process

Carlton Development Code (CDC) Chapter 17.125* describes the vacation rental dwelling approval process and the requirements for vacation rental dwellings. The City Planner reviews single family vacation rental requests and makes a recommendation to the City Manager on whether or not to approve the application. The City Manager may approve the application if no objections or complaints are received regarding the proposed use of the property as a vacation rental dwelling and the application complies with the vacation rental dwelling standards found in CDC Section 17.125.010 (see attached application form). The City Manager's decision may be appealed to the Planning Commission by filing an appeal application within twelve (12) days of the written notice of decision.

If the city receives one or more written objections to the vacation rental dwelling, the Planning Commission conducts a public hearing to review the request and makes a final decision on whether or not to approve the application. The Planning Commission's decision may be appealed to the City Council by filing an appeal application within ten (10) days of the written notice of decision.

Application Requirements

To request a vacation rental dwelling permit, there shall be submitted to the City Recorder:

____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

____ Application filing fee

Permit Issuance

A vacation rental permit shall be issued in the name of the property owner and is not transferable. The permit shall terminate and be deemed void when the permit holder sells or transfers the property occupied or rented as a vacation rental dwelling.

* The Carlton Development Code is available online at: www.ci.carlton.or.us/municode

Vacation Rental Dwelling Application

City of Carlton

Docket No.: _____
Date: _____
Fee: _____
Receipt No.: _____

Applicant: Name _____
Mailing Address _____

Phone _____ Email _____

Title Holder: Name _____
Mailing Address _____

Location: Street Address _____
Tax Lot Number _____ Map _____

Description: Comprehensive Plan Designation: _____
Current Zoning: _____ Number of Bedrooms _____

Describe the proposed vacation rental dwelling:

SUBMITTAL REQUIREMENTS:

Subsection 17.125.010 of the Carlton Development Code specifies the following standards and restrictions for vacation rental dwellings. Applicants must respond to the standards and restrictions, which are as follows (use additional pages if necessary):

1. Will the use of the dwelling as a vacation rental create any offensive noise, smoke, dust, litter or odor noticeable at or beyond the property line?

2. The use of the dwelling as a vacation rental shall not adversely affect the residential character of the neighborhood. Describe any affects the vacation rental dwelling will have on the surrounding neighborhood.

3. Will use of the dwelling as a vacation rental create an excessive generation of traffic?

4. How many off-street parking spaces will be available for the vacation rental dwelling? (One off-street parking space shall be provided for each bedroom in the dwelling unit, but in no event shall less than two spaces be provided for each dwelling unit.)

5. Will the use of the dwelling as a vacation rental result in any changes to the front and side yard areas? How will the lot be landscaped and maintained?

6. Is the dwelling provided with receptacles for the deposit of garbage and subscribed to a solid waste collection service?

7. Have you obtained a business registration license for the vacation rental dwelling from the City of Carlton?

8. Do you plan to install any signs for the vacation rental dwelling? If so, please provide a description of the sign, including the proposed size, location, height, type of sign and whether or not the sign will be illuminated. For more information on residential sign requirements see Carlton Development Code Section 17.80.060.

9. Please provide the name, address, and phone number of the local representative who will serve as the initial contact person if there are questions or complaints regarding the operation of the dwelling for vacation rental purposes. The local representative must permanently reside within the City of Carlton or be a licensed property management company with a physically staffed office within ten (10) vehicular miles of the City of Carlton. The local representative must respond to complaints in a timely manner to ensure the dwelling complies with the standards for vacation rental dwellings and other city ordinances pertaining to noise, disturbances, nuisances, as well as state laws pertaining to the consumption of alcohol, or the use of illegal drugs.

10. Has the following information been posted within the vacation rental dwelling adjacent to the front door?
- a. The name of the local representative and a telephone number where the representative may be reached;
 - b. The telephone number and web site address of the City of Carlton and the Carlton Police Department;
 - c. The maximum number of occupants permitted to stay in the dwelling;
 - d. The maximum number of vehicles allowed to be parked on the property;
 - e. The number and location of off-street parking spaces; and
 - f. The solid waste collection day.

ATTACHMENTS:

The following attachments must accompany the vacation rental dwelling application:

- _____ A site plan drawn to scale. The site plan must include the following information (if applicable): existing and proposed structures, driveways and vehicular circulation, parking, and landscaping.

- _____ The names and addresses of all property owners within 100 feet of the site boundaries, as shown on the last preceding tax roll of the Yamhill County Assessor. Note: A list of property owner names and addresses within 100 feet of the property may be obtained from a title company or the Yamhill County Assessor Department located at: 535 NE 5th Street, Room 42, McMinnville, OR. Phone: (503) 434-7521

- _____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

Land use planning fees ("fees") are an estimate of the costs necessary to process land use applications. Fees include, but are not limited to, preparation of required public notices, staff reports and decisions, and are inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. Fees must be paid at the time of application.

If there are any funds remaining after the project is complete, the applicant will receive a refund for the balance. Alternatively, if the application fee is exhausted before the project is complete, the project will be billed monthly for any additional costs until all land use stages are finished.

Please note that contracted service provider fees are subject to change and may include the fees of their hired staff. For current contractor fees, please call the city at 503-852-7575.

By reading and understanding the above information, I acknowledge the terms of the land use fee agreement as outlined above. Failure to comply with the fee agreement will result in the rejection of the application.

Applicant Signature

Date