

CITY OF NEWPORT VACATION RENTAL AND BED AND BREAKFAST
BUSINESS LICENSE ENDORSEMENT



PLEASE PRINT OR TYPE – COMPLETE ALL BOXES

Property Owner Name(s):	Designated Contact Name(s): <i>If other than owner</i>
Owner Mailing Address:	Contact Mailing Address: <i>If other than owner</i>
Owner Telephone No.:	Contact Telephone No.: <i>If other than owner</i>
Email:	Email:

Vacation Rental or Bed and Breakfast Building/Property Information

Street Address:	RESIDENTIALLY ZONED PROPERTIES ONLY(<input checked="" type="checkbox"/> TO CONFIRM)
Gross Floor Area (sq. ft.): Bedrooms:	At least 50% of front yard is landscaped: <input type="checkbox"/>
Shared Access (Y/N): _____ <i>(If yes, attach consent from other owners)</i>	Less than 50% of front yard landscaping is impervious surfaces (decks, patios, etc.): <input type="checkbox"/>
Off-Street Parking Spaces:	At least 40% of the total property is landscaped: <input type="checkbox"/>

Pre-Existing Vacation Rental and Bed and Breakfast Facilities

Date Established:	Permit No. <i>(if applicable)</i> :
THE FOLLOWING ALTERNATE STANDARDS SUPERSEDE THOSE OTHERWISE LISTED ON THIS FORM AND TRANSFER UPON SALE OF THE UNIT	
Maximum Overnight Occupancy:	Landscaping:
Required Off-Street Parking:	Shared Access:

Conditional Use Approval Granting Relief from an Endorsement Standard

The Newport Planning Commission may authorize a conditional use permit that grants relief from or provides alternatives to the standards incorporated in this form. If a conditional use permit has been granted please identify the permit number in the space provided and attach a copy of the final order.

Permit No. <i>(if applicable)</i> :

ATTACHMENTS

The following information must be included with the completed endorsement form:

- A. Site plan, drawn to scale, showing the dimensions, property lines, existing buildings, landscaped area, and off-street parking locations;
- B. Lincoln County Assessor’s map showing the subject property and notification area; and
- C. Names and addresses of property owners within 200’ of the subject property (or outline of property that is held in common), as shown in the records of the County Assessor. If the property is within a Homeowners Association, then contact information for the Association shall also be provided.
- D. Fee in the amount of \$134 per dwelling unit. This amount covers an initial inspection by the Building Official. The fee for each subsequent Building Official inspection shall be \$79.

ACKNOWLEDGEMENT

I/We, the owners of the subject premises, hereby acknowledge that we have provided the requested information, have read and agree to adhere to the general terms set forth on the back of this document, and understand that failure to abide by these terms may result in the suspension or revocation of this endorsement.

_____ Property Owner(s)

FOR OFFICE USE ONLY			
Endorsement No.: _____	Date Received. ____ / ____ / ____	Received By: _____	Fee Amount: _____
Zoning: _____	Building Inspection Completed: <input type="checkbox"/>	Inspection Date: ____ / ____ / ____	Inspector: _____
Date Issued: ____ / ____ / ____	Date Notice of Approved Endorsement Mailed to properties within 200': ____ / ____ / ____		

GENERAL TERMS

- A. This endorsement for a vacation rental or bed and breakfast use is specific to the owner of the dwelling unit. When the holder of an endorsement sells or transfers the real property, the new owner shall obtain an endorsement before using the dwelling unit as a vacation rental or bed and breakfast facility;
- B. This vacation rental or bed and breakfast endorsement shall remain in effect so long as a valid business license is maintained for the rental use and the property is not sold or transferred;
- C. Maximum overnight occupancy shall be two (2) persons per bedroom, plus two additional persons per property;
- D. The maximum number of individuals permitted within a vacation rental or bed and breakfast is subject to the limitations of the Uniform Fire Code (currently 1 person for every 200 sq. ft. G.F.A.) or such other provisions of said code as may be applicable;
- E. One (1) off-street parking space must be provided per bedroom that is dedicated to the vacation rental or bed and breakfast use. The location and design of parking spaces shall comply with Newport Municipal Code Section 14.25, and designated spaces shall be available at all times to guests;
- F. Weekly solid waste disposal service shall be provided while the dwelling is occupied for vacation rental or bed and breakfast use. Owner or designee shall provide for regular garbage removal from the premises and trash receptacles shall be stored or screened out of plain view of the street;
- G. For vacation rental and bed and breakfast uses situated on individual lots or parcels in residential zones, at least 50% of the front yard and 40% of the total area shall be maintained in landscaping. No more than 50% of the front yard landscaping may be impervious surfaces, such as patios and decks. Driveway and parking areas shall not satisfy any portion of these landscaping requirements;
- H. Owner or designee shall maintain a guest and vehicle register for each tenancy. The register shall include the name, home address, and phone number of the primary tenant; the total number of occupants; vehicle license plate numbers of all vehicles used by the tenants, and the date of the rental period. This information shall be provided to City emergency responders upon request;
- I. Owner or designee shall maintain on file with the City the name, telephone number, mailing address and email address (if available) of a contact person responsible for responding to questions or concerns regarding operation of the vacation rental or bed and breakfast. The contact person or designee must accept calls on a 24 hour basis and respond to inquiries from a tenant, complainant or the City within 24 hours. For the purpose of this subsection "respond" means an attempt to contact the person or persons that made the inquiry to address their questions or concerns;
- J. Owner or designee shall provide information within the dwelling unit to inform and assist renters in the event of a natural disaster, power outage, or other emergency. Required information includes, but is not limited to:
 - (1) A tsunami evacuation map produced by Lincoln County Emergency Services, Oregon Department of Geology and Mineral Industries or other agency with similar authority.
 - (2) Phone numbers and addresses for emergency responders and utility providers.
 - (3) Other information as established by resolution of the City Council;
- K. Noise levels shall conform to the requirements of Chapter 8.15 of the Newport Municipal Code, which limits nighttime decibel levels at the property boundary to 50 dBA for residential areas and 55 dBA for commercial areas;
- L. A copy of the business license endorsement shall be located within the vacation rental or bed and breakfast and its location shall be posted inside the dwelling unit's primary entrance. In addition to the endorsement, such information shall include occupancy limits; a phone number and address for the designated contact; a diagram of the premises with parking locations; the maximum number of vehicles that can be parked on-site; instructions for trash pick-up, storage and recycling; emergency information; and the noise limitations of Section 8.15.015 of the Newport Municipal Code. This information shall be maintained and current at all times;
- M. Signs shall conform with applicable provisions of Title X of the Newport Municipal Code; and
- N. Owner shall adhere to the room tax requirements of Chapter 3.05 of the Newport Municipal Code.