

Today's Date: \_\_\_\_\_

PERMIT NO.: \_\_\_\_\_



## DEPARTMENT OF COMMUNITY DEVELOPMENT

200 North Second Street, Saint Charles, MO 63301

636-949-3227 FAX 636-949-3557

### SHORT TERM RENTAL PERMIT APPLICATION

Property Address: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Owner Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

Area of home to be rented:  Entire Home      Number of rooms: \_\_\_\_\_ Rental inspection completion date: \_\_\_\_\_  
 Individual Room(s)

#### Short Term Rental Regulations (Initial next to each):

- The owner or local contact shall use reasonably prudent business practices to insure that the occupants and/ or guests of a short term rental property do not create unreasonable noise or disturbances, engage in disorderly conduct or violate any applicable law, ordinance, rule or regulation pertaining to the use and occupancy of the short term rental property.
- No structure other than the primary residence may be used as a short term rental and no meals may be provided as part of the short term rental.
- No amplified or reproduced sound shall be used outside or audible from the property line of any short term rental property between the hours of 10: 00 p.m. and 10:00 a. m.
- No short term rental property shall be rented more than one time between the hours of 6:00 p.m. and 6:00 a.m.
- On-site parking for transients of a short term rental property shall be allowed on approved driveway, garage and/or carport areas only.
- Prior to the rental of a short term rental property, the owner shall:
  - a. Obtain through positive identification by driver's license or passport the contact information of all transients, including the name, permanent address, telephone number and emergency contact for each person to occupy the short term rental property.
  - b. Require the transient to execute a formal acknowledgement that he or she is legally responsible for compliance by all occupants or guests of the short term rental unit with all applicable laws, ordinances, rules and regulations pertaining to the use and occupancy of the short term rental unit.
  - c. Information required in subsections (a) and (b) above shall be maintained by the owner for a period of three years and shall be made available upon request to any employee of the City responsible for the enforcement of any law, ordinance rule or regulation pertaining to the use and occupancy of the short term rental property.
- The owner shall post the current short term vacation rental permit number on or in any advertisement appearing in any written publication or any website that promotes the availability or existence of a short term vacation rental property.

I certify that I am the agent authorized to apply for this permit, and that if any of the information provided is determined to have been falsified that the permit shall be considered null and void. I further understand that this permit is valid from the date of issuance through December 31<sup>st</sup> of that year. If the property is intended to be used as a short term rental past December 31<sup>st</sup> of that year a separate Short Term Rental Permit will be required, or the use shall cease.

**APPLICANT NAME** \_\_\_\_\_ **APPLICANT SIGNATURE** \_\_\_\_\_ **Fee: \$75.00**

Approved by: \_\_\_\_\_ Zoning District \_\_\_\_\_ Valid Through December 31st, \_\_\_\_\_