

Submission Requirements for Vacation Rental Dwelling Approval
Administratively Complete Application Requirements
Article 9.06 Short-Term Rental Application Process, Standards, and Limitations

1. Conditional Use Permit must be applied for and approved before a license to operate a short-term rental is issued. The application for a short-term rental conditional use permit shall include and be accompanied by the following:	
	An application for a conditional use permit under this article must be submitted to the village by the property owner or with the approval of the property owner by the property owner's designated representative;
	A written verification from all the owners of the real property consenting to the property being used for Short Term Rentals;
	Proof of ownership of the property to be used as a short-term rental (i.e., deed);
	The owner's, operator's and their designated 24-hour representative's or agents, sworn acknowledgement that he or she has received a copy of this article, has reviewed it and understands its requirements and will enforce it with any tenants;
	The owner's agreement to use their best efforts to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood, will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties, and will adhere to the village nuisance standards (Article 8.03 of the village code of ordinances, as amended) and noise standards (Article 8.02 of the village code of ordinances, as amended);
	The maximum number of occupants allowed on the premises of the short-term rental dwelling unit in compliance with the standards and limitations (Sec. 9.06.007 Short-term rental standards and limitations);
	The number of vehicles allowed to be parked on the premises and on the street in compliance with the standards and limitations; (Sec. 9.06.007 Short-term rental standards and limitations);
	Written certification from the short-term rental representative or agent that he or she agrees to perform the duties as required in this article;
	Homeowners' association affidavit (if applicable): If the subject dwelling is on a property that has a homeowner's association (HOA) at the time of permitting, the owner of the dwelling shall provide the village with an affidavit that the HOA allows for short-term rental of their dwelling;
	Copy of garbage service bill or contract showing weekly pickup;
	Proof of LCRA/OSSF approval. Septic systems must be inspected, and documentation of the inspection approval must be provided with the Conditional Use application. All dwelling units used for short-term rentals shall comply with all applicable regulations and ordinances of the village and the LCRA and OSSF septic tank regulations and have the septic tank capacity to adequately dispose of the volumes of wastewater generated from the short-term rental of the structure and maximum occupants;
	An inspection of the short-term rental shall be required by the City Secretary or designee at the time of initial application and renewal. The purpose of the Fire/Safety/Health inspection is to assure conformance of the dwelling unit with the state's adopted International Residential Building Code, the Uniform Housing Code, and the Uniform Fire Code regulations related to potential safety issues, including but not limited to an approved means of egress from every bedroom;

	Proof of insurance shall be maintained by the owner in state mandated amounts to provide adequate personal injury and general liability coverage for the property and any structures on the property;
	Fee payment in the amount established in the fee schedule provided in Appendix A of this code for the original conditional use permit, license application, and/or renewal;
	An accurately scaled and dimensional floor plan and site plan that illustrates the proposed use to be established, its relationship to adjoining properties, how it meets the approval standards set forth in this article, and the location of all bedroom and parking places to be made available to short-term rental tenants;
	Copy of a valid certificate of occupancy or compliance, as required by sec. 9.05.072 (Certificates of Occupancy and Compliance), issued no more than ten (10) years before the date of the application;
	An affidavit by the owner of the property applying for short-term rental use stating that the applicant's property is not subject to outstanding Village Code or state law violations;
	An affidavit by the owner of the property applying for short-term rental use that the applicant has sent written neighbor notification, by regular first-class mail via the United States Postal Service or email, to all owners of real property within five hundred (500) feet of the STR property line. The affidavit shall be accompanied by proof of receipt or rejection of said notification by adjacent property owners;
	Written neighbor notification shall include the following information: <ul style="list-style-type: none"> (i) A copy of the permit application and brief explanation of the reason for the change in use of the property to short-term rental; (ii) Designation of 24-hour representative(s): The short-term rental owner and/or designated representative's name, physical address, email address, and phone numbers. The information must be kept current; (iii) The maximum number of occupants allowed on the premises of the short-term rental dwelling unit; (iv) Copy of an accurately scaled and dimensional floor plan and site plan that illustrates the proposed use to be established, its relationship to adjoining properties, how it meets the approval standards set forth in this article, and the location of all bedroom and parking places to be made available to short term rental tenants; and (v) The telephone number and email address of the village office at which members of the public may report violations of the short-term rental ordinance or request conditions of permit approval.
	A copy of the rental agreement the applicant will require of each short-term rental tenant, which shall include the following: <ul style="list-style-type: none"> i) Specification that the short-term rental tenant(s) agree(s) to comply with all the village ordinances and state laws; and ii) Specification that short-term rental tenant(s) shall comply with maximum occupancy and motor vehicle parking limitations.
	Before granting a conditional use permit of any dwelling unit as a STR, the owner and/or operator shall receive notice from the Village that must be posted within the right of way, four feet off the road in plain view, 15 calendar days before the public hearing.