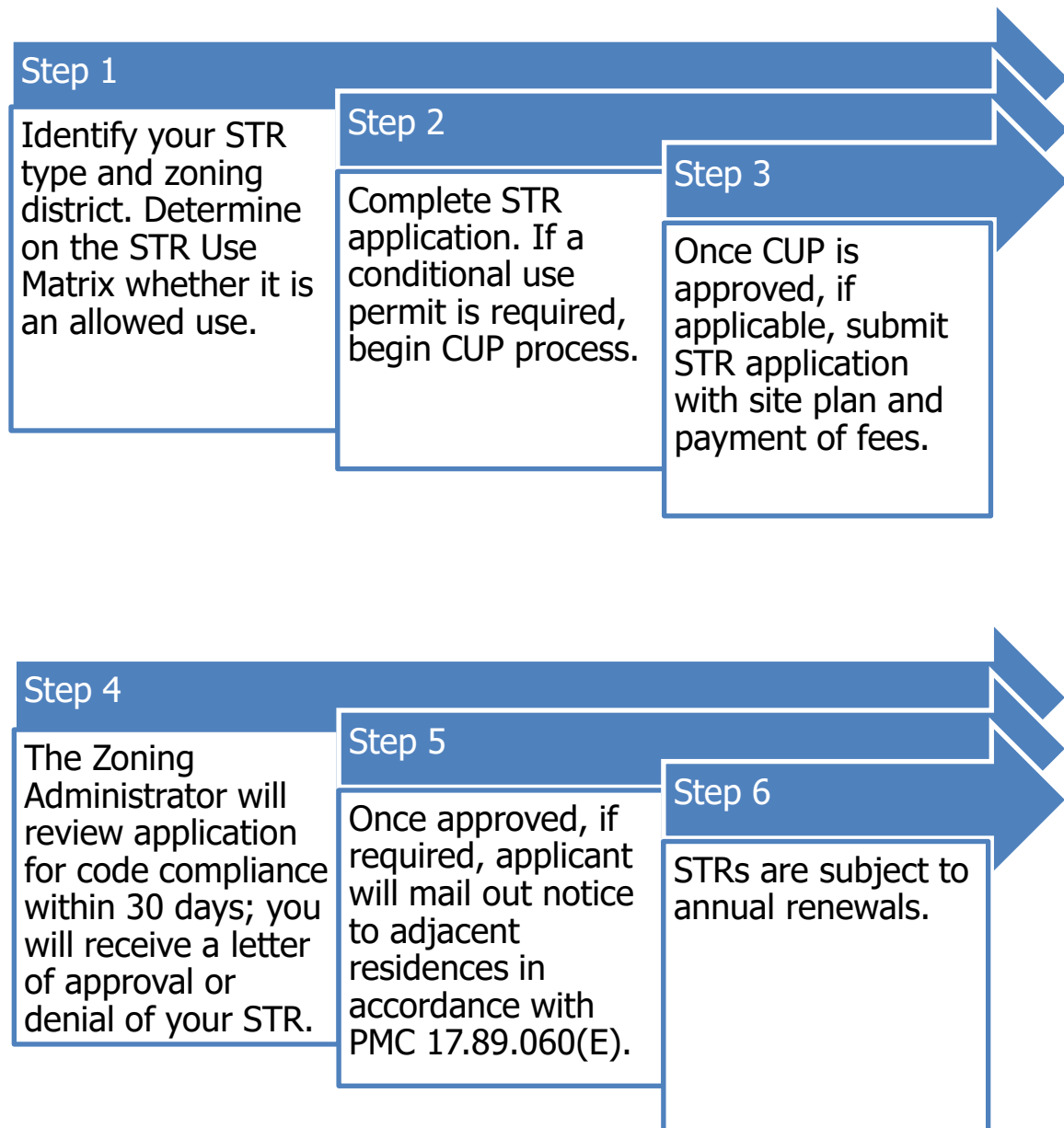




Short-Term Rental (STR) Registration Packet

Short-Term Rental Process



STR Types	Definitions
Type-1	A short-term rental of one or more bedrooms in an owner-occupied dwelling, to a single person or group, while the owner is occupying the same dwelling unit for the entire rental period.
Type-2	A short-term rental of a single family or duplex residential property where short term lodging is provided to only one group at a time per dwelling unit. The owner of the property is or is not present at the property for the duration of any short-term rental.
Type-3	A short-term rental of a multi-family residential property where short term lodging is provided to only one group at a time per dwelling unit. The owner of the property is or is not present at the property for the duration of any short-term rental.
Type-4	A bed and breakfast homestay establishment means an owner-occupied residential property where short term lodging is provided that contains no more than five guest rooms and where breakfast service may be provided to overnight guests only. The owner must reside on the property and be present at the property for the duration of any short-term rental. The property may be rented out to multiple short-term lodging groups at a time.
Type-5	A bed and breakfast inn means a resident managed residential property where short term lodging is provided that contains no more than 15 guest rooms and where breakfast service may be provided to overnight guests only. The resident manager must reside on the property and be present at the property for the duration of any short-term rental. The property may be rented out to multiple short-term lodging groups at a time.

STR Use Matrix

Zoning District	Type I	Type II	Type III	Type IV (Bed and Breakfast Homestay)	Type V (Bed and Breakfast Inn)
<u>R-1</u>	<u>CUP</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>R-1E</u>	<u>CUP</u>	<u>CUP</u>	<u>N</u>	<u>CUP</u>	<u>CUP</u>
<u>R-2</u>	<u>P</u>	<u>P</u>	<u>N</u>	<u>P</u>	<u>CUP</u>
<u>R-3</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>CUP</u>
<u>R-4</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Agri</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>C-L</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>C-G</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>

Key: P = Permitted N = Not Permitted CUP = Conditional Use Permit required



City of Palmer • Department of Community Development

645 E. Cope Industrial Way • Palmer, AK 99645

Phone: 907-745-3709 • Fax: 907-745-5443

Short-Term Rental (STR) Permit Application

Property Owner's Name: _____

Responsible Person's Name (if different from property owner): _____

Short-Term Rental Type (see STR Types): _____

Zoning District: _____ CUP Required: Yes No

Name of Establishment: _____

Physical Address/Location: _____

City: _____ State: _____ Zip: _____

Property Owner's Phone Number: _____ Email: _____

Responsible Person's Mailing Address: _____

City: _____ State: _____ Zip: _____

Operator's Phone Number: _____ Email: _____

Number of bedrooms available for guests' use: _____

Number of off-street parking spaces available for guests' use: _____

Please provide a site plan (attach) with a description of your short-term rental Site Plan attached to include type of dwelling unit (single family, duplex or multi-family):

I understand it's my responsibility to ensure my short-term rental is not in violation of any rental agreement or homeowner association's covenants, conditions, and restrictions (CC&Rs) that may apply to the property.

STR Property Owner Initials: _____

STR Operator Initials: _____

Palmer Municipal Code Sections 17.89.060 & 17.89.070 require a short-term rental to be conducted in accordance with the following general provisions and standards:

17.89.060 General provisions

1. It is unlawful for any person to operate within the city a short-term rental without having been approved by the Department of Community Development. A separate registration shall be required for each short-term rental.
2. Short-term rentals shall conform to all applicable codes, laws, and regulations.
3. A short-term rental shall not be permitted on any lot with an accessory dwelling unit or child care center. Other home occupations shall be allowed, subject to existing regulations.
4. A short-term rental permit is not transferable to any other property or person. When a property with a short-term rental is sold or otherwise transferred, the new owner must apply for a permit as set forth in PMC 17.89.040 within 60 days from the date of transfer.
5. Additional notice requirements. For registrations and registration renewals of Type-1, Type-2 or Type-4 short term rentals as defined in PMC 17.89.030 in R-1, R-1E and R-2 residential zoning districts, the applicant must give notice on a form provided by the city to each residence adjacent, including those residences adjacent across a public right-of-way and properties connected to the applicant's property by property corners. The notice must include a description of the proposed use and the name, address, telephone number and email address (if any) of the responsible person.

17.89.070 Standards

1. One additional parking space for each bedroom or dwelling unit rented shall be provided, in addition to the parking requirements required in PMC 17.64, Parking and Loading. No on-street parking shall be allowed for short term rental facility guests.
2. The exterior of the building shall not reflect the operation of a short-term rental there, except that one sign, not to exceed four square feet in area, is permitted in all residential districts.
3. The responsible person shall be available at all times the property is being rented. A sign must be posted conspicuously in the common area of each unit and shall contain all of the following information:
 - a. The name and contact information of the owner and/or responsible person; and
 - b. The license number of the short-term rental facility; and
 - c. The occupancy limits and requirements set forth in the license.
4. The owner of the short-term rental must ensure that use of the short-term rental by guests is in compliance with the noise provisions of PMC 8.36.
5. The licensee shall comply with the quiet hours established in PMC 8.36.025.
6. The licensee will comply with all building, electrical and other city codes and ordinances.
7. Functions such as meetings, receptions, weddings and other social events provided for compensation or held by guests are not permitted as part of the short-term rental use unless such residential property is located in an agriculture district or commercial zoning districts.
8. The license number and occupancy limit shall be included in all marketing materials, advertisements, and online listings for the short-term rental.
9. A residential dwelling incorporating a Type-4 as an accessory use shall be a minimum of 2,000 square feet.

I acknowledge all the facts stated in this registration application are complete, true and correct. By signing this document, I acknowledge that all the general provisions, standards, conditions and referenced regulations relating to the operation of a short-term rental under Palmer Municipal Code provided within this application have been read, understood and agreed to.

I hereby agree to operate my short-term rental at the above address in compliance with and subject to these general provisions and standards and, when applicable, in compliance with the approved conditional use permit, and declare that this information accurately reflects the manner of operation of my business.

The following items are required to operate a short-term rental within the City of Palmer:

1. **City of Palmer Business License is required** to operate a business in the City. Please call 745-3271 for more information.
2. **Short-Term Rental Permit** based on approval of application.

Property Owner Signature: _____ Date: _____

Responsible Person Signature: _____ Date: _____

Nonrefundable Fee: \$ _____ **Paid** **New Application** **Renewal**

NOTE: You will be notified in writing whether this application has been approved or not. If approved, a Short-Term Rental Permit will be issued.

For Office Use Only

Date Application Received for Review: _____

Zoning District: _____

- Fees Paid
- Approved
- Denied
- Business License
- Special Provisions (see comments)

STR Notice Form provided: Yes No (see comments) Not Applicable

STR Permit Issued: Yes No (see comments) STR Permit No. _____

Comments: _____

Zoning Administrator Signature: _____ Date: _____