

# VACATION HOME RENTAL APPLICATION CHECKLIST

**Instructions:** Please ensure that all of the following conditions have been met **before** submitting the *Vacation Home Rental Permit Application* form. If you have any questions or if you need further information, please contact Westport City Hall at (360) 268-0131 M-F 8:30 AM to 5:00 PM.

(1) **Occupancy.** Maximum occupancy of the rental shall be based on the International Building Code standards. The property owner shall be responsible for ensuring that the dwelling unit is in conformance with its maximum occupancy (**maximum occupancy will be set by the building inspector or code enforcement official upon receipt of the *Vacation Home Rental Permit Application* form**). Occupancy formula = sq. ft. of building ÷ 200

Please indicate the following: Building Total Square Footage \_\_\_\_\_

Number of: Living Room(s) \_\_\_\_\_ Den/Family Room(s) \_\_\_\_\_ Bedroom(s) \_\_\_\_\_

(2) **Parking.** At least one additional off-street parking space shall be provided for the vacation rental use, in addition to all other parking required for the dwelling. Parking on-site along the front property line shall not exceed 40% of the front yard frontage. The number of vehicles at a vacation rental residence shall not at any time exceed the number of available parking spaces on the subject property. However, this limitation shall not apply to "Condominium dwellings". (**Typically, 3 on-site spaces are required for a single family residence**)

(3) **Signage.** With the exception of the Mixed Use Tourist Commercial zoning district, no outdoor advertising signs related to the vacation dwelling shall be allowed on the site. All signage within the Mixed Use Tourist Commercial zoning district shall comply with the provisions of Chapter 15.16 of the Westport Municipal Code.

(4) **Solid waste collection.** WEEKLY solid waste collection is required during all months.

(5) **Local property representative.** Where the property owner does not reside full-time within 50 miles driving distance of Westport, a local property manager shall be designated. The local property manager shall reside full-time within 50 miles driving distance from Westport. The local representative or property owner shall be responsible for responding to complaints about the rental. The name, address, and telephone contact number of the property owner or local representative shall be kept on file at the City of Westport. Additionally, a notice that states the name, address, and telephone number of the property owner or local representative will be sent to all property owners within 150 feet of the vacation rental property. If the local representative changes, the owner of the vacation rental property shall be required to send out new notices to all property owners within 150 feet of the subject property. **PLEASE PROVIDE A COPY OF THE NOTIFICATION TO ADJACENT PROPERTY OWNERS WITH YOUR APPLICATION.**

Within 50 Driving Miles?	Yes	No	Notification Sent To Adjacent Property Owners?	Yes	No
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(6) **Informational signs.** A sign shall be posted conspicuously inside the dwelling to provide information on maximum occupancy, location of off-street parking, contact information for the property owner or local representative, evacuation routes, and the renter's responsibility to not trespass on private property or to create disturbances. **PLEASE PROVIDE COPIES OF: OCCUPANCY, NOTIFICATION TO NEIGHBORS, TSUNAMI EVACUATION ROUTE & INSTRUCTIONS ON HOW TO REACH THE EMERGENCY CONTACT.**

Sign Locations: \_\_\_\_\_

(7) **Other Standards.** *The vacation rental dwelling shall meet all applicable requirements of the zone in which it is located, including but not limited to setbacks, maximum height and lot coverage standards. **New Legislation requires a one million dollar liability policy per dwelling which includes being compliant with RCW 64.37***

# Vacation Home Rental Permit Application City of Westport

Rental of Residential Dwellings for Periods of Less than 30 Days  
Ordinance 1384/Westport Municipal Code Chapter 17.22

## Applicant Information:

*Please Print*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

## Property Information:

*Please Print*

Vacation Home Rental Address: \_\_\_\_\_

Number of On-Site Parking Spaces Provided: \_\_\_\_\_  
\_\_\_\_\_

## Property Owner Information:

*Please Print*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

## Local Representative Information:

*Please Print*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Street Address: (Required) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

The local representative must permanently reside within 50 vehicular miles of the City of Westport, or be a licensed property management company with a physically staffed office within 50 vehicular miles of the City of Westport. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for vacation home rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs.

*By signing below, the property owner acknowledges to have fully read/understands and agrees to comply with the standards of Chapter 17.22 of the Westport Municipal Code regarding the vacation home rental of dwelling units.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_