

1. Ensure your nightly rental is allowed by consulting the Town's Zoning Map.
2. Read the Town's "Short Term Rental" Ordinance. (Part of Packet)
2. Pass a Property Inspection by the Building Department; and
3. Submit a Nightly Rental License application **with your passed inspection report** to the Town.

If conducting business under an assumed name (D.B.A. "doing business as"), register the business name with the Secretary of State.

You must comply with The Town of Skykomish's Municipal Code for short Term Rentals.

Inspection fee:	\$ 50.00
Administration fee:	<u>\$100.00</u>
<u>Total fee:</u>	\$150.00

The Skykomish Lodging Tax is 10% of Gross revenues, and is collected annually by January 28th of the following year. Late fees apply.

## The Ordinance:

### **DRAFT** Town of Skykomish Short Term Rentals

#### **XX-XX-XX Regulation Of Nightly Rentals**

All nightly rental Units must be inspected by the Building Department and issued a license before being offered for rent.

A. **LICENSEE**. The licensee for rentals under this Section shall be the owner. The local representative shall be deemed the responsible party.

B, **MANAGEMENT STANDARDS**. The authorized lodging must be properly managed. As a condition to holding a valid

license, the licensee agrees to provide or arrange for adequate property management services. In the event an owner's association exists, it shall be responsible for property maintenance. In the event an owner agrees to be responsible for property maintenance, the licensee must present a statement to that effect signed by the owner. The minimum services and management regulations required include:

1. Snow removal during winter months to a level that allows safe access to the building over the normal pedestrian access to the Unit;
2. Snow removal service to off-street parking facilities associated with the rental property so that off-street parking is at all times available for occupant use;
3. Summer yard maintenance, including landscaping, weed control, and irrigation to a level that is consistent with the level of landscaping and maintenance on adjoining and nearby properties;
4. Structural maintenance to preserve substantial code compliance as described herein is required;
5. Routine upkeep, including painting and repair to a level that is consistent with the level of maintenance on adjoining or nearby properties;
6. Trash collection which ensures that trash cans are not left at the curb for any period in excess of twenty-four (24) hours;
7. The property must be kept free from accumulated garbage and refuse;

8. On-street parking for nightly rental uses shall not result in an obstruction to traffic and pedestrian circulation or public safety;
9. No outdoor display of goods and merchandise shall be permitted as part of any nightly rental use;
10. Unless expressly permitted under the Municipal Sign Code, no signs will be permitted for nightly rental uses;
11. Nightly rentals may not be used for commercial uses not otherwise permitted in the zone.

C. **NOISE AND OCCUPANCY CONTROL.** The licensee and the owner of rentals under this Section are responsible for regulating the occupancy of the Unit and noise created by the occupants of the Unit. Violation of the Noise Ordinance, violation of occupancy loads, failure to use designated off-street parking, illegal conduct, or any other abuse, which violates any law regarding use or occupancy of the premises, is grounds for revocation. Failure to collect and pay the Skykomish Lodging Tax is also a violation of the license and grounds for revocation.

D. **REVIEW CRITERIA.** In determining whether or not a Business license for rental authorized under this Section shall be issued, the application shall be reviewed to see if, in addition to standards and conditions applicable to issuance of all Business licenses, the following conditions and standards are met:

1. The Unit is located within a zone designated as allowing rentals for the period which the license is applied for;
2. The access to the rental Unit and the layout of the Unit is such that noise and physical trespass from the proposed rental Unit is not likely to be a substantial

intrusion to the adjoining properties. If the proposed rental Unit is a single family home and shares an access, or driveway with another dwelling, written consent of the owner of the other dwelling is required;

3. The applicant must designate a responsible party. The responsible party must be a property management company, realtor, lawyer, owner, or other individual, who resides within a 1-hour drive of the property. The responsible party is personally liable for the failure to properly manage the rental. The responsible party must be available by telephone, or otherwise, twenty-four (24) hours per day, and must be able to respond to telephone inquiries within twenty (20) minutes of receipt of such inquiries. The responsible party is also designated as the agent for receiving all official communications under this Title from The Town of Skykomish. If the licensee is a property management company or individual other than the owner, such company or individual must comply with applicable Washington State law, which requires those who receive valuable consideration to lease property to have a state license;
4. The application must bear a Washington State Department of Revenue number, and Town of Skykomish Business License for the rental operation. This number may be the sales tax accounting number used by the property management company responsible for that Unit, or may be specific to the Unit, but no license will be effective until the sales tax number is provided.

End of Draft Ordinance