



CITY OF MANZANITA

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strprogram@ci.manzanita.or.us

Short-term Rental Application Process & Instructions

1. Read all related information, especially the Ordinances and Resolutions. These are available on the Short-Term Rental Department

It is the property owner(s)' responsibility to know and comply with all ordinances, resolutions and regulations that apply to short-term rentals within the City of Manzanita.

2. Complete the application, statement of understanding, and self-inspection form, ensuring that all legal owners sign and initial the forms as directed. Don't forget to mark your property corners and your 9' x 18' parking spaces or to include the required photographs and documents with the self-inspection form. Incomplete submittals will not be accepted.

Do not submit your application packet until you are sure that you will pass all items on the inspection checklist. Failure to complete the Short-Term Rental inspection process within three months of the application submittal date shall result in the expiration of the application.

3. Submit the completed forms along with proof of payment of the application fee. The application fee includes the cost of staff time to process the application and the initial Short-Term Rental inspection. All re-inspections due to failed items on the City-published inspection list will be subject to additional inspection fees.

The application fee is to be paid via the payment portal on the City's website at this link: https://secure.xpressbillpay.com/portal/payment_forms/?id=MzE1NTQ%3D. Please make sure that you choose "**STR New License Application Fee**" from the drop-down list so that you pay the correct amount. (If you pay with an e-check, you will not be charged a processing fee. You will be charged a fee to pay with a credit card.) They will send you an email confirming your payment. Save this and include it in your application packet as proof of payment.

The application packet must be emailed as a separate pdf attachment to STRprogram@ci.manzanita.or.us.

4. Upon verification that the application packet is complete, City staff will:
 - a. Verify ownership of the property to ensure that no one involved in the subject property has beneficial interest in another short-term rental property in Manzanita.
 - b. Direct you on how to schedule your short-term rental inspection. (It is required that someone accompany the Building Inspector throughout the inspection process.)
5. If an item on the City's inspection list failed inspection, you will be directed to pay the associated fee before the follow-up inspection can be scheduled once the deficiency has been corrected.

The City of Manzanita is an Equal Opportunity Provider and Employer.

6. After your short-term rental inspection has passed, City staff will email you to let you know the status of your application. (See item 7 and 8.)
7. For homes in zones R-2, R-3, and SRR, if there is a waiting list, City staff will notify you as to your position on the list. No licensing fee is due to the City at this point.
8. If there is no waiting list, or your application is at the top of the waiting list, City staff will notify you by email of the availability of a license.
9. Before an available short-term rental license can be issued, you will be required to submit the following within one week of notification:
 - a. Evidence that the Dwelling Unit receives side yard or walk-up garbage service from the local franchised garbage hauler
 - b. Proof of liability insurance coverage on the Short-Term Rental property
 - c. Your completed Short-Term Rental Owner/Local Agent Registration Contract
 - d. Photos of the required signage showing its content and its location as visible from the street
 - e. Photos of the required parking plan map clearly showing its content and that it is conspicuously posted in the rental
 - f. Payment of your \$850 short-term rental licensing fee which covers the period from your license issuance date through July 31 and is not subject to proration. (All short-term rental licenses are subject to the renewal process and associated fee every August 1st regardless of the date of issuance.)
10. Once the required forms and documents have been received and approved and the license fee has been paid, City staff will email your license activation date, tax payment schedules, and the maximum overnight occupancy allowed for your rental home.
11. Following activation, the short-term rental license certificate will be issued to the local agent (or owner if eligible) for posting in a conspicuous location in the rental unit. This certificate must be posted prior to the rental unit being occupied as a short-term rental.

Please be aware that renting or advertising your home for rent on a short-term basis without a license is in violation of the City of Manzanita's ordinances and subject to penalties as provided for in Manzanita Ordinance No. 15-01 which governs Civil Infractions.