



**SHORT TERM RENTAL LICENSE APPLICATION**

Applicant Name(s): \_\_\_\_\_

*(If the Dwelling Unit is owned by a corporation or other entity, legal documentation, acceptable to the City, detailing the names of all Persons with any ownership interest in the entity shall be submitted with the application. Any additional cost incurred by the City in obtaining verification of such information shall be added to the cost of the license.)*

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

Phone Numbers: \_\_\_\_\_

Email Addresses: \_\_\_\_\_

Street Address of Subject Dwelling Unit: \_\_\_\_\_

Number of Sleeping Rooms as Defined in Manzanita Ordinance 10-03: \_\_\_\_\_

*(Definition: A fully-enclosed habitable space with a heat source and an emergency egress or rescue opening meeting the minimum standards of the current Oregon Residential Specialty Code.)*

Number of 9' x 18' off-street parking spaces: \_\_\_\_\_

*(All Short-Term Rental properties must provide off-street parking spaces for a minimum of two (2) vehicles. The maximum number of vehicles allowed off-street at each home shall be the number of bedrooms, plus one. Such spaces shall not be blocked and shall be available to people using the Short-Term Rental. Location and design of parking spaces shall comply with all pertinent City Ordinances, standards, and policies.)*

All Owners (Include all persons with any ownership interest in this dwelling unit. Add an additional sheet if necessary.)

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Email Address</u>

Applicant Name(s): \_\_\_\_\_

BY MY SIGNATURE:

1. I certify that the information on this application is accurate and that I will notify the City of Manzanita should there be any changes.
2. I state my understanding that it is illegal to rent or to advertise for rent on a short-term basis this or any other property inside the City of Manzanita without first obtaining and posting a current Manzanita Short-Term Rental License/ Certificate of Authority as required in Manzanita Ordinance 10-03 and Ordinance 16-03.

Rent is defined as: *The full consideration charged, whether or not received by the Transient Lodging Tax Collector, for the Occupancy of Transient Lodging valued in money or in goods, labor, credits, property, or other consideration valued in money, without any deduction. Except as otherwise provided in this section, Rent includes all fees, charges, and assessments (including but not limited to processing fees, cleaning fees or fees for maid service and pet fees) charged, assessed or allocated by the Operator or Transient Lodging Intermediary for the Occupancy of the Transient Lodging, the payment of which is not optional and not refundable. **This includes any consideration related to use by family and/or friends.***

3. I agree to comply with all City of Manzanita ordinances and regulations governing short term rentals and transient lodging taxes and acknowledge my understanding that failure to comply:
  - A. shall result in fines as laid out in Manzanita's Civil Infractions Ordinance#15-01.
  - B. may result in the revocation of my short-term rental license following its issuance.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-owner's Signature

\_\_\_\_\_  
Date

(Add an additional sheet if necessary.)

---

**Application Fee to Be Submitted with The Application Packet: \$650.00**

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 fee for each additional inspection is \$325.00.

A Short-Term Rental applicant must have the initial Short-Term Rental inspection completed and all deficiencies corrected within three months of the application submittal date. 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.

Incomplete application packets shall not be accepted nor processed. After one resubmittal, all additional resubmittals for the same property shall require payment of additional application fees.



# CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129  
Phone (503) 368-5343 | Fax (503) 368-4145 | TTY Dial 711  
ci.manzanita.or.us

## SHORT-TERM RENTAL PRIMARY CONTACT & LOCAL AGENT REGISTRATION

*(If the Short-Term Rental Owner lives outside of a 10-mile radius of their short-term rental, the Owner shall contract with a Local Agent to perform these duties.)*

Short term rental owner name(s): \_\_\_\_\_

Rental unit street address: \_\_\_\_\_

### **Short-Term Rental Owner and Local Agent Responsibilities per Ordinance 10-03 Section 4(d):**

**Every Short-Term Rental Owner and their Local Agent must acknowledge that they understand all the following responsibilities required by Ordinance 10-03.**

1. The Owner or Local Agent shall live within a 10-mile radius of the Short-Term Rental and be able to respond in person within **20-minutes**. If the Owner lives outside of a 10-mile radius, the Owner shall contract with a Local Agent.
2. The Owner or Local Agent shall be available to accept and immediately respond to complaints and other issues on a 24-hour basis at all times and be able to access the Short-Term Rental. Once a complaint or issue is reported, the Owner or Local Agent shall immediately make direct contact with the renter or appropriate entity by phone to resolve the reported problem. If the problem cannot be resolved or an immediate resolution is not achieved by phone, the Owner or Local Agent shall make an in-person visit to the Short-Term Rental to rectify the situation within 20-minutes.
3. The Owner or Local Agent shall maintain a consistent telephone number and email address by which to be reached 24-hours a day, 7 days a week, year-round.
4. The Owner or Local Agent shall post the Short-Term Rental License as required in Section 2(a).
5. The contact information of all Owners and Local Agents shall be kept current with the City of Manzanita at all times.
6. Any change in contact information shall be submitted to the City on a form provided by the City at least 14 days prior to the date changes will take effect. Once processed by the City, the Owner or Local Agent will be issued an updated Short-term Rental License which shall be posted as required in Section 2(a) before the property is occupied again.
7. The names and contact information for Owners and Local Agents for purposes outlined in this section shall be publishable for use by the public and other entities to address Short-Term Rental complaints and other issues.

It is a Class C Civil Infraction as provided in Ordinance No. 15-01 to violate any of the standards outlined in this City Ordinance 10-03 Section 4 Standards, d. Owner and Local Agent Responsibilities.

Ordinance 10-03 Section 6. Violations and Penalties.

a. Each day in which a property is used in violation of any part of this Ordinance shall be considered a separate violation.

(Class C Civil Infraction: Maximum civil penalty of \$500 per violation.)

---

### **PRIMARY CONTACT & LOCAL AGENT DESIGNATIONS:**

**Who will be the primary contact to accept and immediately respond to complaints and other issues on a 24-hour basis at all times? (This will be whose phone number will be on your required STR identification sign.)**

*If the Owner lives outside of a 10-mile radius, the Owner shall also contract with a Local Agent whose name and contact information shall also be documented on this form.*

**Please check one: Owner \_\_\_\_\_ Local Agent \_\_\_\_\_**

- **If the Owner will be the primary contact and resides full-time within a 10-mile radius of their short-term rental, fill out section one only.**
- **If the owner will be the primary contact and resides full-time outside of a 10-mile radius of their short-term rental, fill out section one and section two.**
- **If the Local Agent is the primary contact, fill out section two only.**

#### **SECTION ONE**

**Owner hereby acknowledges, understands, and agrees to abide by all requirements stated in Ordinance 10-03 Section 4 (d) Owner and Local Agent Responsibilities.**

**Owner Name:** \_\_\_\_\_

**24-Hour Phone Number (if owner is the primary contact):** \_\_\_\_\_

**Owner Email Address:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

#### **SECTION TWO**

**Local Agent hereby acknowledges, understands, and agrees to abide by all requirements stated in Ordinance 10-03 Section 4 (d) Owner and Local Agent Responsibilities.**

**Local Agent Name:** \_\_\_\_\_

**24-Hour Phone Number:** \_\_\_\_\_

**Local Agent Email Address:** \_\_\_\_\_

**Local Agent Signature:** \_\_\_\_\_

**OWNER(S) AGREEMENT BY SIGNATURE:**

**Owner(s) hereby acknowledges, understand, and agree to abide by all requirements as stated in Ordinance 10-03 Section 4 (d) Owner and Local Agent Responsibilities.**

---

(Print name) (Owner Signature) (Date)

---

(Print name) (Owner Signature) (Date)



## SHORT-TERM RENTAL STATEMENT OF UNDERSTANDING

**At least one owner of record must sign below certifying their understanding of each of the following:**

1. It is the short-term rental owners' responsibility to know, understand and comply with all City Ordinances regardless of whether or not they contract with an agency.
2. All citations for violations of any City Ordinance, including 10-03 regulating short-term rentals and 16-03 governing transient lodging taxes, will be issued to the property owner(s)/short-term rental license holder(s) regardless of who caused the violation to occur.
3. It is illegal to rent or advertise a property for rent on a short-term basis without a current City license and that doing so is a Class A Civil Infraction with a combined maximum civil penalty of \$2000 per violation with each day in violation considered a separate violation.
4. Any and all advertisement for the short-term rental of any property must include the license number issued by the City of Manzanita and shall appear as "MCA#" followed by the City-issued license number. (The purpose of this regulation is to assist City staff in differentiating between legal and illegal vacation rentals, especially on the internet, so that illegal rentals can be prosecuted.)
5. A 9% City Transient Lodging Tax must be collected and submitted to the City each quarter as required and laid out in Ordinance 16-03. The tax must be collected on all "Rent" even if the Rent or other consideration received is related to stays by friends or family arranged for outside of an agency. (See definition of "Rent" below.)
6. All Tax accrued or paid during an Occupancy that spans multiple calendar quarters shall be treated, for tax remittance purposes, as if collected on the last day of that Occupancy.
7. Once an STR license has been issued, a tax return must be submitted to the City each quarter by the due date whether or not any rent or taxes have been collected. The minimum delinquency penalty is \$100.
8. If a license holder uses an agency and additionally rents the property to friends, family, co-workers, or via their own advertisements, etc., the license holder must also collect the 9% tax as required in Ordinance 16-03 and submit it along with a Quarterly Tax Report form by the reporting due date every quarter even when there is no reportable rent or taxes owed.
9. The short-term rental owner, agent, and lodging intermediaries are jointly and severally responsible for the collection and remittal of Transient Lodging Taxes. If an agent or lodging intermediary that an owner chose to contract with or advertise through neglects to collect and/or remit the correct amount of Taxes due from any reservation, the owner will be held responsible for the payment of those Taxes along with any delinquency penalties assessed.
10. Ordinance 16-03 defines "Rent" as: The full consideration charged, whether or not received by the Transient Lodging Tax Collector, for the Occupancy of Transient Lodging valued in money or in goods, labor, credits, property, or other consideration valued in money, without any deduction." Except as otherwise provided in Ordinance 16-03, "Rent includes all fees, charges and assessments (*including but*

*not limited to processing fees, cleaning fees or fees for maid service and pet fees) charged, assessed or allocated by the Operator or Transient Lodging Intermediary for the Occupancy of the Transient Lodging, the payment of which is not optional and not refundable.”*

11. Recordkeeping. Every Transient Lodging Tax Collector shall, on a current and ongoing basis, keep guest records, accounting records of room sales, records of Transient Lodging Tax collected and remitted to the City of Manzanita, and a record of all fees retained by Transient Lodging Tax Collector pursuant to this Ordinance. All records shall be retained by the Transient Lodging Tax Collector for a minimum period of three years and six months after the record is created.
12. Examination of Records – Investigations. The Tax Administrator or its agent may examine all records of a Transient Lodging Tax Collector relating to receipt of Rent and Transient Lodging Tax and remittance of Tax during normal business hours and may obtain copies of the records to audit returns.
13. It is the property owners’ responsibility to comply with County and State regulations governing short-term rentals and transient lodging taxes. (Tillamook County and the State of Oregon also require registration of short-term rentals and the collection and submittal of additional transient lodging taxes.)
14. A short-term rental license may be issued only for a single dwelling unit on a single property or for a single legal dwelling unit within a duplex on a single property.
15. Any Person may have beneficial interest in only one short-term rental property in Manzanita.
16. The maximum allowable overnight occupancy for each Short-Term Rental Dwelling Unit shall be calculated based on two (2) people per Sleeping Room plus an additional four (4) people. The maximum allowable overnight occupancy of a Short-Term Rental shall be determined at the time a Short-Term Rental License is issued or renewed and shall be posted in a conspicuous location within the Short-Term Rental. That capacity shall not be increased by construction of any addition to the structure covered by the license or by construction of any other structure located on the property. Exceeding the posted overnight occupancy at any time for sleeping purposes is prohibited.
17. No sleeping area that fails to satisfy the requirements of a Sleeping Room may be used by any Person, or made available by any Owner, for sleeping, and such noncompliant areas shall be equipped with a door that remains locked at all times when the Dwelling Unit is being used as a Short-Term Rental. Such a non-compliant sleeping area shall not be included in the maximum occupancy calculation for the Short-Term Rental.
18. The Owner or the Owner’s agent shall notify every renter, in writing or electronically, that the non-compliant sleeping area may not be used for sleeping.
19. Holders of Short-Term Rental Licenses issued after June 4, 2010, including those issued to Owners on the waiting list described in Section 3(f) above as of June 4, 2010, who report no Rental income for a period of nine (9) months from the initial license issuance date shall be considered as having abandoned the license, and the license shall be automatically revoked. This requirement shall apply to subsequent nine (9) month periods.
20. If a property holding a short-term rental license is listed for sale, the owner must limit its future reservations to no more than 45 days out, and all pending reservations on or after the date of the recording of the deed must be cancelled.

21. Neither short-term rental licenses nor any reservations are transferable to a new owner upon sale of a property which held a short-term rental license. The Short-Term Rental License is issued to the Owner and does not transfer with the sale or conveyance of the property.
22. All Short-Term Rental License holders must report to the City any change of Ownership of their Short-Term Rental, in whatever form, before the conveyance deed is recorded. If the Owner is an entity, then any transfer of fifty percent or more of all ownership interest in the Owner will also constitute a change of Ownership of the Short-Term Rental. The transfer of the property from (1) a natural Person(s) to a Trust serving the same natural Person(s) or to a family member pursuant to a Trust or (2) the transfer of Ownership pursuant to a will or bequest upon the death of the Owner is not deemed to be a transfer of Ownership for purposes of this Ordinance.
23. A Short-Term Rental License Certificate shall be surrendered immediately to the City upon sale of the property or cessation of use as a Short-Term Rental at the address named on the license.
24. It is a Class C Civil Infraction as provided in Ordinance No. 15-01 to not immediately surrender a Short-Term Rental License Certificate to the City upon sale of the property or cessation of use as a Short-Term Rental at the address named on the license. Per Ordinance 15-01, Class C civil infractions have a maximum civil penalty of \$500.00.
25. The Owner or Local Agent shall live within a 10- mile radius of the Short-Term Rental and be able to respond in person within **20-minutes**. If the Owner lives outside of a 10-mile radius, the Owner shall contract with a Local Agent.
26. The Owner or Local Agent shall be available to accept and immediately respond to complaints and other issues on a 24-hour basis at all times and be able to access the Short-Term Rental. Once a complaint or issue is reported, the Owner or Local Agent shall immediately make direct contact with the renter or appropriate entity by phone to resolve the reported problem. If the problem cannot be resolved or an immediate resolution is not achieved by phone, the Owner or Local Agent shall make an in-person visit to the Short-Term Rental to rectify the situation within 20 minutes.
27. The Owner or Local Agent shall maintain a consistent telephone number and email address by which to be reached 24-hours a day, 7 days a week, year-round.
28. The Owner or Local Agent shall post the Short-Term Rental License as required in Section 2(a).
29. The contact information of all Owners and Local Agents shall be kept current with the City of Manzanita at all times.
30. Any change in contact information shall be submitted to the City on a form provided by the City at least 14 days prior to the date changes will take effect. Once processed by the City, the Owner or Local Agent will be issued an updated Short-term Rental License which shall be posted as required in Section 2(a) before the property is occupied again.
31. The names and contact information for Owners and Local Agents for purposes outlined in this section shall be publishable for use by the public and other entities to address Short-Term Rental complaints and other issues.
32. All Short-Term Rental properties must provide off-street parking spaces for a minimum of two (2) vehicles. The maximum number of vehicles allowed off-street at each home shall be the number of bedrooms, plus one. Such spaces shall not be blocked and shall be available to people using the Short-



Term Rental. Location and design of parking spaces shall comply with all pertinent City Ordinances, standards, and policies. Off-street parking shall be used if physically available.

33. If enough off-street parking spaces are not available for the authorized number of vehicles for overnight parking, then on-street parking shall be limited to one (1) vehicle.
34. Trailers for boats and all-terrain vehicles may be allowed but shall not exceed the allowable parking for each Short-Term Rental property. Renters may be cited and fined under existing State law or this Ordinance in the event they park illegally.
35. A parking plan map and notice, identifying the number and location of parking spaces, shall be posted in a conspicuous place within each Short-Term Rental. Language shall be included in the notice that parking shall not, under any circumstances, hinder the path of any emergency vehicle and that renters may be cited and fined if this requirement is not satisfied.
36. The maximum number of parking spaces shall be conveyed to each renter before the visit.
37. No Overnight occupancy or sleeping in a parked vehicle, including recreational vehicles, is not permitted. within the Manzanita city limits.
38. Nothing may be planted, placed, or stored in the public rights-of-way. These properties are owned by the City and must be available for the public to use for additional parking where it is safe to do so. Most private properties do not extend to the edge of the road. (For reference, most water meters are in the public rights-of-way and not on private property.)
39. Every Short-Term Rental License shall be subject to re-inspection of the Dwelling Unit by the City Building Official or designee at the City's discretion, but no less than every three (3) years. The purpose of this inspection will be to determine the conformance of the Dwelling Unit with the State of Oregon Residential Specialty Code regulations which may be directly related to potential safety issues, and with all other standards required by the City.
40. The Owner of a Short-Term Rental shall be required to schedule and pass a Short-Term Rental inspection when there has been a fire, flood or other event that has caused substantial damage to the structure or when there has been an addition or substantial modification to the structure holding the Dwelling Unit.
41. Upon notification that a licensed Short-Term Rental is noncompliant with a City Ordinance, law, regulation, or there is a health and safety concern, a re-inspection shall be conducted by the City Building Official or designee.
42. The Owner or Local Agent Rental agency shall provide and maintain a sign attached to the outside of the Dwelling Unit which identifies the Dwelling Unit as a Short-Term Rental and lists a telephone number for the applicable Rental agency, if any, or other local contact Person Owner or Local Agent as required under Section 4(d). Such signage shall be visible from the street and shall be no smaller than 72 square inches nor larger than 90 square inches. Such sign shall include the City Short-Term Rental License number MCA for the Dwelling Unit as described in Section 2(b) of this Ordinance.
43. During periods of Rental, the Owner shall provide adequate covered and properly secured garbage containers in conformance with all related guidelines established by the City. Garbage shall be removed a minimum of one (1) time per week unless the Short-Term Rental is not being Rented. Information providing directions to community recycling facilities shall also be provided in the Dwelling Unit.

- 44. The Owner or Local Agent shall notify guests that all garbage must be kept in the secured containers provided for that purpose.
- 45. Before the original license issuance and the annual license renewal, the Owner shall provide the City with evidence that the Dwelling Unit receives side yard /or walk-up garbage service from the local franchised garbage hauler.
- 46. To minimize light pollution, glare, light trespass and to protect the dark skies:
  - a. All outdoor light fixtures shall be fully shielded, and the bulb pointed in a downward direction so that light does not radiate from the sides or top of the fixture.
  - b. Lights shall be turned off when not in use and shall not be left on for more than 12 hours. Porch lights may be fitted with motion detectors.
  - c. Patio lighting shall be prohibited between the hours of 12:00 am-6:00am.
  - d. Landscape lights shall be prohibited from illuminating in an upward direction beyond the property boundaries.
  - e. Security (flood) lights shall be on motion detectors and must not shine on adjacent houses.
- 47. Before the original license issuance and the annual license renewal, the Owner shall provide the City with proof of liability insurance coverage on the Short-Term Rental property. This liability insurance coverage shall remain active and in effect during the entire time that the property is licensed as a Short-Term Rental.
- 48. No person shall create, permit, or continue unreasonable noise. The hours of 10:00 pm until 7:00 am the next day are required quiet times and there shall be no noise exceeding 55 dBA. Noise levels shall be measured from the public rights-of way where the alleged offense is occurring. Despite the requirements under this Section 4(k), (1) properties located within LC and C-1 zones are limited to no more than 70 dBA during the hours of 10 pm to 12am, and (2) sanitation and refuse collection are exempt from the requirements of Section 4(k). All Short-Term Rentals shall also comply with City Noise Ordinance 94-6.

**STR Property Address:** \_\_\_\_\_

**At least one owner of record must sign below.**

**By my signature I acknowledge my understanding of all information included in this document:**

Printed Name

Signature

Date

\_\_\_\_\_

\_\_\_\_\_



## 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 website. [Short-Term Rentals – City Of Manzanita](#)

*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. Please return the completed application, statement of understanding, and self-inspection form along with the required photograph and documents listed below.
  - One photograph (Converted to PDF) of the front of the property which encompasses both property corners.
  - Itemized invoice or receipt documenting that all fireplaces, fireplace inserts, and other fuel burning heat sources have been professionally inspected and cleaned within the past year.
  - Copy of payment receipt
3. Do not mail paper copies of documents, all documents must be submitted via DocuSign or emailed to [STRprogram@ci.manzanita.or.us](mailto:STRprogram@ci.manzanita.or.us). See tutorial on how to convert to pdf. (Do not embed or copy any of the information into the body of the email). **Incomplete submittals will not be accepted.**
4. 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](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.
5. 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.
6. All re-inspections due to failed items on the City-published inspection list will be subject to additional inspection fees.
7. Upon verification that the application packet is complete, City staff will:

- 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.
  - Direct you on how to schedule your short-term rental inspection. (It is required that someone accompany the Building Inspector throughout the inspection process.)
8. 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.
  9. 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.)
  10. 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.
  11. 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.
  12. Before an available short-term rental license can be issued, you will be required to submit the following within one week of notification:
    - Evidence that the Dwelling Unit receives side yard or walk-up garbage service from the local franchised garbage hauler
    - Proof of liability insurance coverage on the Short-Term Rental property
    - Your completed Short-Term Rental Owner/Local Agent Registration Contract
    - Photos of the required signage showing its content and its location as visible from the street
    - Photos of the required parking plan map clearly showing its content and that it is conspicuously posted in the rental
    - 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 1<sup>st</sup> regardless of the date of issuance.)
  13. 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.
  14. 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.***



## City of Manzanita

P.O. Box 129, Manzanita, OR 97130-0129  
Phone (503) 368-5343 Fax (503) 368-4145  
STRprogram@ci.manzanita.or.us  
www.ci.manzanita.or.us

### SHORT-TERM RENTAL NEW APPLICATION SELF-INSPECTION CHECK LIST

*Do not submit your short-term rental application packet until you or your agent has verified that all items on this list are completed and will pass inspection by the City Building Inspector or designee and all required photograph and documents are attached.*

PROPERTY ADDRESS: \_\_\_\_\_

**This list is not to be considered comprehensive.  
Property-specific issues that are not on this list are sometimes discovered during inspections.**

#### GENERAL

- A visible house number is easily seen from the street.
- There is a minimum of two designated 9' x 18' off-street parking spaces per dwelling unit which
- compliant with all City requirements. These parking spaces must be completely on the subject property and must not encroach into the City rights-of-way.
- There are no encroachments into the City rights-of-way including landscaping, garbage containers, or structures. (It is the owners' responsibility to identify their property lines and to ensure that there is no encroachment.)
- If this is a corner lot, there is no obstruction of the required vision triangle.
- Garbage containers are located and stored as described and required in Ordinance 10-03 **in the side yard**. All garbage containers have wind/animal latches installed and are securely attached to something stable (such as a building, tree, fence or post) or enclosed in such a way that it prevents the wind, birds, or animals from knocking them over and/or disturbing their contents. (Please be aware that the garbage company does not allow the use of bungy cords due to safety reasons.) Location: \_\_\_\_\_

#### EMERGENCY INFORMATION

Follow the instructions in Resolution No. 15-01 to complete the following (see City's website for printable maps and documents):

- A laminated map showing the tsunami inundation zone is posted in a prominent location and is marked with the specific evacuation route from the short-term rental to the nearest assembly area.
- (Map is available on the City's website.) Location posted: \_\_\_\_\_
- A copy of the Tsunami Evacuation Map for Manzanita-Nehalem-Wheeler issued by the Oregon Department of Geology and Mineral Industries is available in the unit. (Map is available on the City's

website.) Location posted in unit: \_\_\_\_\_

- Appendix A of Resolution No. 15-01 “Emergency Information for Visitors” is available in the unit. (Available on the City’s website.) Location in unit: \_\_\_\_\_

## STRUCTURAL

- Each room used as a bedroom is full-enclosed habitable space with a heat source and has a 5.7 sq. ft. operable egress window or an exterior door which meets current building code.

Emergency escape and rescue openings shall have a net clear opening of not less than 5.7 square feet (0.530 m<sup>2</sup>). The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. The net clear height of the opening shall be not less than 24 inches (610 mm) and the net clear width shall be not less than 20 inches (508 mm).

Exception: Grade floor openings or below-grade openings shall have a net clear opening area of not less than 5 square feet (0.465 m<sup>2</sup>).

- The intermediate rails of all interior and exterior guard railings have a maximum of 4 inches between rails.
- Handrails meeting current code are on stairs with 4 or more risers.
- Exterior decking is in good condition.
- The structural frame, decking, and metal supports and attachment brackets for exterior wood frame decks and stairways are sound and not deteriorating.
- All interior and exterior guardrails, such as deck railings, are able to withstand a two-hundred-pound (200#) impact force.
- Steps of all interior and exterior stairs must meet the requirements of the current Oregon Residential Specialty Code for overall width of 36 inches for homes constructed after 1972. (Exception: Homes constructed prior to 1972 may have stairs a minimum of 30 inches.)
- Stairway riser height shall not exceed 8 inches and the tread depth shall be a minimum of 9 inches with no variation greater than 3/8 inch for all treads and risers from the top to the bottom of each stairway. (Exception: Riser heights of 9 inches are allowed in homes built prior to 1972). Note that the 3/8-inch maximum variation applies to all stairs regardless of age.
- Headroom in stairways must be a minimum of 6 foot 8 inches as measured vertical from the nosing of each tread to the ceiling above. (Exception: Homes constructed prior to 1972 may have stairway headroom no less than 6 foot 4 inches.)
- There is safety glazing of glass as required by current building code: On windows within a 24-inch arc of doors; In enclosures for or walls facing hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers; Adjacent to stairways, landing and ramps.
- The structural frame for exterior hot tubs on wood frame decks are shown to be adequate.
- Hot tub lids are locked and safely secured.

## ELECTRICAL

- All plug-ins and light switches have face plates.

- There is no exposed wiring indoors or outdoors.
- The electric breaker box has all circuits labeled, and empty breaker spaces are plugged.
- GFCI (Ground fault circuit interrupter) protected plug receptacles are provided for exterior, kitchen, and bathroom plugs. Carbon Monoxide alarms shall be located in each bedroom or within 15 feet outside of each bedroom door. Bedrooms on separate floor levels in a structure consisting of two or more stories shall have separate carbon monoxide alarms serving each story. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.
- Smoke alarms shall be installed in the following locations:
  - In each sleeping room.
  - Outside each separate sleeping area in the immediate vicinity of the bedrooms.
  - On each additional story of the dwelling, including basements.

## PLUMBING

- Outside hose bibs each have a backflow prevention device.
- Hose bibs do not exceed 80 psi of water pressure. (This will be check by the inspector during the inspection. If this is too high, you will be required to install a pressure reduction valve to pass your inspection.)
- Water heaters are properly strapped and secured to meet seismic protection standards.
- Water heater TEP (Temperature and Pressure Relief) line is run to an approved location.

## MISC.

- The short-term rental is equipped with one listed and approved 2A:10BC type extinguisher per floor. Fire extinguishers are mounted in visible locations with the tops of the fire extinguishers mounted between three and five feet above the floor and are accessible to occupants at all times.

List locations mounted:

---

- All fireplaces, fireplace inserts, and other fuel burning heat sources have been professionally inspected and cleaned within the past year.
- Swimming pools can be locked off and safely secured.
- All outdoor lighting fixtures are Dark Sky compliant as listed below. (Here is a link to sources for dark sky fixtures on the darksky.org website: <https://www.darksky.org/our-work/lighting/lighting-for-industry/fsa/fsa-products/>.
  - All outdoor light fixtures shall be fully shielded, and the bulb pointed in a downward direction so that light does not radiate from the sides or top of the fixture.
  - Lights shall be turned off when not in use and shall not be left on for more than 12 hours. Porch lights may be fitted with motion detectors.
  - Patio lighting shall be prohibited between the hours of 12:00 am-6:00am.
  - Landscape lights shall be prohibited from illuminating in an upward direction beyond the property boundaries.
  - Security (flood) lights shall be on motion detectors and must not shine on adjacent houses.

## PARKING REQUIREMENTS

- Parking spaces shall meet the following minimum specifications:
  - Parking Space Definition - An enclosed or unenclosed surfaced area of not less than 18 feet by 9 feet in size, exclusive of maneuvering and access area, permanently reserved for the temporary storage of one automobile, and connected with a street or alley which affords ingress and egress for automobiles.
  - Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons, and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting business or use.
  - Areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces maintained adequately for all-weather use and drained so as to avoid flow of water across public sidewalks or adjacent property.
  - Off-street parking spaces are those that are completely within your property boundary lines and do not extend into the City right-of-way or into/onto the street. Please be aware that the parking area along the street parallel to your property is usually the City right-of-way and is therefore public property not to be included in your parking declarations.
  - Per Ordinance 10-03, “the maximum number of vehicles allowed off-street at each home shall be the number of bedrooms, plus one. Such spaces shall not be blocked and shall be available to people using the Short-Term Rental. Location and design of parking spaces shall comply with all pertinent City Ordinances, standards, and policies.”

Total number of parking spaces matching the specifications above: \_\_\_\_\_

**\*Driveway surface to be gravel, asphalt, concrete, pavers, or other similar material.**

### **Per Manzanita Ordinance 10-03 Section 3(d): Initial inspection.**

In any case where a property subject to an initial inspection is not approved by the City, the City shall allow thirty (30) days from the date of the initial Short-Term Rental inspection for minor repairs or sixty (60) days from the date of the initial Short-Term Rental inspection for major repairs, at the completion of which the Owner or Local Agent must contact the City of Manzanita for a re-inspection. An additional inspection fee may apply.

All re-inspections due to failed items on the City-published inspection list will be subject to additional inspection fees. If the repairs identified in the initial Short-Term Rental inspection are not rectified at the time of re-inspection, the license application shall be invalidated, and the applicant must re-apply and pay the associated application fee.

The City reserves the right to modify inspection requirements to ensure compliance with any standards required by the City.



## REQUIRED PHOTOGRAPH AND DOCUMENTS

- Please return the completed and signed form along with the required photograph and documents listed below.
  - One photograph (Converted to PDF) of the front of the property which encompasses both property corners.
  - Itemized invoice or receipt documenting that all fireplaces, fireplace inserts, and other fuel burning heat sources have been professionally inspected and cleaned within the past year.
  - Copy of payment receipt.
- Do not mail paper copies of documents, all documents must be submitted via DocuSign or emailed to [STRprogram@ci.manzanita.or.us](mailto:STRprogram@ci.manzanita.or.us). See tutorial on how to convert to pdf. (Do not embed or copy any of the information into the body of the email). **Incomplete submittals will not be accepted.**