

Short-Term Rental (STR) INSTRUCTIONS Land Use Application

1. Please read all of these instructions through to the end BEFORE proceeding.
2. All submittals are done electronically through email to str@lincolncity.org
3. Complete the attached application, local representative form, and checklists in their entirety making sure every blank is completed. If not applicable, write NA on the blank.
4. Every individual listed on the current recorded deed as a property owner for the subject site must sign and date the application. If the current recorded deed lists an entity, then the authorized person from the entity as shown by the Oregon Secretary of State's website must sign.
5. If a contract purchase, in addition to all individuals and entities listed on the current recorded deed, every individual listed as a contract purchaser on the purchase contract must sign and date the application. A copy of the purchase contract must also be included with the submittal.
6. All items listed on the application as requirements to be shown on the site plan, must be shown on the submitted site plan. (Refer to the **example site plan** as a guide.)
7. For an application to be accepted by Planning and Community Development, **all of the following must be contained in the submittal as a PDF package:**
 - Completed application and checklist with ALL current property owner signatures as shown on the current recorded deed (and ALL contract purchasers if under contract)
 - Completed Local Representative Form, with all of its required attachments
 - Completed STR Site Inspection List
 - Site Plan showing all required items
 - Current property owner must provide proof of account with North Lincoln Sanitary whether or not in process of selling. Before a license will be issued to the contract purchaser, the sale must be complete and the contract purchaser must obtain an account with North Lincoln Sanitary and provide proof of such account.
8. As a SEPARATE PDF, the completed "Online Direct Pay Authorization Agreement for Credit/Debit Cards" for \$590.00 must be included in the submittal.
9. Applications will NOT be accepted for processing until ALL items noted above are attached in one complete email to str@lincolncity.org



10. Once accepted, a case file number will be assigned and the application will be reviewed for compliance with Title 17 of the Lincoln City Municipal Code.
11. “STR Site Inspection List”
 - Prior to issuing approval of the land use application, an inspection of the site must be requested **and passed**.
 - **MAKE SURE ALL ITEMS LISTED ON THE “STR SITE INSPECTION LIST” ARE COMPLETE AND READY FOR INSPECTION.**
 - To schedule the required inspection, complete the requested inspection date and time on the “STR Site Inspection List” form.
 - The cost of the inspection is included in the initial land use application fee. If the inspection fails, a re-inspection fee of \$100.00 must be paid at the time of scheduling each and every subsequent inspection.
12. Once the inspection is passed and the land use approval is issued, there is a 20-day appeal period.
13. If no appeals are filed, planning staff will email the STR licensing packet with instructions for completing and submitting.
14. The STR licensing processing is the second step. STR land use approval does NOT give the authorization to rent the dwelling as an STR or advertise it for use as an STR.
15. **THE DWELLING MAY NOT BE USED FOR RENT OR ADVERTISED FOR RENT UNTIL THE **STR LICENSE** IS ISSUED, EVEN THOUGH LAND USE APPROVAL HAS BEEN OBTAINED.**
16. Land use approval is valid for **six months only**. If the STR license hasn’t been issued within **six months** of the land use approval date, the land use approval becomes **NULL AND VOID** and a new land use application package and inspection shall be required.

Short-Term Rental (STR) LAND USE APPLICATION

PART A PROPERTY OWNERSHIP INFORMATION

Provide the following information for EACH AND EVERY current property owner listed on the current recorded deed, as well as all contract purchasers if the site is in the process of being sold. A copy of the purchase contract must also be attached.

*****CURRENT PROPERTY OWNER (as listed on current recorded deed)**

NAME:

ADDRESS:

PHONE:

E-MAIL:

*****CURRENT PROPERTY OWNER (as listed on current recorded deed)**

NAME:

ADDRESS:

PHONE:

E-MAIL:

*****CONTRACT PURCHASER (as listed on purchase contract)**

NAME:

ADDRESS:

PHONE:

E-MAIL:

*** Attach additional sheets as necessary.

LOCAL REPRESENTATIVE (also attach a completed Local Representative Form)

NAME:

COMPANY:

ADDRESS:

DAY PHONE:

EVENING PHONE:

E-MAIL:

SOLID WASTE

The property owners must provide securable receptacles of sufficient size and number to contain all solid waste generated by the short-term rental use and subscribe to a solid waste collection service for service sufficient to ensure adequate and timely collection of solid waste during all times the site is in use as a short-term rental. No dumpsters are allowed.

1. What is the name of the solid waste collection service for the property?
2. How many solid waste receptacles are being provided?
3. What size are the receptacles?
4. What is the collection day for the site?
5. Where will the receptacles be stored on all days other than the collection day?
6. Who is responsible for placing the receptacles at the curb on collection day?

7. Who is responsible for removing the receptacles from the curb after collection?

8. Who is responsible for policing the site for litter?

LANDSCAPING

1. How many trees are on the site?
2. How many shrubs are on the site?
3. Describe what kind of ground cover is on the site:

4. What is the square footage of the front setback area?
5. What percentage of the front setback area is landscaped?
6. What comprises the front setback landscaping?
(Note: 50% or more of the front setback area must be landscaped for sites in the R1-5 and R1RE zones.)

7. Describe the landscaping on the sides and rear of the dwelling. (Note that no bare soils are allowed. All portions of the site not covered by buildings, structures, or impervious surfaces must be landscaped.)

**SHORT-TERM RENTAL (STR)
CHECKLIST for LAND USE APPLICATION**

ATTACHMENTS

Owner(s)/Contract Purchaser(s) to initial each item that has been included in the submittal.

Short-Term Rental **Land Use Application** completed, signed
Purchase Contract, if applicable (if not applicable indicate with “NA”)
Proof of Solid Waste Collection Service
(If unavailable, explain why, and when proof will be forthcoming)
Land Use Application Fee
(Attach Online Direct Pay Authorization Form for Credit/Debit Cards)
STR Checklist for Land Use Application (this document), completed
Site Plan containing all required elements listed in this checklist (see example)
Local Representative Form, completed and signed with required documentation

The application will NOT be accepted unless ALL of the above-listed items are attached to the email submittal in one email to ahull@lincolncity.org to the attention of Austin Hull.

ACKNOWLEDGEMENTS

Owner(s)/Contract Purchaser(s) to initial each item signifying acknowledgement of the requirement.

I acknowledge that I am providing **ONE OFF-STREET PARKING SPACE FOR EACH BEDROOM, AND A MINIMUM OF TWO OFF-STREET SPACES.**

I acknowledge that the off-street parking spaces are **COMPLETELY WITHIN THE PROPERTY LINES AND NO PORTION OF ANY OFF-STREET PARKING SPACE IS IN THE RIGHT-OF-WAY OR ON AN ADJACENT PROPERTY.**

I acknowledge that at least **HALF THE OFF-STREET PARKING SPACES ARE 9 FEET BY 20 AND THE OTHER HALF MAY BE 8 FEET BY 16 FEET IN SIZE.**

I acknowledge **THAT NO VEHICLES SHALL BE PARKED ON THE PROPERTY OTHER THAN IN THE DESIGNATED OFF-STREET PARKING SPACES.**

I acknowledge that **NO VARIANCE FROM THE PARKING STANDARDS IS ALLOWED.**

I acknowledge that, if I cannot provide the required number of OFF-STREET parking spaces, then I **MUST** reduce the permitted occupancy of the dwelling to conform to the available amount of off-street parking.

I acknowledge that, if I am a contract purchaser, I will provide proof of garbage service as soon as possible after closing on the property and prior to receipt of my license authorizing use of the dwelling as a short-term rental.

I acknowledge that signage on the property is limited to only what is allowed by city code. It is my responsibility to determine signage allowances before placing ANY signage on the site.

I acknowledge that I have read and shall comply with the requirements of Chapter 3.04 LCMC.

I acknowledge that prior to making this short-term rental available for use, including advertising by any means or otherwise offering it for use, I shall obtain a valid short-term rental operating license as provided in Chapter 5.14 LCMC.

I acknowledge I have read the “Health & Safety Standards for Short-Term Rentals” handout and that the dwelling meets applicable requirements listed in the handout.

I have measured all required off-street parking spaces, installed all required landscaping, and installed all required health and safety items PRIOR TO SUBMITTING THIS APPLICATION.

If I don’t pass the first inspection, I acknowledge all subsequent inspections after the first inspection shall require me to pay an additional inspection fee before the inspection will be scheduled or conducted.

My/our initials indicate my/our permission for city staff to enter the site and the dwelling for inspections necessary for the short-term rental.

ITEMS INCLUDED ON SITE PLAN:

Owner(s)/Contract Purchaser(s) to initial each line signifying the item is on the submitted site plan.

Minimum sheet size of 8 ½” x 11”

Property lines and dimensions

Building footprint

Driveway location and dimensions

Locations of all landscaping, with square footage of the front landscaping area

Identification of types of landscaping (tree, shrub, ground cover, lawn)

Dimensions and numbering of off-street parking spaces

Label adjacent street(s)

North arrow

Address of the property

Name of the property owner(s)

Note indicating total square footage of landscaped area on the site

Note indicating total number of off-street parking spaces

Note indicating number of bedrooms being offered for use in the short-term rental

The application will not be accepted unless the submitted site plan includes all of the above-required information.

Short Term Rental (STR) Site Inspection List

Write “yes” in the blank when the item is complete.

Landscaping as required by Lincoln City Municipal Title 17.

Measured out the required dimensions for the required off-street parking spaces in accordance with LCMC Chapter 17.56 and 17.80.050.

Trash receptacles are located on the site.

Health & Safety Standards (see pamphlet included in packet)

1. Bedroom Egress: Describe the method of egress (window or door) and list the width and height of the opening AND the height from floor level to the bottom of the window sill.

Bedroom #	Door	Window	Width	Hgt	Hgt to Bottom Sill
Bedroom #1	Door	Window	Width	Hgt	Hgt to Bottom Sill
Bedroom #2	Door	Window	Width	Hgt	Hgt to Bottom Sill
Bedroom #3	Door	Window	Width	Hgt	Hgt to Bottom Sill
Bedroom #4	Door	Window	Width	Hgt	Hgt to Bottom Sill
Bedroom #5	Door	Window	Width	Hgt	Hgt to Bottom Sill

2. Hand & Guard Rails

“Yes” if complete or
“NA” if Not Applicable

Hand rails meets the required minimum standards
Guard rails meet the required minimum standards

3. Circuit Breaker/Fuse Box

Access to the box is unobstructed and safe
All circuits labeled
All empty breaker spaces plugged

4. Electrical Outlets & Switches

All outlets and switches have faceplates
Kitchen outlets tied to or installed with GFCI
Bathroom outlets tied to or installed with GFCI
Outdoor outlets tied to or installed with GFCI

5. Carbon Monoxide (CO) Detectors

One for each level with sleeping areas
Outside each bedroom or within 15 feet outside of each sleeping area
(One CO Detector can service multiple bedrooms)



6. Smoke Detectors (SDs)
 - One on each floor
 - One in Bedroom #1
 - One in Bedroom #2
 - One in Bedroom #3
 - One in Bedroom #4
 - One in Bedroom #5
 - One directly outside each bedroom or in hallways connecting multiple bedrooms per standards
7. Any work done was completed with a permit if/as required
8. Tripping Hazards: All obvious tripping hazards inside the house have been eliminated
9. House Numbers
 - Clearly visible from the street
 - Reflective or illuminated
10. Tsunami Evacuation Map posted inside the house

I/We hereby certify that the site and dwelling is ready for the required short-term rental inspection. I/we acknowledge that we are requesting an inspection only because I/we feel we have completed all requirements to the best of our ability. I/we understand that additional inspection fees must be paid if subsequent inspections are required should the original inspection fail.

Current Property Owner (signature required)	Date
Current Property Owner (signature required)	Date
Contract Purchaser (signature required)	Date

Inspections are performed on Wednesdays, Thursdays, or Fridays. Inspections require a minimum 24-hour notice. Please list your top 3 preferred dates and times for the inspection.

- Inspection Date and Time Preference #1**
- Inspection Date and Time Preference #2**
- Inspection Date and Time Preference #3**



SHORT TERM RENTAL (STR) LOCAL REPRESENTATIVE FORM

The local representative is the person/company who, when contacted by Lincoln City residents and/or city staff, are available to promptly address and resolve complaints and potential violations that arise from the renting of the STR.

Physical Address of STR being represented:

The Local Representative WILL BE:

A property management company
Complete Section A and C

An Individual
Complete Section B and C

SECTION A

To be completed if a **PROPERTY MANAGEMENT COMPANY** will be the local representative.

Name of Company:

Address of Company:

Phone:

Email address:

Signature of Agent from Property Manager Company

SECTION B

To be completed if an **INDIVIDUAL** will be the local representative.

Printed Name of Local Representative

Local Representative's Current Physical Address

Primary Phone Number of Local Representative

Secondary Phone Number of Local Representative

Email Address of Local Representative

If the Local Representative is NOT A MANAGEMENT COMPANY, the following is a list of what is expected of the Local Representative who is an individual:

1. The local representative must provide the Lincoln City Planning and Community Development Department (Department) with a daytime phone number, evening/weekend phone number, and an email address where the local representative may be reached 24 hours a day, seven days a week. The phone numbers and email address will be distributed to the neighboring residents so that they may contact the local representative when issues or code violations arise.
2. The local representative **MUST**:
 - Police the site for solid waste, such as garbage and recyclables, to ensure all such items are always contained in a solid waste receptacle and never on the property, adjacent properties, or right-of-way.
 - Promptly resolve parking violations by contacting renters immediately and directly by phone, or in person if the issue isn't resolved immediately by phone.
 - Promptly resolve noise violations, such as late-night disturbances, by contacting renters immediately and directly by phone, or in person if the issue isn't resolved immediately by phone.

Updated January 2024



- Promptly resolve any other time-sensitive issues.
3. The local representative **MUST** be willing to resolve the above-listed items immediately, regardless of day or time. The local representative is not expected to directly intervene in matters where police involvement is most appropriate, such as situations involving physical violence.
 4. The local representative must be a **PERMANENT** resident, residing in or within ten miles of Lincoln City’s urban growth boundary or an employee of a property management company with a physical office in or within ten miles of Lincoln City’s urban growth boundary. The local representative must provide documentation to the Department that demonstrates compliance with the residency requirement. Acceptable documents are:
 - A valid Oregon driver’s license or identification card listing the local representative’s current physical address
 - A valid tribal identification listing the local representative’s current physical address
 - A valid voter registration card listing the local representative’s current physical address
 - A long-term (one year or more) rental agreement for property in or within ten miles of Lincoln City’s urban growth boundary

Your signature below indicates that you have read, understand, and agree to perform the above-stated duties.

Signature of Local Representative

Date

SECTION C

This section required for all change of representative applications. Provide the names and signatures of all property owners listed on the current deed. If an LLC, print the names of all members of the LLC.

Printed Name of Property Owner #1

Signature of Property Owner #1

Printed Name of Property Owner #2

Signature of Property Owner #2

Printed Name of Property Owner #3

Signature of Property Owner #3

Use the space below to add printed names and signatures of additional property owners shown on the deed/member of the LLC, if any.

NOTE: This completed form must be emailed to ahull@lincolncity.org AT LEAST 14 DAYS PRIOR to the effective date of the change in local representation. The required fees must accompany the form.

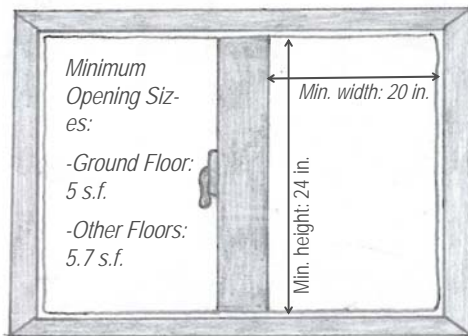


Health & Safety Standards for Short Term Rentals (STR)

Your dwelling CANNOT be approved as a short term rental unless the dwelling meets the standards contained within this pamphlet.

You are expected to address each of these items BEFORE requesting the required inspection.

1. Bedroom Egress - Bedrooms must have either a door or window accessing the outside so that occupants can escape in case of fire in the house. If existing conditions lack sufficient egress, owners must reduce the occupancy of the VRD or bring the egress into compliance*. **Enlarging windows requires a building permit.*



Windows must meet both minimum dimensions and opening size requirements.

Max height: 44 in.

Floor level

Opening size or height may be reduced in limited circumstances.

2. Hand & Guard Rails - These rules apply to staircases, lofts, platforms, decks, and porches both in the house and outside on the property*.

Handrails shall have at least 1.5" of clearance around them and be of a dimension that is easily graspable (as described in the Oregon Residential Specialty Code).

Maximum distance between railings is based on building code in effect at time of construction, though never more than 9". (Current building code states max. 4")

Railings need to be secure, not loose or wobbly.

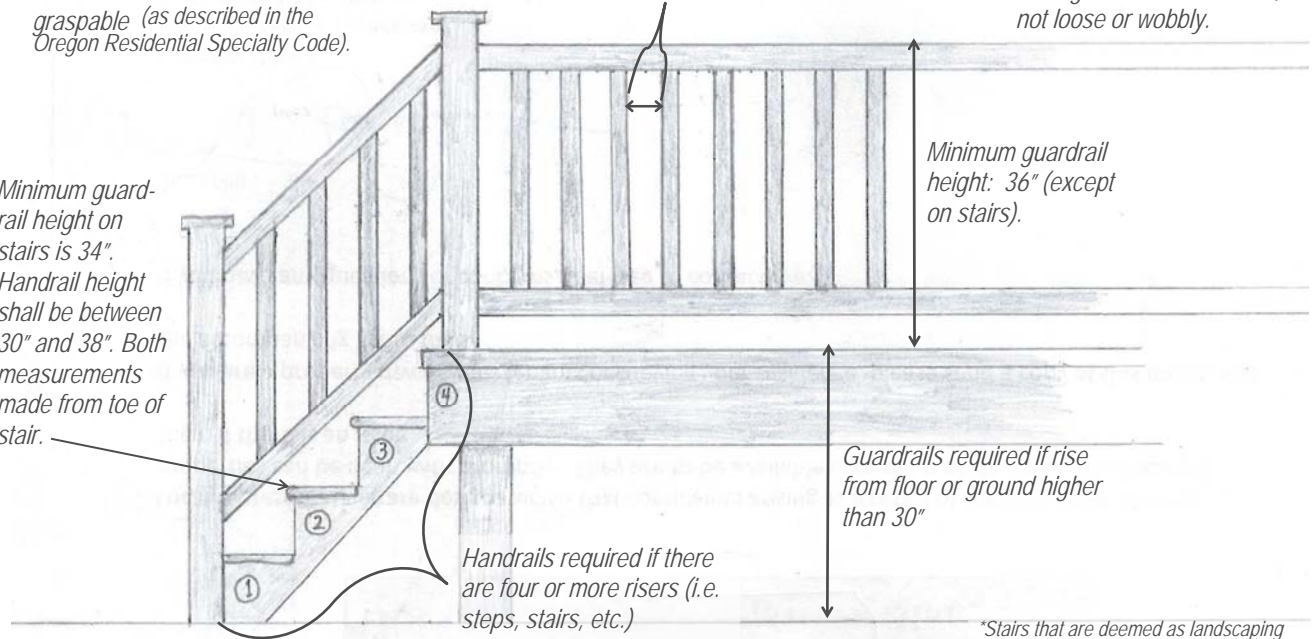
Minimum guard-rail height on stairs is 34". Handrail height shall be between 30" and 38". Both measurements made from toe of stair.

Minimum guardrail height: 36" (except on stairs).

Guardrails required if rise from floor or ground higher than 30"

Handrails required if there are four or more risers (i.e. steps, stairs, etc.)

*Stairs that are deemed as landscaping and not part of a required means of egress are exempt from these requirements.



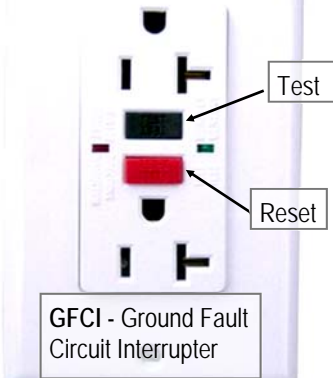
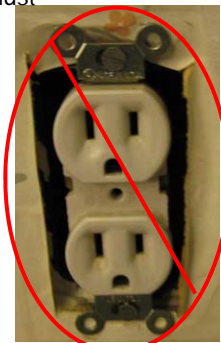
3. Circuit Breaker/ Fuse Box - Access to the box must be unobstructed and safe. All circuits must be labeled and all empty breaker spaces plugged.



4. Electrical Outlets & Switches -

a. Outlets located outdoors, in kitchens, or bathrooms must be tied to or installed with an outlet with a built-in breaker called a GFCI to protect against shock in wet or humid conditions. *All work must be done by a licensed electrician*

b. All outlets & switches must have faceplates.

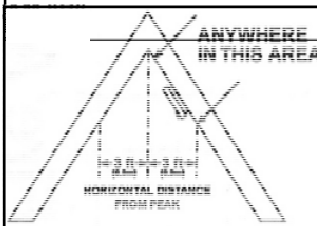


5. Carbon Monoxide (CO) Detectors - CO alarms are often similar in appearance to a smoke detector. They must be installed in all houses that have a CO source inside. Sources include woodstoves, natural gas stoves and heaters, and attached garages (exhaust fumes from vehicles contain CO). According to the State Fire Marshal, they should be installed:

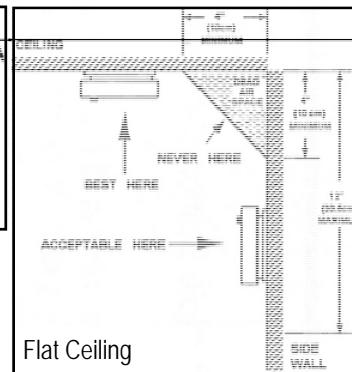
- On each level of your house with sleeping areas.
- In each bedroom or within 15 feet outside of each sleeping area.
- As directed by manufacturer's instructions.

For more information, visit the State Fire Marshal's website: www.oregon.gov/OSP/sfm/Pages/commed_co_program.aspx

6. Smoke Detectors (SDs) - SDs must be located on each floor (even if there isn't a bedroom on the floor, it still needs a SD), in each bedroom, and directly outside each bedroom. In hallways connecting multiple bedrooms, one smoke detector can serve multiple bedrooms within a clear line of site and less than 20 feet from the bedroom door. Below are diagrams from a SD manufacturer showing proper placement of common models on walls and ceilings. Refer to the manufacturer specifications for your particular model to confirm.



Vaulted Ceiling



Flat Ceiling

7. Compliance with building code - Any improvements to the house need to comply with the building code in effect when the improvements were made. Any work done without a required permit will be in violation of this standard.

8. Tripping Hazards - There can't be any obvious tripping hazards in the house. Examples would be extension cords across floors, loose stairs, broken flooring, etc.

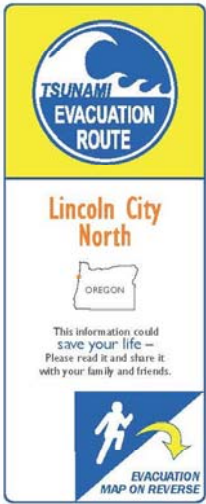
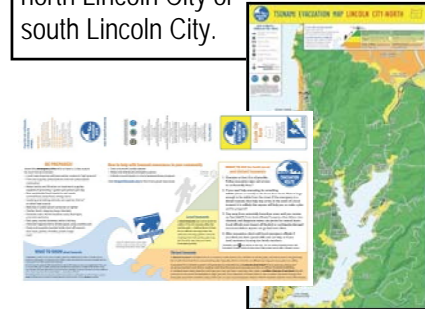
9. House Numbers - House numbers need to be clearly visible from the street and either reflective or illuminated to facilitate police or ambulance response.



Example of back-lit, solar-powered house numbers.

10. Tsunami Evacuation Maps

VRDs must post the official Oregon State Dept. of Geology and Mineral Industries Tsunami Evacuation Map appropriate for its location, either north Lincoln City or south Lincoln City.



For more information on short term rental regulations, contact Austin Hull at (541) 996-1227 or ahull@lincolncity.org

For more information on building codes, contact Brandon Zisper, Building Office/Plans Examiner/Building Inspector, at 541-556-8771 or brandonz@nwcodepros.com



Name:

Address:

Lot dimensions: 50x100

Total Planted area: 1800



native

Land scape



North Arrow



scale → 1 inch = 10 feet



shore
Pine

Garage

①

8x16

②

8x16

20ft

③

9x20

④

9x20



shrubs

Property Line →

Grass

11ft

Front Yard

Front Yard
1050 sqft

Plant area
in front
yard: 630 sqft

Street name →