

CITY OF NEWPORT
169 SW COAST HWY
NEWPORT, OREGON 97365

COAST GUARD CITY, USA



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mombetsu, japan, sister city

NOTICE TO SHORT-TERM RENTAL OWNERS
FISCAL YEAR 2019 / 2020
BUSINESS LICENSE AND SHORT-TERM RENTAL
ENDORSEMENT RENEWAL PACKET

Enclosed you will find copies of the forms you will need to complete and submit in order to renew your business license and short-term rental endorsement(s). You have until August 15, 2019 to submit the required information and fees to the City of Newport. Failure of an owner to renew an endorsement by this date shall result in expiration of the endorsement, and the ability of the owner to operate shall be conclusively presumed to be discontinued with no further action by the city.

Forms provided in this packet include:

Short-Term Rental Business License Endorsement Form (white). Please make sure to fill in the entire form, provide the listed attachments, and sign and date the back of the document to acknowledge that you will adhere to the ongoing operational requirements.

Land Use Compatibility Statement (off-white). This form has been filled out by Community Development Department staff using information on file with the City of Newport. Please review it carefully and if you are in agreement, then you simply need to include the document with your renewal application.

Structural Safety Checklist (green). This form lists the structural safety features required for short-term rentals. Please fill in the address of your unit, initial that each of the features is present, and sign and date where indicated.

Fire Safety Checklist (red). This form lists the fire safety features required for short-term rentals. Please fill in the address of your unit, initial that each of the features is present, and sign and date where indicated.

Good Neighbor Guidelines (yellow). Please review the guidelines, and relay them to your tenants by incorporating them in the rental contract, including them in the rental booklet, posting them online, providing them in a conspicuous place in the rental, or a similar method.

Business License Renewal Invoice. The invoice includes an itemized list of the annual business license fees due for your short-term rental. Payment is due when you submit the renewal application to the City of Newport Finance Department (169 SW Coast Hwy, Newport, OR 97365).

The City of Newport is in the process of hiring a contractor to provide a 24/7 hotline for dispatching calls to the operators of short-term rental properties. Once a contractor is hired, the City will provide the new hotline number to short-term rental owners so that they, or their authorized agent, can post a non-illuminated sign on the premises, between 1 and 2 square feet in size, with the 24/7 hotline information.



CITY OF NEWPORT SHORT-TERM RENTAL BUSINESS LICENSE ENDORSEMENT FORM

PLEASE PRINT OR TYPE – COMPLETE ALL BOXES

Property Owner Name(s):		Authorized Agent Name(s): <i>If other than owner</i>	
Mailing Address:		Company Name:	
Street Address:		Mailing Address:	
Telephone No.:	Email:	Telephone No.:	Email:
Local Representative <i>(Must be able to reach the premises in 30 minutes)</i> :			
Local Representative's Mailing Address:		Local Representative's Street Address:	
Local Representative's Telephone No.:		Email:	

SHORT-TERM RENTAL PROPERTY INFORMATION

Type of Short-Term Rental <i>(check one)</i> : Vacation Rental <input type="checkbox"/> Bed & Breakfast Facility <input type="checkbox"/> Homeshare <input type="checkbox"/>	
Website Addresses and Listing Numbers Where Rental Unit is Advertised:	
Street Address: _____	PROOF OF RESIDENTIAL USE FOR HOMESHARE AND BED & BREAKFAST FACILITIES <i>(Check the two items provided)</i> Copy of an Oregon Driver's License or Oregon Identification card <input type="checkbox"/> Copy of federal income tax return from the last tax year (page one only) <input type="checkbox"/> Copy of a voter registration card <input type="checkbox"/>
Telephone No.: _____ Shared Access (Y/N): _____ <i>(If yes, attach consent from other owners)</i>	
Off-Street Parking Spaces Provided: _____ <i>(Attach photo(s) dated within the last 90 days, of interior and exterior parking spaces)</i>	
Occupancy: _____ Bedrooms: _____	

ATTACHMENTS

The following information must be included with the completed endorsement form:

- Land use authorization from the Newport Community Development Department (off-white form);
- Fire safety checklist completed, signed and dated by the owner or authorized agent (red form);
- Structural safety checklist completed, signed and dated by the owner or authorized agent (green form);
- If the owner is a legal entity, a copy of the articles of organization or equivalent identifying ownership interest holders in the short-term rental property;
- Certificate of insurance establishing that the owner has liability insurance which expressly covers the short-term rental operations on the subject property in the amount of \$1,000,000 combined single limit for bodily injury and property damage;
- Site plan including a parking diagram of interior and exterior off-street parking spaces, along with photo(s), dated within the last 90-days, illustrating that the parking spaces are available to guests;
- Proof of residential use documents *(for home shares and bed and breakfast facilities only)*;
- For short-term rental renewals, room tax remittance records showing that the unit has been rented at least 30 days within the 12 month fiscal year. *(applies to renewals on or after July 1, 2020 where the license holder has operated for at least 12-months)*;
- Owner or authorized agent has signed and dated the back of the endorsement form acknowledging ongoing operational requirements, including that weekly solid waste management is provided and a copy of the good neighbor guidelines has been reviewed and relayed to short-term rental tenants;
- Business license endorsement fee. For new short-term rentals the fee is \$300 per unit. The fee to renew a short-term rental business license endorsement is \$230 per unit. Short-term rentals in special parking areas are subject to business license surcharges applicable to commercial uses in those areas. These charges are in addition to the general business license fee.

Short-term rental business licenses must be renewed by August 15th of each year. Failure of an owner to renew an endorsement by this date shall result in expiration of the endorsement, and the ability of the owner to operate shall be conclusively presumed to be discontinued with no further action by the City.

FOR OFFICE USE ONLY			
Endorsement No.:	Date Received.	Received By:	Fee Amount:
_____	____ / ____ / ____	_____	_____

ONGOING OPERATIONAL REQUIREMENTS

- A. Maximum occupancy of the short-term rental is limited to that which is specified in the Land Use Authorization;
- B. Group events such as company retreats, weddings, rehearsal dinners, family reunions and similar gatherings are permitted as long as the total number of individuals does not exceed maximum occupancy at any time during the rental period;
- C. Off-street parking spaces approved for short-term rental use shall be available, and are to be used by tenants, at all times that the unit is rented. A parking diagram illustrating the location of the approved parking spaces shall be provided to tenants and be available in a prominent location within the rental unit;
- D. Weekly solid waste disposal service shall be provided while the dwelling is occupied as a short-term rental. The owner or authorized agent shall provide for regular garbage removal from the premises, and trash receptacles shall be stored or screened out of plain view of the street;
- E. For short-term rentals situated on individual lots or parcels in residential zones, at least 50% of the front yard and 40% of the total area shall be maintained landscaping. No more than 50% of the front yard landscaping may be impervious surfaces, such as patios and decks. Driveway and parking areas shall not satisfy any portion of these landscaping requirements;
- F. Noise levels are to conform to the requirements of Chapter 8.15 of the Newport Municipal Code, which limits nighttime decibel levels at the property boundary to 50 dBA for residential areas and 55 dBA for commercial areas;
- G. The short-term rental may not be used in a manner that creates a public nuisance as defined in Chapter 8.10 of the Newport Municipal Code;
- H. Owner or designee will maintain a guest and vehicle register for each tenancy. The register shall include the name, home address, and phone number of the primary tenant; the total number of occupants; vehicle license plate numbers of all vehicles used by the tenants, and the date of the rental period. This information shall be provided to emergency responders, and city finance and code compliance personnel when requested for enforcement or audit purposes;
- I. Good neighbor guidelines have been reviewed and relayed to short-term rental tenants, by incorporating them in the rental contract, including them in the rental booklet, posting them online, providing them in a conspicuous place in the rental, or a similar method;
- J. Owner or representative will respond to neighborhood complaints within one (1) hour and shall maintain a written record of complaints, the dates they were received, and efforts taken to resolve issues that have been raised. The written record shall be provided to the City upon request.
- K. Liability insurance will be maintained that expressly covers short-term rental operations on the subject property in the amount of \$1,000,000 combined single limit for bodily injury and property damage.
- L. Owner or designee will provide information within the dwelling unit to inform and assist renters in the event of a natural disaster, power outage, or other emergency. Required information includes, but is not limited to:
 - (1) A tsunami evacuation map produced by Lincoln County Emergency Services, Oregon Department of Geology and Mineral Industries or other agency with similar authority.
 - (2) Phone numbers and addresses for emergency responders and utility providers.
 - (3) Other information as established by resolution of the City Council;
- M. A copy of the short-term rental business license endorsement issued by the City shall be displayed in a prominent location within the interior of the dwelling adjacent to the front door. In addition to the endorsement, such information shall include a number or other identifying mark unique to the short-term rental endorsement which indicates that it was issued by the City of Newport, with date of expiration; the name of the owner and authorized agent and a telephone number where the owner and authorized agent may be contacted; the property address; the number of approved parking spaces; the maximum occupancy permitted for the short-term rental; any required information or conditions specific to the operating license; and the City of Newport official logo. This information shall be maintained and current at all times.

ACKNOWLEDGEMENT

I/We, the owners or authorized agent of the subject premises, hereby acknowledge that we have read and agree to adhere to the ongoing operational requirements set forth in this document, and understand that failure to abide by these operational requirements may result in the suspension or revocation of our short-term rental business license endorsement.

Owner or Authorized Agent

Date



CITY OF NEWPORT SHORT-TERM RENTAL LAND USE COMPATIBILITY STATEMENT

APPLICANT INFORMATION:

Property Owner Name(s):	
Mailing Address:	
Telephone No.:	Email:

PROPERTY INFORMATION:

Type of Short-Term Rental (<i>check one</i>):			
Vacation Rental	<input type="checkbox"/>	B&B	<input type="checkbox"/>
Homeshare		<input type="checkbox"/>	
Street Address:			
Map Tax Lot:		RESIDENTIALLY ZONED PROPERTIES ONLY (CHECK TO CONFIRM)	
Construction Type:	Zoning:	At least 50% of front yard is landscaped:	<input type="checkbox"/>
Guestrooms:	Occupancy:	Less than 50% of front yard landscaping is impervious surfaces (decks, patios, etc.):	<input type="checkbox"/>
Off-Street Spaces:	Shared Access (Y/N):	At least 40% of the total property is landscaped:	<input type="checkbox"/>

PRE-EXISTING SHORT-TERM RENTALS:

Date Established:	Endorsement No.:
Inspection Date:	Conditional Use Permit (<i>if applicable</i>):

To Be Completed By City of Newport Community Development Department	
<input type="checkbox"/>	The unit complies with the short-term rental approval standards set forth in NMC 14.25.030.
<input type="checkbox"/>	The unit complies with the short-term rental approval standards set forth in NMC 14.25.030, as amended by Conditional Use Permit # _____.
<input type="checkbox"/>	The unit is a non-conforming vacation rental located inside the Vacation Rental Overlay Zone and is within , or adjacent to, a commercial or water-related zone (NMC 14.25.035(A)(1)).
<input type="checkbox"/>	The unit is a non-conforming vacation rental located inside the Vacation Rental Overlay Zone and is not within , or adjacent to, a commercial or water-related zone (NMC 14.25.035(A)(2)).
<input type="checkbox"/>	The unit is a non-conforming vacation rental located outside of the Vacation Rental Overlay Zone (NMC 14.25.035(A)(3)).
<input type="checkbox"/>	The unit is a non-conforming homeshare or bed & breakfast facility (NMC 14.25.035(A)).

DISCLAIMER: Land Use Compatibility Statement: This statement is provided based on information supplied by the applicant and upon information publically available to the City of Newport. It is not to be relied upon for any purpose other than its intended purpose under NMC Chapter 14.25. No affirmative representation is made hereby for any other purpose.

Signature	Title	Date
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Attachments (for new units only):

- Site plan, drawn to scale, showing the dimensions, property lines, existing buildings, landscaped area, and off-street parking locations.
- Floorplan of the dwelling unit that identifies the rooms dedicated to short-term rental use.
- If the dwelling Unit is within a residential zone, a calculation of the percentage of front yard and total lot area maintained in landscaping.
- If the dwelling unit relies upon shared parking areas, a copy of a covenant or other binding legal instrument detailing unit owner rights and responsibilities related to the parking area.



CITY OF NEWPORT SHORT-TERM RENTAL STRUCTURAL SAFETY CHECKLIST

This form is to be completed by the owner or authorized agent of the short-term rental at the following address _____ . Please read and individually acknowledge each section by initialing on the line to the right and sign at the bottom. If this is a new rental, the checklist must also be signed by the City of Newport Building Official following an inspection of the dwelling unit. For license renewals, the City may elect to inspect the dwelling unit during the period of time it is licensed. In such cases, the City will contact the authorized agent to arrange a time for the inspection.

- A. All bedrooms possess an operable emergency escape window or exterior door with a minimum opening size of 5.7 sq. ft. (5.0 sq. ft. at grade floor), with minimum net clear dimensions of 20-inches in width and 24-inches in height and having a sill height not more than 44-inches above the finished floor. _____
Initial
- B. All stairs with four (4) or more risers have a handrail on at least one side, and the handrails are secure, continuous, and have returns at each end. _____
Initial
- C. Open sides of stairs, decks, porches or other walking surfaces more than 30-inches above grade or the floor below are equipped with guardrails configured such that a 4-inch sphere cannot pass through. _____
Initial
- D. Windows within a 24-inch arc of doors and glass within bathtub or shower enclosures are safety glazed, or have an equivalent means of protection. _____
Initial
- E. Any wood frame decks are structurally sound and have been engineered to support the weight of any hot tubs or other features of a similar size placed upon them. _____
Initial
- F. All electrical plug-ins and light switches have faceplates. _____
Initial
- G. GFCI (Ground Fault Circuit Interrupter) protection is provided for exterior outlets, kitchens, garages, laundry areas, and bathroom receptacles. _____
Initial
- H. The water heater(s) are strapped and secured in accordance with seismic protections standards, with a TEP (Temperature and Pressure Relief) line that is run to an approved location. _____
Initial

Owner or Authorized Agent

Newport Building Official (*new units only*)

Date

Date



CITY OF NEWPORT SHORT-TERM RENTAL FIRE SAFETY CHECKLIST

This form is to be completed by the owner or authorized agent of the short-term rental at the following address _____ . Please read and individually acknowledge each section by initialing on the line to the right and sign at the bottom. If this is a new rental, the checklist must also be signed by the City of Newport Fire Department following an inspection of the dwelling unit. For license renewals, the Fire Department may elect to inspect the dwelling unit during the period of time it is licensed. In such cases, the City will contact the authorized agent to arrange a time for the inspection.

- A. Functioning smoke detectors are installed in all bedrooms and outside each bedroom in hallways or other rooms providing access to bedrooms, and on each story including basements. Newport Fire Department (NFD) recommends sealed-10-year smoke alarms to prevent guests from removing the batteries. NFD recommends adding the testing of smoke alarms to the cleaning/checkout sheet for the short-term rental. *OFC 907.2.11, ORS 479.250-479.300.* _____
Initial
- B. Functioning carbon monoxide alarms / detection system shall be installed in each bedroom or within 15 feet outside of each bedroom door that are located on all floor levels. *OFC 908.7.2.* _____
Initial
- C. Functioning fire extinguishers are available on each floor of the rental. The minimum requirement is a 2A:10BC (5 pound) extinguisher. Fire extinguishers need to be mounted in an accessible location with the top of the extinguisher no higher than 5 feet from the floor. Fire extinguishers shall be inspected and serviced by a certified company annually. *OFC 906.1, 906.9.1* _____
Initial
- D. Exits are well lit, clear, unobstructed, and obvious to guests. Exits are easy to open with no special knowledge or keys. *OFC 1027.5, 1008.1.9.* _____
Initial
- E. If there are areas of the short-term rental that are locked and off limits to a guest, a sign saying 'Not An Exit' must be placed at eye-level on the door. *OFC 1030.5.* _____
Initial
- F. Electrical panels are unobstructed and have 36" of clearance. Breakers in the panel are clearly labeled and empty breaker spaces are plugged. *OFC 605.3.* _____
Initial
- G. Combustible items are not stored under stairs, in heating equipment closets, or in a basement below the short-term rental. *OFC 315.3.3, 315.3.4.* _____
Initial
- H. If the short-term rental has a fire alarm or sprinkler system, service and testing records must be kept on site for three years. These systems need to be tested annually. *OFC 907.8, 901.6.1, 901.6.2.* _____
Initial
- I. New and existing buildings have approved building identification address numbers placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be a minimum of 4 inches high with a minimum stroke of 0.5 inch. *OFC 505.1.* _____
Initial

Owner or Authorized Agent

Newport Fire Department (*new units only*)

Date

Date

[CITY OF NEWPORT](#)

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Short-Term Rental Good Neighbor Guidelines

Welcome to the City of Newport! These guidelines are intended to highlight a few ways you can be a good neighbor during your stay.

General Respect for Neighbors. Be friendly, courteous, and treat your neighbors like you want to be treated.

Occupancy Limits. Abide by the occupancy limit posted within the short-term rental unit. The number listed represents the maximum number of individuals that may be on the premises at any time during the rental period.

Noise. Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10:00 pm.

Maintenance of Property. Be sure to pick up after yourself and keep the property clean, presentable and free of trash.

Garbage Disposal. Place trash and recycling containers in the appropriate place and time for pickup, and return them to the designated location in a timely manner after pickup. Cigarette butts should be properly extinguished and disposed of in the garbage.

Parking and Traffic Safety. Refer to the parking diagram posted in the short-term rental unit and park at these locations whenever possible. Do not park on landscaped areas or in a manner that blocks driveways, sidewalks, or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.

Pets. Promptly clean up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.

Tenant/Guest Responsibility. Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement, and information posted and/or otherwise available within the unit, for additional terms and restrictions on the use of the short-term rental.

24-Hour Contact Information. If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number posted within the unit or on the property. Phone numbers and addresses for emergency responders, utility providers, and a tsunami evacuation map are available in the unit to assist you in the event of a natural disaster, power outage, or other emergency. You are encouraged to locate and review this information at your earliest convenience.