

## SHORT TERM RENTAL PROCESS

Short term rental process was put in place by Ordinance No. 24-06-13 on June 10, 2024

### **DEFINITION**

Short-term rental means all or part of a dwelling or dwelling unit that is rented for compensation and by prearrangement to transient guests for a period less than 30 consecutive days. Short-term rental properties shall only be allowed as a special use in accordance with the city code.

### **STEPS**

1. Must Register Annually (May 1 – April 30)
  2. Must obtain a special use designation by City Council
  3. Must pay annual registration fee \$75.00
  4. Must pay all applicable federal, state, and local taxes, including but not limited to hotel and motel tax
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### **OBTAINING A SPECIAL USE ZONING**

1. Obtain an application to rezone from the website [www.cityofchillicotheil.org](http://www.cityofchillicotheil.org) or from City hall.
2. After steps from the application to rezone are completed, city council will have to vote on special use.

### **REGISTRATION**

1. Obtain registration form from the website [www.cityofchillicotheil.org](http://www.cityofchillicotheil.org) or from City hall follow steps

### **HOTEL AND MOTEL TAX COLLECTION REPORT REQUIREMENT**

1. Obtain form from the website [www.cityofchillicotheil.org](http://www.cityofchillicotheil.org) or from City hall
2. For information regarding Hotel and Motel Tax go to the website [www.cityofchillicotheil.org](http://www.cityofchillicotheil.org) Chapter 86 of the city code will have the guidelines

# APPLICATION TO REZONE

*City of Chillicothe*

908 North Second Street 1 PO Box 145  
Chillicothe, Illinois 61523  
(309) 274-2020

## For Office Use Only

Date Received by City Clerk: \_\_\_\_\_

Fee Received: \$ \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Plan Commission Recommendation: [ Approve [ Deny

Date of Council Action: \_\_\_\_\_

Council Action: f Approve / [ Deny

### APPLICANT INFORMATION

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

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

City / State: \_\_\_\_\_

Date Property Acquired: \_\_\_\_\_  
(If Less Than One Year Ago)

### PROPERTY INFORMATION

Street Address: \_\_\_\_\_

Circle Current Zoning: R-1    R-2 R-3 R-4 C-1    C-2 C-3 I-1    1-2

Circle Proposed Zoning: R-1    R-2 R-3 R-4 C-1    C-2 C-3 I-1    1-2 Special Use

### REQUIRED ATTACHMENTS

Legal Description

Sketch of Property, Dimensioned or Drawn to Scale

### REASON FOR APPLICATION (Be specific.)

Explain why you are seeking the zoning change:

State what affect you feel the proposed change would have on the immediate neighborhood:

State what affect you feel the proposed change would have on Chillicothe in general:

### SIGNATURE OF APPLICANT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REGISTRATION FORM – SHORT TERM RENTAL**

*City of Chillicothe*

908 North Second Street PO Box 145  
Chillicothe, Illinois 61523  
(309) 274-2020

<b><u>For Office Use Only</u></b>
Date Received by City Clerk: _____
Fee Received: \$ _____
Renewal <input type="checkbox"/> Yes

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**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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**PROPERTY INFORMATION**

Street Address: \_\_\_\_\_  
Property Tax Identification Number: \_\_\_\_\_  
Circle Current Zoning:    R-1   R-2   R-3   R-4   C-1   C-2   C-3   1-1   1-2   Special Use  
Number of bedrooms: \_\_\_\_\_

**REQUIRED ATTACHMENTS**

[ ] Legal Description

**SIGNATURE OF APPLICANT**

Affidavit: I affirm that the information for the registration for short-term rental property will be operated in accordance with all applicable laws, ordinances, and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Renewal Affidavit:

I affirm that the information in the original application and statements contained in the original application has not changed. Also, the short-term rental property will be operated in accordance with all applicable laws, ordinances and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF CHILICOTHE  
HOTEL TAX COLLECTION REPORT**

DATE: \_\_\_\_\_

Business Name:
Business Address:
Business Phone:
Business Email:

Tax Reporting Period	Reporting Period	Due Before
	May to July	August 31st
	August to October	November 30th
	November to January	February 28th
	February to April	May 31st

Total Number of rooms available to rent for this period		<i>This section does not need to be filled out if operating a residential short-term rental.</i>
Total Number of rooms rented for this period		
Number of Rooms exempt from Hotel Tax		
a. Rooms rented for more than 30 consecutive days		
b. Rooms rented to person who works and lives in hotel		

Total Hotel Revenue receipts for this reporting period	\$
Total Hotel Non-Taxable revenue for this reporting period	\$
Total Taxable revenue for this period	\$
Total Hotel Tax (5%) receipts for this pay period	\$

Total Hotel Tax (5%) receipts for this reporting period	\$
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Payment Amount to City for this reporting period	\$
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I, the undersigned, hereby declare that all of the information above is accurate and true. I understand that my signature herein does not prevent a claim for refund of any or all of the above amount to be filed within three (3) years from the date of this report. I also understand that the City reserves the right to attest any or all of the information supplied herein and if proven to be incorrect, one or more penalties may apply.

\_\_\_\_\_  
Signature of Business Representative

\_\_\_\_\_  
Date

FOR OFFICIAL USE ONLY

Received by: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Cash                       Check \_\_\_\_\_

# **CITY OF CHILLICOTHE, ILLINOIS**

## **ORDINANCE NO. 24-06-13**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES**

**CITY OF CHILLICOTHE, ILLINOIS,**

**REGARDING SHORT-TERM RENTAL PROPERTIES**

**ADOPTED BY THE CITY COUNCIL OF**

**THE CITY OF CHILLICOTHE, ILLINOIS**

**THE 10TH DAY OF JUNE 2024**

**Published in pamphlet form by authority of the City Council of the City of Chillicothe, Peoria County, Illinois, this 10th day of June 2024.**

ORDINANCE NO. 24-06-13

AN ORDINANCE AMENDING THE  
CODE OF ORDINANCES, CITY OF CHILLICOTHE, ILLINOIS,  
REGARDING SHORT-TERM RENTAL PROPERTIES

WHEREAS, the City of Chillicothe, Illinois (“City of Chillicothe”) is an Illinois municipality organized and operating pursuant to the Illinois Municipal Code (65 ILCS 5/1-1-1, et. seq.); and

WHEREAS, pursuant to the Illinois Municipal Code, the corporate authorities of the City of Chillicothe have the authority to amend zoning ordinances to provide for the development or redevelopment of the municipality (65 ILCS 5/11-13-14); and

WHEREAS, the City of Chillicothe has adopted, codified, and published the Code of Ordinances, City of Chillicothe, Illinois (“Chillicothe Code”), including, amongst other chapters, provisions regarding zoning requirements for all zoning districts, permitted and special uses within all zoning districts, hotels and motels, and a hotel and motel tax; and

WHEREAS, the City of Chillicothe Judicial Committee (“Judicial Committee”) has taken the necessary and prudent actions to draft, review, obtain public comment on, and recommend amendments to the Chillicothe Code to permit and regulate short-term rental properties as set forth herein; and

WHEREAS, the City of Chillicothe Plan Commission (“Plan Commission”) conducted a public hearing regarding the proposed amendments to the Chillicothe Code concerning short-term rental properties on May 7, 2024, pursuant to a Notice of Public Hearing published in the Peoria Journal Star on April 15, 2024; and

WHEREAS, the Plan Commission has considered and recommended amending the Chillicothe Code’s zoning regulations regarding short-term rental properties as described herein; and

WHEREAS, the City Council has determined it is necessary and in the best interests of the City of Chillicothe and the health, safety, and welfare of its citizens to amend Chapter 106 of the Chillicothe Code to permit and regulate short-term rental properties, as provided herein.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CHILLICOTHE, PEORIA COUNTY, ILLINOIS, AS FOLLOWS:**

Section One: The foregoing recitals and the findings therein are hereby adopted by City Council and are incorporated herein by reference in their entirety.

Section Two: Section 106-1 of the Chillicothe Code is hereby amended to add the following terms and definitions in alphabetical order within the existing terms and definitions:

*Boarding house* means a dwelling or part thereof, other than a motel, hotel, or short-term rental, where, for compensation and by prearrangement for definite periods, lodging and meals are provided by the owner or operator to transient guests unrelated to the owner.

*Lodging house* means a dwelling or part thereof, other than a motel, hotel, or short-term rental, where lodging only is provided for compensation and by prearrangement for definite periods to transient guests unrelated to the owner.

## EXHIBIT A

### Chapter 106 – Zoning

#### Article VIII - Supplemental Regulations

##### DIVISION 1. – GENERALLY

##### Sec. 106-295 SHORT-TERM RENTAL PROPERTIES

- (a) *Purpose and applicability.* It is the intent and purpose of this section to provide regulations regarding short-term rental properties within the corporate limits of the City of Chillicothe. Such establishments shall comply with all applicable regulations provided in the City Code and this Section.
- (b) *Short-term rental registration required.* No person shall advertise, offer, operate, maintain, rent, or lease or permit to be advertised, offered, operated, maintained, rented, or leased a short-term rental property in the city without having been granted a special use designation by the City Council. All short-term rental properties granted a special use designation shall file an annual registration statement for each short-term rental property and paid all applicable fees, costs, and taxes pursuant to the provisions of this Code and Section. Any such registration statements shall be prima facie proof of the statement therein contained in any administrative enforcement proceeding or court proceedings by the city against the owner or owners of the property.
- (c) *Payment of applicable taxes.* Short-term rental properties shall be subject to all applicable federal, state, and local taxes, including, but not limited to the hotel and motel tax set forth in Chapter 86, Article II of this Code. No property shall be approved for annual registration for a short-term rental property that is delinquent in payment of any tax, fine, penalty, or cost for public utilities and/or penalties assessed for the nonpayment or late payment thereof.
- (d) *Registration procedure for short-term rental properties.* For each fiscal year of the City of Chillicothe, every property owner granted a special use designation for a short-term rental property shall file an annual registration statement with the Mayor or his or her designee upon a form provided by the city. The Mayor or his or her designee shall within fifteen (15) business days of the receipt of an annual registration statement review and process the annual registration statement and advise the applicant in writing whether the registration is approved or denied. Whenever an application is denied, or held for further investigation, the Mayor or his or her designee shall advise the applicant in writing of the reasons for such action. The failure or refusal of the property owner to promptly give any information relevant to the annual registration statement, or the submission of false, misleading, or incomplete information on the statement shall be grounds for denial. If a change in any information required by the annual registration statement occurs at any time during a registration period, the property owner shall file a statement, executed in the same manner as the registration statement, indicating the nature and effective date of the change. The supplemental statement shall be filed within ten (10) days after the change takes effect.
- (e) *Terms of annual registration statement, fees, and renewal.*
- (1) The term for annual registration statements under this Section is for one (1) year, beginning May 1 and ending on April 30.
  - (2) All fees shall be paid at the time registration is made.
  - (3) The annual registration shall be \$75.00.

- (f) *Inspection.* The police department or city inspector may from time to time make an inspection of each short-term rental property under the provisions of this section for the purposes of determining that the provisions of this section and Code are complied with. Such inspections shall be scheduled, made at reasonable times, and performed in a reasonable manner. As a condition of registration, the property owner consents to walk-through inspections by the police department or city inspector after notice.
- (g) *Public nuisance.* Any property used as short-term rental property in violation of this Section or Code with the intentional knowing, reckless, or negligent permission of the owner, or the agent of the owner, together with all fixtures and other property used in violation of this article, are hereby declared to be a nuisance.

*Short-term rental* means all or part of a dwelling or dwelling unit that is rented for compensation and by prearrangement to transient guests for a period less than 30 consecutive days. Short-term rental properties shall only be allowed as a special use in accordance with this Code.

Section Three: Section 106-162 of the Chillicothe Code is hereby amended to add Section 106-162(6)(c) short-term rental as a special use as follows:

(6) Special uses.

c. Short-term rental. Short-term rental properties solely as provided in Section 106-295.

Section Four: Section 106-194 of the Chillicothe Code is hereby amended to add Section 106-194(c)(23) short-term rental as a special use as follows:

(c) *Special uses*. The following uses are permitted as special uses when authorized by the city council after a public hearing and recommendation by the plan commission:

(23) Short-term rental. Short-term rental properties solely as provided in Section 106-295.

Section Five: Section 86-31 of the Chillicothe Code is hereby amended as follows:

*Hotel room and motel room* mean a room within a structure kept, used or maintained as or advertised or held out to the public to be in an inn, motel, hotel, apartment hotel, lodginghouse, boarding house, short-term rental, dormitory or place where sleeping, rooming, office, conference or exhibition accommodations are furnished for lease or rent, whether with or without meals. One room offered for rental with or without an adjoining bath shall be considered as a single hotel or motel room. The number of hotel or motel rooms within a suite shall be computed on the basis of those rooms utilized for the purpose of sleeping.

Section Six: Chapter 106, Article VIII of the Chillicothe Code is hereby amended by adding Section 106-295 as set forth in Exhibit A attached hereto and incorporated herein by this reference.

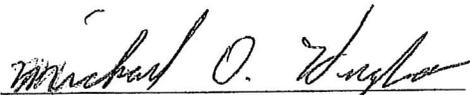
Section Seven: This Ordinance shall be effective immediately upon passage, approval, and publication as may be required by law.

**PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CHILLICOTHE, PEORIA COUNTY, ILLINOIS** this 10th day of June, 2024.

Ayes: Seven (7)

Nays: None (0)

Absent: One (1)

  
Michael D. Hughes, Mayor

Attest:   
Jill M. Byrnes, Clerk