

SHORT-TERM RENTAL

CITY USE ONLY

Permit #: _____

Inspection Date: _____ Receipt # _____

Inspection Time: _____ Initial Inspector: _____



APPLICATION FOR SHORT TERM RENTAL

- Review the regulations governing short-term rental on the back of this form before applying
- Copy of applicant's Photo ID required (staff can make copy if applying in person)
- Inspection fee of \$75 required (pay in-person, send check, or call 314-291-6550 to pay via phone)
- Completed form can be sent via email to planning@marylandheights.com

PROPERTY

Please type or print clearly

ADDRESS: _____ Unit: _____

Currently Occupied? Yes No Property Type? House Townhouse

Septic System? Yes No If yes, provide report at the inspection

OWNER

Name _____

Address _____

City, State, Zip _____

Phone Number _____ Email Address _____

MANAGER

Check if same as owner: Otherwise, complete manager's information below:

Name _____

Address _____

City, State, Zip _____

Phone Number _____ Email Address _____

Who will be on-site for the inspection?

Owner Manager Other (Provide their contact info below. They must be 18+ years of age)

Other's Name _____

Relationship to Owner/Manager _____

Phone Number _____ Email Address _____

YOU MUST BE THE OWNER OR MANAGER LISTED ABOVE TO REQUEST AN INSPECTION.

I agree that:

- All information provided on this application is correct to the best of my knowledge
- The property owner has authorized the inspection to be performed
- The short-term rental will satisfy all requirements (listed on the reverse of this application)
- The owner or manager will be contacted by city staff within 12 months to schedule the annual re-inspection

PRINT NAME: _____

SIGNATURE: _____ DATE _____

Below is a summary of Section 25-29, Short-Term Rental, of the City of Maryland Heights Zoning Code:

A. *Limitations on Intensity and Appearance.*

1. Short-term rental is limited to rental of the entire dwelling; rental of individual rooms is prohibited.
2. Use of accessory buildings, such as sheds or detached garages, for living space is prohibited.
3. Structural alterations or additions to the dwelling that will change its primary use as a single-family dwelling are prohibited.
4. The short-term rental may not change the character of the neighborhood or result in disturbance to the surrounding residents.
5. The short-term rental must be operated in such a manner that does not generate increased on-street parking that adversely impacts traffic flow.
6. Signs or other on-site advertisements indicating short-term rental is present are prohibited.

B. *Limitations on Renters.*

1. *Maximum Occupancy.* The number of rental occupants for short-term rental is limited to the number of maximum allowable occupants of the dwelling in accordance with the limitations of the Municipal Code. The maximum number of occupants is listed on the approved occupancy permit.
2. *Rental Period.* The rental period for short-term rental cannot exceed 30 days for one individual or group of individuals. However, at his/her discretion the Building Commissioner may allow the rental period to exceed 30 days in the case of extenuating circumstances. For approval of stays greater than 30 days, contact the Building Commissioner at (314) 738-2241.
3. *Age Limitations.* The minimum age of the renter is 21 years old and must be confirmed via a provided state-issued identification, government issued Passport Book, or government issued Passport Card. The aforementioned identification shall be provided to the owner, manager, or booking service of the short-term rental at the time of booking, or prior to the start of the rental period.

C. *Limitations on Owners and Managers.*

1. *Occupancy Permit Required.* The owner of the dwelling must obtain an occupancy permit in accordance with the Municipal Code. The initial inspection fee is \$75. Additionally, the dwelling must undergo an annual inspection. Said annual inspection will occur at 12 month intervals after the initial occupancy inspection. City staff will contact the owner/manager to schedule the annual inspection. The fee for the annual inspection is \$25.
2. The owner of the dwelling is not required to live on the premises at the time of rental or at times when the dwelling is not being rented. However, **the owner of the dwelling or manager of the short-term rental must live within close proximity of the dwelling in question, and shall respond to the property within one hour** if requested by law enforcement, fire and rescue personnel, and/or a representative of the City of Maryland Heights.
3. *Fees.* The owner of the dwelling or manager of the short-term rental is responsible for all residential inspection fees, as well as the 0.50% parks/stormwater tax and the 0.50% tourism tax and any subsequent adjustment thereto.
4. *Records.* The owner of the dwelling, manager of the short-term rental, or booking service must maintain a record of the name, address, and telephone number of renters for at least 2 years, and produce those records, if requested by the City of Maryland Heights.
5. *Compliance with other Agencies.* Short-term rental must comply with all other local, county, state, and federal regulations.

D. *Nuisances.* Nuisances shall be enforced by the Police Department in accordance with the Municipal Code.

E. *Noncompliance.*

1. The City Council has authority to revoke an occupancy permit for short-term rental for violation of the regulations upon written notice of said violations to the owner of the dwelling. The aforesaid may within 30 days of said notice request a hearing before the City Council.
2. In addition to the City Council's authority above, the Building Commissioner may cause a summons to be issued to the owner of the dwelling for violations of this section to appear in the Municipal Court of Maryland Heights to answer as in any other violations of the Zoning Code.