



Town of Star Valley Ranch

171 Vista Dr #7007

Star Valley Ranch, Wyoming 83127

Phone: 307-883-8696

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Town of Star Valley Ranch Short-Term Rental Application

Instructions: All information on this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable unless the application is denied as a short-term rental application, at which point the entire fee, less twenty (20) percent of the application fee, will be refunded. An application for a short-term rental permit **must be submitted and approved by the Town before the short-term rental can begin operations.**

ALLOW UP TO 30 DAYS FOR APPROVAL

NEW PERMIT

PERMIT RENEWAL

Please Include New Permit Fee of \$250.00 or Renewal Fee of \$125.00

Homeowners' Name: _____

Rental Home Business Name: _____ (If no business name is provided Homeowners' last name(s) will be used)

Business Type (Circle one): Corporation/Inc /LLC/Sole Proprietor/ Other (List): _____

Rental Property Physical Address: _____

Homeowners Physical Address: _____

Homeowners Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Homeowners Phone: (____) _____ Cell Phone (____) _____

Homeowners Email Address: _____

WY Sales tax License Number: _____

Copy of Wy Sales Tax License: _____

(If applicable. Not required if the rental owner only list the property with an online listing company that collects and remits lodging and sales tax to the State of Wyoming)

OWNER OR OWNER REPRESENTATIVE/CONTACT PERSON
(A local point of contact within Star Valley, WY is required.)

Name: _____

Physical Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (_____) _____ Cell Phone: (_____) _____

Email Address (required): _____

By signing below, I acknowledge:

- I am responsible for renewing the rental permit by the last day of December each year.
- I am responsible for notifying the Town of any changes in the status of this rental home (e.g., change in property managing agent, no longer operating as a short-term rental, change in ownership, etc.).
- I must abide by all Town of Star Valley Ranch Ordinances.
- I have read and understand Town Ordinance Title XI Chapter 113 Short-Term Rental Permits.
- This short-term rental is subject to collection and remittance of WY lodging and sales tax.
- The information stated above is, to the best of my knowledge, true and correct and that I will notify the Town of any changes.

X _____ / _____ **Home**
owner's Signature **Date**

X _____ / _____ **Owner**
or Owner Representative/Contact Person Signature **Date**

Applications can also be emailed to billng@starvalleyranchwy.org

Notice To Neighbors Within 300 Feet. Rental unit owners or their agents must provide notice, by mail, to the owners of neighboring parcels within 300 feet of the short-term rental property. The notice shall inform neighbors that a short-term rental permit has been applied for and will include the name and contact information of the local owner representative/managing agent(living in Star Valley, WY). The short-term rental permit applicant has an affirmative duty to re-notify all applicable neighbors upon change in the owner contact person and to also notify the Town. If the owner or contact person has not changed, the notification letter is not a requirement on renewals.

(Attached is a copy of instructions on how to access property owners within the 300-foot notification area as well as the required notice to be sent out.)

I _____(sign) _____(date)
_____ (print)

declare under penalty of perjury, that I have read the foregoing and have sent all required notices as described above.

A copy of the list of neighbors notified must be attached to the application or emailed to the Town (billing@starvalleyranchwy.org) for the application to be complete.

Initial: _____

Management and Advertising Requirements. Any advertising but not limited to newspapers, radio, print, digital, or voice advertising of short-term rental units must include: 1) the valid permit number issued to the unit, 2) for digital advertising, and effective internet link to the Town of Star Valley Ranch short-term rental ordinance, 3) signage is not allowed.

Initial: _____

Annual Safety Inspection Required: All short-term rental units are subject to passing an annual safety inspection. *(Copy of the required SHORT-TERM RENTAL INSPECTION CHECKLIST is attached.)*

Initial: _____

Prohibitions: Multiple bookings during the same period for a short-term rental unit are not allowed.

Initial: _____

Parking Requirements: All short-term rental units must provide on-site parking. No vehicles are allowed to be parked on Town streets or right of ways.

Initial: _____

*****INSTRUCTIONS AND ATTACHEMENTS TO FOLLOW*****

How to download list of property owners within 300 feet

Go to Lincoln County's web site at <https://lcwy.org>

1. Hover over Government Header
2. Under Planning & Engineering Section click Maps/GIS
3. Click on Interactive Maps
4. Scroll down to bottom of page, then click on I AGREE
5. Click on Parcel Map- Open App
6. Scroll with mouse to zoom in on Star Valley Ranch
7. Locate your Plat and Lot
8. At bottom of page click on Draw
9. Click on Solid Line
10. Scroll down, click on show measurement, select feet
11. Draw a line from all property boundaries out to 300 feet.
12. Note all lot numbers that fall within the 300-foot line just drawn
13. At bottom of page click on Identify
14. Identify will show 1) Owners Name, 2) Owners mailing address
15. Click on each lot that has fallen within the 300-foot boundary and send notification letters to all owners that have fallen within the 300-foot area

SHORT-TERM RENTAL NEIGHBORHOOD NOTICE

Per the Town of Star Valley Ranch Ordinance Title XI Chapter 113 property owners or their agents must provide notice to the owners of neighboring parcels within 300 feet of the short-term rental property. Below is an example of notice to be sent out to neighboring parcels.

Rental Property Physical Address: _____

For questions or concerns regarding rental operations for this property please contact: Owner or local Contact Person listed below:

Name: _____

Phone Number: (_____) _____

Email Address: _____(Required)

For more information regarding short-term rentals within the Town of Star Valley Ranch please see the Town of Star Valley Ranch website at: <https://www.starvalleyranchwy.org>– Government – Ordinances – follow the link for current Ordinances – Title XI Business Regulations Chapter 113 Short-Term Rental Permits

SHORT-TERM RENTAL INSPECTION CHECKLIST

Initial Each One

Address Numbers

_____ Is the address number posted and visible using minimum 4 inches?

Contact Information

_____ Is contact information of the owner or contact person posted?

Emergency Contact Numbers

_____ Emergency contact numbers posted. ("IN CASE OF EMERENENCY CALL 911") posted?

Egress/Ingress

_____ Do egress/exit routes comply with applicable codes? (e.g., doors, stairs, hallways, handrail, basement window wells, ladders, and well covers/grates)

_____ Are required egress windows (bedroom windows) operable? And meet minimum size? (Minimum 5 sq. ft opening when located on the main floor or basement, 5.7 sq. ft. on 2nd floor, and a minimum opening of 20 inches and an opening height of 24 inches).

Doors

_____ Do exterior entry doors have working deadbolts?

_____ Do all individual entry doors have working deadbolts and entry knobs with deadlocking latches?

_____ Do all exterior doors open and close properly, and lock and unlock easily?

Windows and Ventilation

_____ All windows open and close easily and can remain open?

_____ All windows have screens and are free of damage and defects.

_____ Any security bars can be released from the interior?

Stairway Condition

_____ Stairways, including treads, balusters, risers, and landings, are in good condition, free of wood rot and rust and have no missing, broken, or loose parts?

Handrail and Railing Condition

_____ Handrails are tightly fastened, sound and in good condition and return to the walls?

_____ Railings are tightly fastened, sound and in good condition, height of railing and spacing of balusters meet code requirements?

Appliances

_____ Are all appliances in working condition?

_____ If there is a gas stove, or gas fireplace, is it free of gaseous odor indicating a gas leak?

_____ Is the dryer vent system free of hazards and obstructions?

Smoke Detectors

_____ Are smoke detectors located where required by code and operable? (One in each sleeping room, one outside bedroom area, but not near cooking appliances, and on each occupiable story including basements and habitable attics). Follow manufacture's instruction.

_____ Do all smoke detectors work properly and alarm sounds when tested?

_____ For smoke alarms that are hardwired, a battery is installed for battery back-up, does it function?

Carbon Monoxide Alarms and Detectors

_____ If a carbon monoxide alarm is required by code, is it installed and functional?
Required if dwelling has a fuel burning appliance or attached garage.

_____ If applicable, operational CO alarms are installed outside of each sleeping area in the immediate vicinity of the bedroom(s), in a bedroom where a gas burning appliance is located and on each level inside the unit including basements.

Heating

_____ Is all heating equipment operational and in safe working condition with covers free of rust and dust buildup?

_____ Gas heater is operating normally and is provided with minimum combustion air?

_____ All service gas lines in the unit are free of leaks and any gaseous odors?

_____ All gas lines in the unit have a gas shut-off valves and flex lines at the appliance connection?

_____ Are combustibles kept away from heat sources, including hot water heater, furnace, and fireplace?

Fire Extinguisher

_____ Is a fire extinguisher, with a minimum rating of 2-A:10B:C, provided and either directly visible or in a labeled location?

_____ Has the fire extinguisher received its annual inspection?

Electrical Panel

_____ Is there proper access to the electrical panel? (Typically requires clear space, 30 inch wide, 36-inch depth, and 78 inch in height in front of the panel).

Electrical Wiring

_____ If any extension cords are in use, are they used in a compliant manner, used only for portable appliances, and unplugged when not in use? No multitaps.

_____ Are all electrical outlets, light switches, and boxes functional, secure, and have faceplate covering the opening and are installed against the mounting surface.

_____ Are outlets located outside and within six (6) feet of wet areas GFCI protected? (e.g., bathrooms and kitchen counters).

_____ All electrical boxes in accessible areas have cover plates that cover the opening and are installed the mounting surface?

Plumbing

_____ Are all faucets in working condition with all handles, valves, diverters, and strainers available, free of leaks and visible deterioration?

_____ Hot and cold water have sufficient flow, with hot and cold valves oriented in the proper location?

_____ Toilets are secure in place, in good working condition and free of leaks?

Hazardous Chemicals

_____ Are poisonous, caustic, and flammable chemicals in secure cabinets and away from ignition sources?

_____(sign)_____(date)_____
_____(print) I declare under penalty of perjury, that I have read and have checked the foregoing and that it is true and correct.

Owner's name: _____

Owner's name: (print) _____

Inspector's name: (if different than owner) _____

Inspector's name: (print if different than owner) _____

Address of rental unit: _____

Date of inspection: _____