



Short Term Rental Permit Application

Name of Establishment: _____

Address of Establishment: _____

Owner: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Management Company/Operator Contact: _____

Mailing Address: _____

Email Address: _____ Phone Number _____

Local Contact Name: _____

(must be available 24/7 while guests are occupying premise and respond within 60 minutes of notice) Phone number: _____

Zoning District of Establishment: _____

Size of House (sf): _____

Number of Bedrooms: _____ Proposed daytime occupancy limits: _____

Proposed-overnight occupancy limits: _____

Number of Units if not "Whole House": _____ (advertised as separate habitable area, if one structure is divided and advertised for multiple reservation, the number of separate reservations at one time. Permit and fee required for each unit) Number of Off-Street Parking Spaces Provided: _____

Attach a diagram showing the proposed layout of the property use and on-site parking.

Description of any food service to be provided:

To be completed by City of Castle Hills

Date submitted to City of Castle Hills: _____ Payment type: _____

Date of Inspections:

Fire

Building Inspector: _____

Code Compliance: _____

Inspection Notes:

Date approved/issued: _____ Expiration Date: _____

(1 year from issuance or upon sale of STR)

STR Permit # _____

HOT Customer # _____

Chapter 50 – Zoning

Article V - SHORT TERM RENTALS

Sec. 50--120. Short Term Rental operational requirements.

- A. The Operator shall post the following information in a prominent location within the Short-Term Rental Unit, using a form promulgated by the City:
 1. The unique Short-Term Rental Permit number assigned to the Short-Term Rental Unit;
 2. Operator name and number;
 3. Local Contact Person name and number;
 4. The location of on-site parking spaces available for Guests;
 5. The occupancy limits;
 6. Instructions to Guests concerning disposal of garbage and handling of garbage containers;
 7. Notification that the Guests are responsible for compliance with all applicable laws, rules and regulations pertaining to the use and occupancy of the Short-Term Rental, and that Guests may be fined by the City for violations of this Article; and
 8. Notification that all functions such as weddings, parties or other gatherings are prohibited at the Short-Term Rental, excepting Short Term Rentals located in the G or H Zoning Districts.
- B. The Operator shall operate a Short-Term Rental in compliance with the following:
 1. Zoning regulations prescribed for the zoning district in which such Short-Term Rental is located, set forth in Chapter 50 of the Code of Ordinances.
 2. Castle Hills Sign Ordinance, as applicable, set forth in Chapter 34 of the Code of Ordinances.
 3. Maximum occupancy limits prescribed by the Building Inspector pursuant to the International Property Maintenance Code, 2015, Section 404.4., Occupancy Limitations for bedroom square footage per occupant.
 4. Castle Hills Hotel Occupancy Tax Ordinance, any City of Castle Hills Hotel Occupancy Tax Ordinance when adopted.
 5. Swimming pool barrier requirements prescribed by the Building Inspector pursuant to the International Swimming Pool and Spa Code, 2015, Section 305.
 6. Street Parking prohibited set forth in Chapter 44 of the Code of Ordinances.
 7. Chapter 26 (Nuisances) of the Castle Hills Code of Ordinances.
 8. Castle Hills Garbage Collection Ordinance, set forth in Chapter 20 of this Code of Ordinances.
 9. During any period when a Short-Term Rental is occupied or intended to be occupied by Guests, the Local Contact Person shall be available twenty-four (24) hours per day for the purpose of responding to concerns or requests for assistance related to the condition, operation, or conduct of Guests of the Short-Term Rental. The Local Contact Person shall respond within sixty (60) minutes of being notified of concerns or requests for assistance regarding the condition, operation, or conduct of Guests of the Short-Term Rental, and shall take immediate remedial action as needed to resolve such concerns or requests for assistance.

- C. Any advertisement that promotes the availability of a Short-Term Rental, listed in any medium, including but not limited to newspaper, magazine, brochure, website or mobile application, shall include the current Short-Term permit number assigned by the City.

SUBMITTAL CHECKLIST

- ⊖ **Metes and bounds description and/or survey exhibit**
- ⊖ **Deed(s)**
- **Payment of application fee**
- **A list of all owners, operators, and agents (if applicable) of the short- term rental including names, addresses, current email address of owner/operator, and telephone numbers.**
- **A sketch or narrative describing the location of the available parking spaces**
- **A sketch of the floor plan, which identifies sleeping areas, proposed maximum number of guests, evacuation route(s), location of fire extinguisher(s),**

OATH OF APPLICANT

I declare that I have read the forgoing application and all information therein is true, correct, and complete to the best of my knowledge and the conditions stated herein have been met.

Printed Name

Title

Signature

Date

INFORMATION SECTION

Please read the following information regarding Special Use Permits prior to submitting an application.

Keep these documents for your records.

APPLICATION COMPLETENESS:

Applications will be reviewed for completeness by Permit Clerk. If the application is incomplete, the application will not be accepted.

REQUIRED FEES:

Application Fee	\$250
Annual Fire Inspection Fee*	\$125
Re-Inspection Fee	\$75
Fee for Late Application	\$500

**The first Fire Inspection fee for the initial inspection required for permit issuance is included in the application fee*

REQUIRED ANNUAL FIRE INSPECTION:

An annual fire inspection is required for the renewal of your short-term rental permit. Failure to successfully complete the renewal process of a short-term rental permit is considered a violation of Section 50 Short Term Rental or Occupancy.

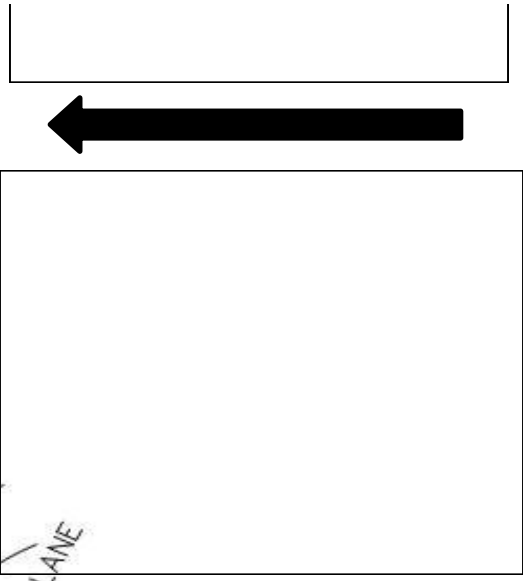
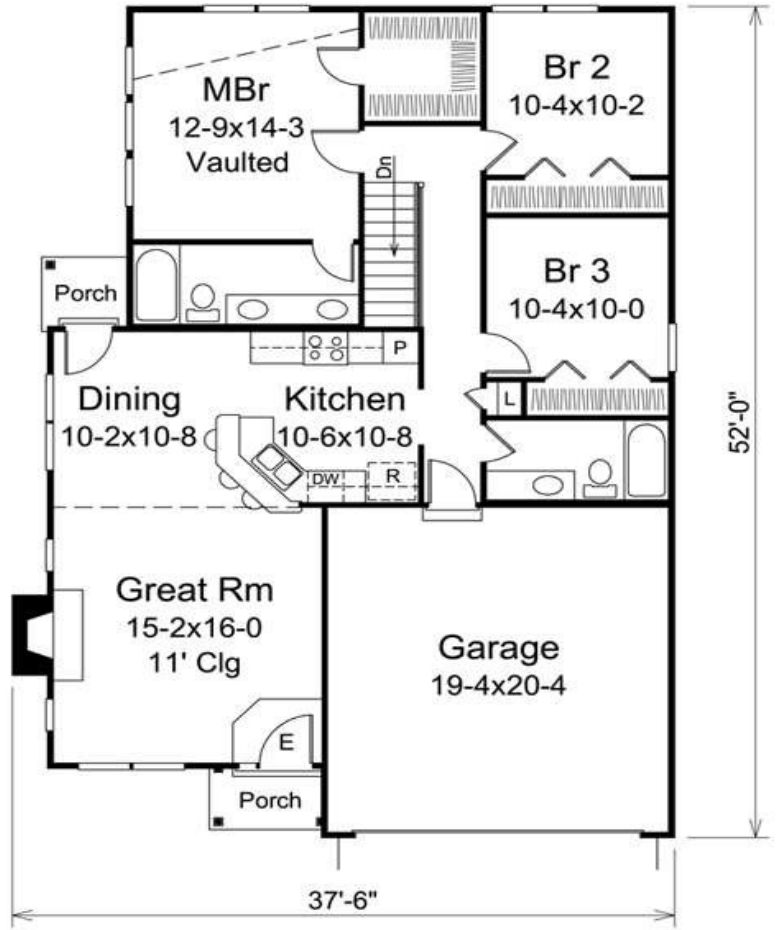
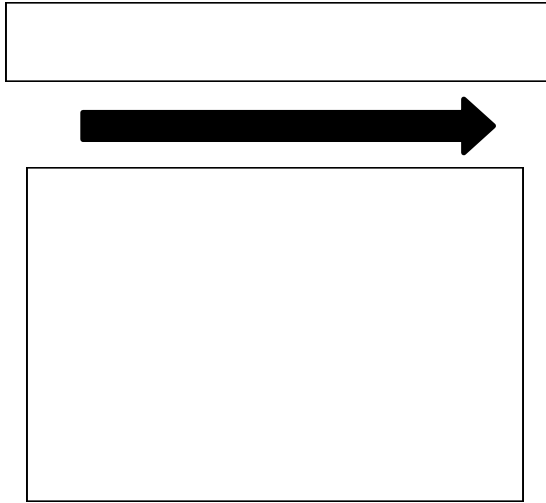
A new Short-Term Rental Permit decal indicating your permit number, date of inspection expiration, maximum sleeping occupancy and emergency contact information will be mailed upon fire inspection approval.

SKETCH OF REQUIRED PARKING:

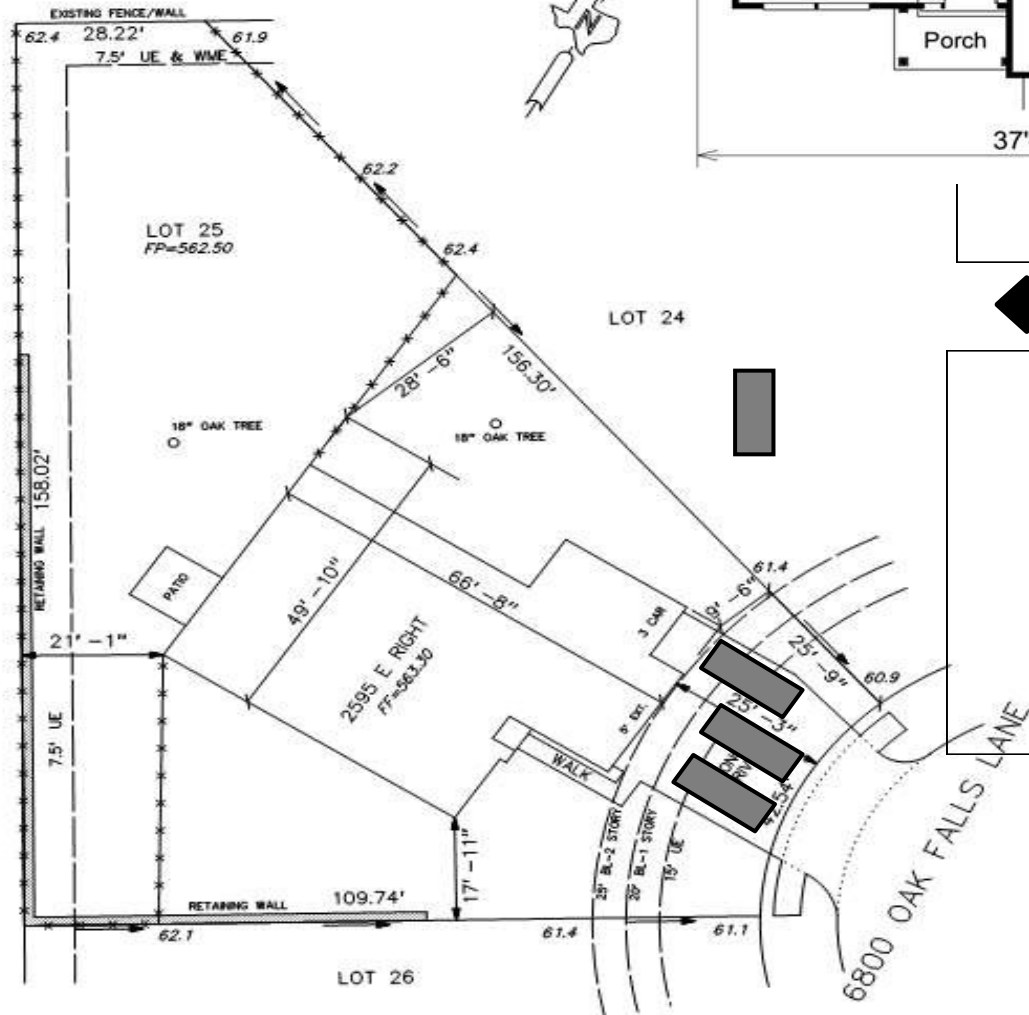
A site plan is the best format to create a sketch that identifies the location of the required parking. See example on page 3 of this application.

SKETCH OF FLOORPLAN:

See example on page 4 of this application. Please make sure to label the sleeping areas in each room.



HUDSON DRIVE
R.O.W. VARIES



TENANT NOTIFICATION SHEET

PLEASE READ AND BE FAMILIAR WITH THIS INFORMATION

1. **The maximum occupancy (adults over 18) of this residence is _____.** No sleeping outdoors.
2. **Parking** is permitted in designated locations. No parking allowed in landscaped areas. Failure to comply with parking restrictions may result in a citation. The parking or storing of cars, trucks, tractors, or other vehicles on paved streets during the hours from 2:00 a.m. to 5:00 a.m., except temporarily disabled vehicles that are protected by flares or other approved signal devices, is prohibited.
3. **Noise.** Excessive noise or other disturbance outside is prohibited between the hours of 10:00 p.m. and 8:00 a.m. This includes, but is not limited to, decks, balconies, patios, hot tubs, pools, or spas.
Be courteous and respect the enjoyment of your neighbors. Disorderly conduct or noise of such character, intensity or duration that causes distress or interferes with the comfortable enjoyment of a private home is prohibited. Violators are guilty of a misdemeanor and subject to a fine.
4. **Emergency contact** for this residence is _____ at _____
.The residence and property are to be maintained free of litter and debris. If your stay is of a sufficient length of time, the trash pickup day is by _____am/pm on _____of each week. Please place cart on curb for pickup and retrieve it after pickup.
Recycling is picked up by _____ am/pm on _____of each week.
5. Tenant and guests must comply with the City of Castle Hills regulations in effect during your stay.

a. Emergency and Important Numbers:
Castle Hills Police Department -
emergency)

Emergencies – Dial 911
(210) 342-2341 24-hour Dispatch (non-