



CITY OF SANTA FE

Application for Short-Term Rental required for rentals that are less than 30 nights
(A separate application is required for each dwelling)

Physical Address of Short-Term Rental: _____

Zoning district of Short-Term Rental: _____

Legal Name of Property Owner: _____

Mailing Address: _____

24-hour Telephone: _____ E-mail Address: _____

required

Name of Operator (if not Owner): _____ Mailing Address: _____

Office Telephone: _____ E-mail Address: _____

24-hour Cell Phone: _____

At least one 24-hour number is required if managed by a non-owner Optional

I. Type of Short-Term Rental Unit being applied for:

	Type	Permit Fee
A.	Accessory Dwelling Unit §14-6.2(A)(S)(b)(i) A principal dwelling unit or an accessory dwelling unit in which the property-owner occupies either the principal dwelling unit or accessory dwelling unit and rents the other unit.	\$325 per year
B.	Residential Unit §14-6.2(A)(S)(b)(iii) A dwelling unit being used for short-term rentals in Residentially Zoned Districts.	\$325 per year
C.	Resort Unit §14-6.2(A)(S)(b)(ii) Short-term rental units located in a development containing resort facilities approved pursuant to a special exception prior to January 30, 2008, which are owned in common by the owners within the development.	\$100 per year
D.	Non-Residentially and Commercially Zoned Units §14-6.2(A)(6) and 14-6.2(A)(7) A dwelling unit being used for a short-term rental located in a non-residential or commercially zoned district.	\$100 per year

Fees include the Business License fee of \$35.00

2. Number of Bedrooms: _____
3. Maximum Number of Occupants: _____ (maximum of two people per bedroom)
4. Number of off-street parking spaces available: _____
5. (Minimum of one off-street space for a one-bedroom unit and a minimum of two off-street spaces required for units with two or more bedrooms)
6. Will the owner or operator be available 24-hours per day, 365-days per year to address complaints pertaining to infractions regarding noise, parking, trash, or other concerns?
 Owner Operator

Where will the short-term rental unit be advertised? Which website(s)?

By completing this application I confirm that:

- The information contained herein is true and correct to the best of my knowledge.
- The operation of the short-term rental unit is in compliance with any applicable private covenants.
- The short-term rental unit will not be used for special events (i.e. weddings, receptions, concerts) on the property.
- The operation of the short-term rental unit shall be in compliance with § 14-6.2(A) SFCC 1987 and all applicable City Codes.

Signature of Owner (required on all applications)

Date

Operator (if applicable)

Date

Land Use Staff Review

Short-term Rental Type and Submittal Requirements

A. Accessory Dwelling Unit in compliance with §14-6.2(A)(S)(b)(i).

- Proof of ownership (deed or latest property tax record) of short-term rental unit
- Site plan to scale showing all buildings and parking (i.e. improvements survey)
- Floor plan to scale showing all bedrooms
- Proof of compliance with § 14-6.3(C)(1) Accessory Dwelling Units
- Proof of property insurance that identifies the dwelling unit as a rental unit

Note: _____

B. Residential Unit in compliance with §14-6.2(A)(S)(b)(iii)

- Proof of ownership (deed or latest property tax record) of short-term rental unit
- Site plan to scale showing all buildings and parking
- Floor plan to scale showing all bedrooms
- Proof of property insurance that identifies the dwelling unit as a rental unit

Note: _____

C. Resort Unit in compliance with §14-6.2(A)(S)(b)(ii).

- Proof of special exception approval for development prior to 01/30/08
- Proof of ownership (deed or latest property tax record) of short-term rental unit
- Site plan to scale showing all buildings and parking
- Floor plan to scale showing all bedrooms
- Proof of property insurance that identifies the dwelling unit as a rental unit

Note: _____

D. Non-Residentially or Commercially Zoned in compliance with §14-6.2(A)(6) and 14-6.2(A)(7).

- Proof of ownership (deed or latest property tax record) of short-term rental unit
- Site plan to scale showing all buildings and parking
- Floor plan to scale showing all bedrooms
- Proof of property insurance that identifies the dwelling unit as a rental unit

Note: _____

This application and the required submittals have been reviewed and the short-term rental unit is ready for inspection. Yes No

Date: _____ Reviewed by: _____