

Valley County Planning and Zoning Department

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Short-Term Rental (STR)

(Administrative Permit)

Valley County Code Section 9-4-10

To Be Completed by the Planning and Zoning Department

STR PERMIT #: _____
ACCEPTED BY: _____
CROSS REFERENCE FILE(S): _____

FEE: \$ 50.00 Check # _____ or Cash
DATE RECEIVED: _____
DATE ISSUED: _____

Applicant's Signature: _____ Date: _____

The following must be completed and submitted with this application:

- A **site plan**, drawn to scale, showing the following:
 - **Existing or new structures**: Those over 3-feet in height shall be subject to single-family-residential setback requirements. See attached example site plan.
 - **Parking**: Location and # of vehicles that will be accommodated (include boats, ATVs, etc.) Parking shall not be in a road right-of-way or in a setback area, or in a haphazard manner, or in landscaping.
 - **Lighting**: **Include pictures** showing height and type of outdoor fixtures. Refer to attached lighting info flyer - maximum of 20-ft, 3000 lumens, fully shielded – VCC Title 6-2.
 - **Fire Pits**: **Include pictures**. All campfires must be in an approved fire pit as determined by the Fire Department. A fire extinguisher and/or water hose must be accessible. Fire pits shall comply with all setbacks. Consideration should be given to smoke impacting neighbors.
 - **Lot Coverage Maximum**: All structures, parking lots, fire pits, and impervious areas cannot cover more than 35% of the lot.
 - **Please contact our office if you need your lot dimensions or to clarify setbacks.**
- Proof of compliance with payment of sales tax** through the STR marketplace or provide the Employee Identification Number for the self-managed STR. Sales tax paid will need to be in accordance with Idaho State Code, Chapter 36.
- Central District Health or Sewer District approval** showing maximum occupancy based on the size of the septic system and number of bedrooms. Maximum occupancy of 12 shall not be exceeded without a conditional use permit.
- Rules** that will be posted on-site
- Emergency exit plan** that will be posted on-site
- Emergency contact phone numbers** that will be posted on-site
- Garbage** proof of service, if applicable

Valley County Code 9-4-10 is online at www.co.valley.id.us or at the Planning & Zoning Office.

OWNER: _____ PHONE #: _____

OWNER'S MAILING ADDRESS: _____ ZIP _____

MANAGING COMPANY: _____

CONTACT PERSON: _____ PHONE #: _____

EMAIL ADDRESSES: _____

TAX PARCEL NUMBER: _____ SITUS ADDRESS OF PROPERTY: _____

SIZE OF PROPERTY: _____ Acres or _____ Square Feet

SUBDIVISION NAME – LOT/BLOCK (IF APPLICABLE): _____

DESCRIBE ANY EXISTING LAND USES OR STRUCTURES:

STANDARDS:

1. The STR may be used for residential purposes only. It cannot be used as a wedding venue, corporate retreat, seminars, team-building events, or other use that requires a conditional use permit in Table 3A. Please initial that you are aware of this restriction: _____

2. Please check (✓):
 Full-time, year-round short-term rental
 Part-time, seasonal short-term rental. Number of months it will be used as a rental: _____

3. There shall be no associated RV's or tents used to supplement the maximum occupancy. It will be limited to legal bedrooms with proper egress windows or Central District Health limitations. At no time shall occupancy exceed 4 people/bedroom up to a maximum of 12 people unless a conditional use permit is obtained. Please initial that you are aware of this restriction: _____ # of bedrooms: _____

4. The STR must meet all requirements of Idaho Central District Health (CDH) with respect to the provision of individual potable water (approved water system) and sewage disposal facilities or have a permit from an approved central sewage treatment facility. Porta-potties are not allowed.
Check (✓) all which apply and attach approval from CDH or sewage treatment facility.
 Potable Water: Individual Well Shared Well Water District: _____
 Individual septic system
_____ Maximum number of occupants based on CDH review of the septic system
 Sewage treatment facility name: _____

5. Please check (✓) how you will provide garbage removal.
 Contract for garbage pickup with local provider; submit proof of service
 Haul garbage to the Valley County Materials Recovery Facility (240 Spink Lane)
 Multi-family complex with shared garbage pickup

6. Safety Monitors and Information: Each STR shall have smoke detectors, carbon monoxide detectors, liquified petroleum detector, etc. for the occupancy type on the property.
Please initial that you are aware of this requirement: _____

7. Outdoor amplified sound, other than household speakers, shall not be allowed at any time.
Please initial that you are aware of this restriction: _____

8. Property manager or owner shall file an annual report as follows:
- Due date (renewal date) is the date of the issuance of the permit each year.
 - Shall show compliance with all requirements of original permit, including sales tax payment proof.
 - State intent for the current upcoming year.
 - List any changes that were made to operations and/or facilities. If changes are made to the structure, use, number of occupants, etc., a new permit will be required with the updated information.
 - The STR permit shall be revoked if not submitted within 30 days of the renewal date.
-

GOOD NEIGHBOR RECOMMENDATION/CONSIDERATIONS – PLEASE POST FOR GUESTS:

- 1) Quiet Hours: Should observe quiet hours from 10:00 p.m. to 7:00 a.m.
 - 2) Should follow local ordinances and licensing requirements for ATVs, UTVs, and snowmobiles.
 - 3) Should try to limit the number of trips through the neighborhood by recreational vehicles.
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REQUIREMENT AND DEFINITIONS:

Short-term Rental or “vacation rental”: means any individually or collectively owned single-family house or dwelling unit or any unit or group of units in a condominium, cooperative or timeshare, or owner-occupied residential home that is offered for a fee and for thirty (30) days or less. Short-term rental or vacation rental does not include a unit that is used for any retail, restaurant, banquet space, event center, hotel/motel type lodging, or another similar use. This does not include multiple family groups that are camping on holiday type of weekends. (VCC Title 9-1-10)

One STR unit is allowed on a parcel with an administrative permit. More than one STR or more than one residential use on a parcel will require a conditional use permit in accordance with chapter 5 of this title (VCC 9-5).

Staff can inspect the interior and exterior of the STR if neighbor complaints are received or there is reason to believe the structure has been modified to accommodate a greater occupancy than allowed.

PROCEDURE:

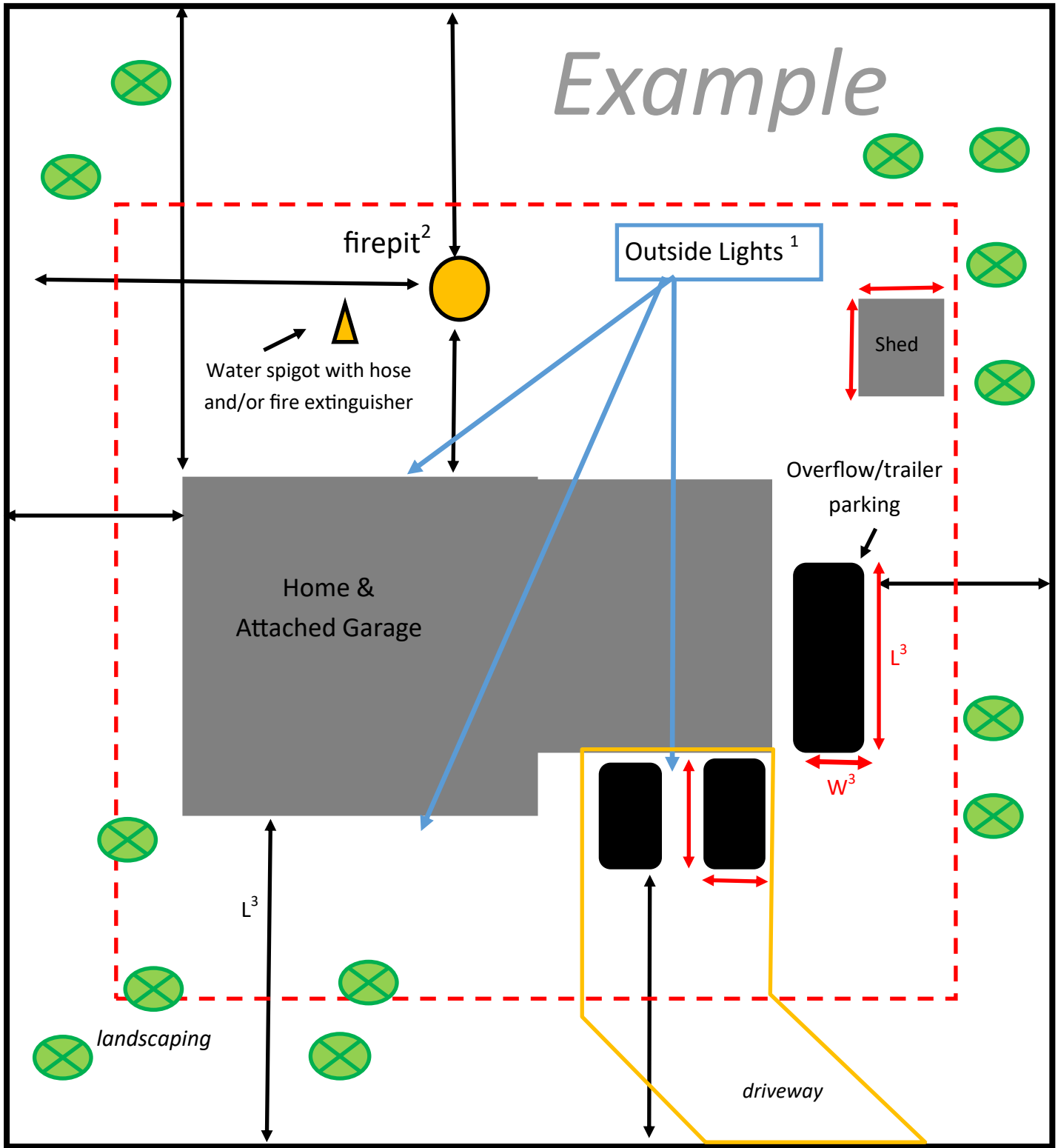
- An application for an STR shall be submitted to and reviewed by the Planning and Zoning Administrator for completeness prior to issuance of the permit.
- The Valley County Planning and Zoning Office will notify property owners within 300 ft of the property boundaries and/or active Home/Property Owner Association upon issuance of the administrative permit. DATE COMPLETED: _____
- Property manager or owner shall file an annual report.

A new permit will be required if changes are made to the site, change in ownership, etc.

ENFORCEMENT:

Failure to obtain an Administrative Permit for an STR or violation of the Administrative Permit shall be cause for revocation of the permit and shall be subject to the following:

1. Infraction citation that will be issued by the Valley County Sheriff.
2. If after 3 infraction citations violations continue to occur, then enforcement and penalties in accordance with VCC 9-2-5 through VCC 9-2-8.
3. Costs of enforcement may be applied.



Example

Draw site plan to-scale; does not need to be engineered or drawn by an architect.

¹ Attach picture of light fixtures

² Attach picture or description of firepit

³ Show width and length of parking areas, buildings, and setbacks.

Street Name

Setback Area—typically
20' front, 20' rear, &
7.5' from side property
lines

(Compliance Checklist – the Full Ordinance can be found on the Valley County website.)

OUTDOOR LIGHTING

PURPOSE: The general purpose is to protect and promote the public health, safety and welfare, the quality of life, and the ability to view the night sky, by establishing regulations and a process for review of exterior lighting.

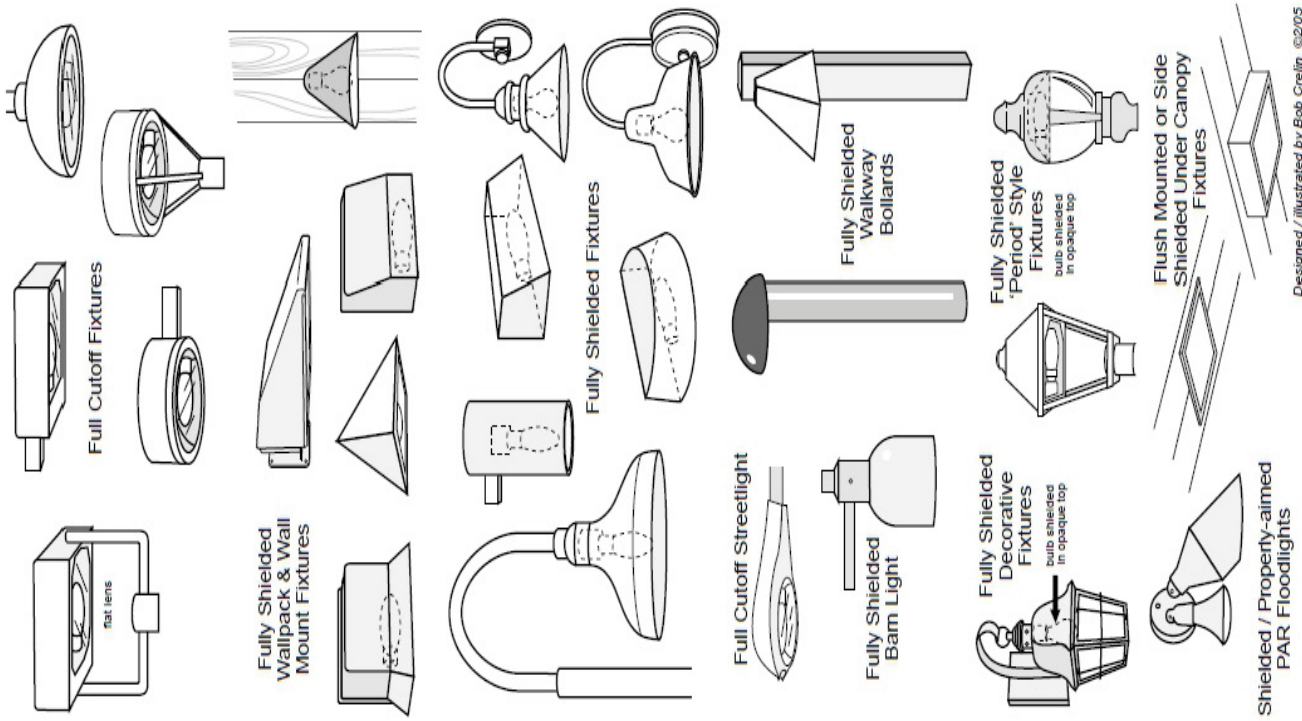
APPLICABILITY – All exterior lighting shall comply.

PERFORMANCE STANDARDS: (All nonessential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes.)

All Other Outdoor Lighting Shall Meet The Following Standards:

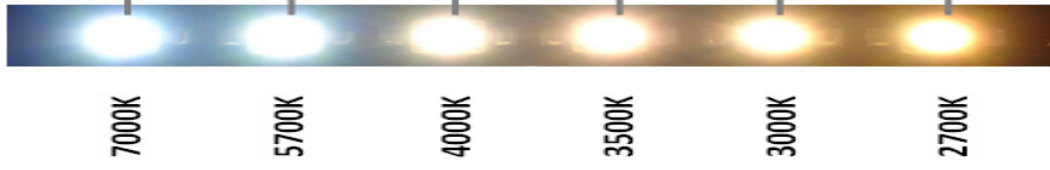
- The height of any light fixture or illumination source **shall not exceed thirty feet (30')**.
- All lighting or illumination units or sources **shall be hooded or shielded in a downward** direction so they do not produce glare or cause light trespass on any adjacent lot or real property as depicted in section 6-2-7 of this chapter.
- Lights or illumination units shall not direct light, either directly or through a reflecting device, upon any adjacent lot or real property. **Lighting should not illuminate the sky or reflect off adjacent water bodies or produce glare or cause light trespass on any adjacent lot or real property.**
- All **outdoor lights used for parking areas, walkways, and similar uses mounted on poles eight feet (8') or greater in height shall be directed downward.** The light source shall be **shielded** so that it will not produce glare or cause light trespass on any adjacent lot or real property.
- **The installation of mercury vapor lamps is hereby prohibited.**
- Flashing or intermittent lights, lights of changing degree of intensity, or moving lights shall not be permitted. This subsection shall not be construed so as to prohibit ...holiday lights.
- **Sensor activated lights**, provided:
 - It is located in such a manner as to prevent glare and lighting onto properties of others or into a public right of way;
 - It is set to only go on when activated and to go off within five (5) minutes after activation has ceased;
 - It shall not be triggered by activity off the property.
- **Up lighting for flags**, provided the flag is of a government and the maximum lumen output is one thousand three hundred (1,300) lumens. Flags are encouraged to be taken down at sunset to avoid the need for lighting.
- LED lighting color shall not exceed 3,000 K.

Examples of Fully Shielded Luminaires

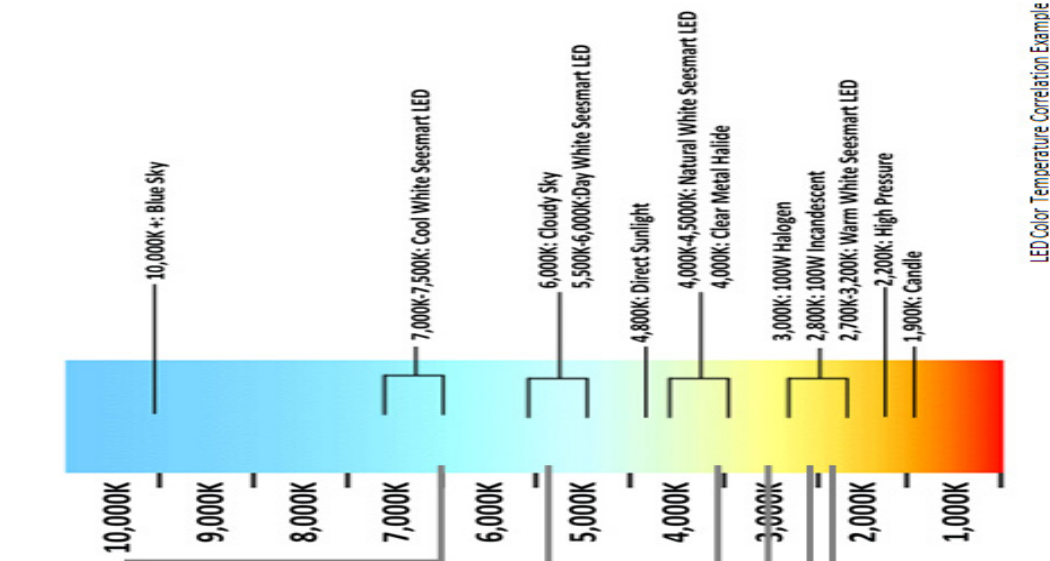


Designed / illustrated by Bob Crellin ©2005

Basic LED Reference Example



Kelvin Color Temperature Scale Chart



LED Color Temperature Correlation Example