



Short Term Rental Application – Type I

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

For Short Term Rental lodging arrangements on private property in a Residential Zone

Applicant Name (if not owner): _____ Daytime Phone: _____

Applicant Mailing Address: _____ Applicant Email: _____

Operator Name (if different from Applicant): _____ Daytime Phone: _____

Operator Mailing Address: _____ Operator Email: _____

Physical Address of Property: _____

Property Owner Name: _____ Daytime Phone: _____

Owner Mailing Address: _____ Owner Email: _____

I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____
(if not applicant)

FOR OFFICE USE ONLY

Assessor's Map/ Tax Lot #:	Zone:
SPECIAL INSTRUCTIONS AND CONDITIONS:	
Approved by:	Date:

Requirements (Pursuant to Veneta Zoning and Development Code Section 5.11):

1. Short-Term residential (STR) lodging is a duration of 30 days or less for which monetary or other compensation is received.
2. A STR application (this application form) is required for the use.
3. If the property is leased/rented then the Operator must supply a copy of a rental/lease agreement valid for at least six (6) months from the date of this application, plus an original, signed letter from the property owner indicating the tenant (Operator) has permission to use the property as a Short-Term Rental.
4. One guest room is permitted for every 400 square feet of gross finished floor living area. The total number of guest rooms may not exceed five (5).
5. No more than two (2) non-resident employees are permitted on site. There is no limit on residential employees.
6. Food service may be provided only to overnight guests.
7. The property shall have the address clearly visible.
8. One off-street parking space for each guest room is required, in addition to the off-street parking required for the primary use. If available, on-street parking may count toward the parking requirements.
9. All signage (if applicable) must conform to the standards in Section 5.15 of the Veneta Zoning and Development Code.
10. Non-residential structures (such as recreational vehicles, warehouses, and churches) are not eligible for a STR permit.
11. Tents, RV/trailers, or other camping arrangements located outside a structure are not eligible for a STR permit.
12. The street serving the property must meet City standards.

13. An accurate up-to-date guest register recording the name, address, and dates of stay for each short-term lodging guest must be maintained and available for review within seven (7) days of a written request by the City.
14. Operator must maintain compliance with Building Code, Fire Code, and standards of the State and local health departments as amended, including installation of smoke and carbon monoxide detectors.
15. Operator will prominently post rental rules and regulations in the interior of the dwelling unit where they can be seen by guests.
16. Operator allows city staff to inspect the structure with living area upon receipt of a short-term rental application and prior to STR permit issuance, and at any time after approval upon 24-hour written notice to the operator.
17. Operator must obtain and maintain an annual City of Veneta Business Registration.
18. Operator, or hosting platform/booking agency/intermediary, will collect Transient Room Tax and remit to city as required by VMC Chapter 3.16.
19. Approval of an SRT permit is specific to the Operator at the subject site. Approvals are not transferable to another Operator or different site. An STR permit is void upon Operator relocation or sale of the property. A new owner/operator must apply for an receive a new STR permit to continue the use.
20. STR Permit Issuance requires payment of all applicable fees, and review by the Community Development Department.
21. In the event a property operates in violation of the STR regulations, the property owner shall be responsible for all applicable fines under the Veneta Municipal Code. Enforcement may include, but is not limited to, STR Permit Revocation, and order for guests to vacate the premises and cancellation of current and future reservations.