



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE O-24-16

AMENDING CHAPTER 4 (LICENSING-GENERAL), SECTION 4-14 (SHORT TERM RENTALS), SECTION 4-14.4 (SHORT-TERM RENTAL PERMIT, PERMIT REGISTRATION FEE/APPLICATION AND CERTIFICATE OF OCCUPANCY), SECTION 4-14.5 (APPLICATION PROCESS FOR SHORT-TERM RENTAL PERMIT AND INSPECTIONS)

**WHEREAS**, the governing body desires to amend Chapter 4 (Licensing-General), Section 4-14 (Short Term Rentals), Section 4-14.4 (Short Term Rental Permit, Permit Registration Fee/Application and Certificate of Occupancy), Section 4-14.5 (Application Process for Short-Term Rental Permit and Inspections) to establish one annual application/registration fee and require inspections each year.

**NOW, THEREFORE, BE IT ORDAINED**, by the governing body of the Borough of Highlands as follows:

### SECTION I.

Borough Code Chapter 4 (Licensing-General), Section 4-14 (Short Term Rentals) shall be amended as follows (additions are shown in **bold italics with underlines**, deletions are shown as ~~strikeovers in bold italics~~).

#### **Section 14-4.4 Short-Term Rental Permit, Permit Registration Fee/Application, and Certificate of Occupancy.**

a.-b. No change.

c. An owner of property intended to serve as a short-term rental property, as defined herein, or any agent acting on behalf of the owner, shall submit to the Borough of Highlands Municipal Clerk, a short-term rental permit application provided by the Borough, along with an annual application/registration fee as follows:

- ~~1. \$400.00 annually for short term rental property to be rented to separate transient occupants not more than five (5) times per month; or~~
- ~~2. \$500.00 annually for short term rental property to be rented to separate transient occupants six (6) or more times per month.~~
1. **\$750.00 annually for short term rental property to be rented to separate transient occupants.**

~~***Any owner who submits a short term rental permit application for the rental to separate transient occupants not more than five (5) times per month and thereafter rents the STRP six (6) or more times in a single month shall immediately owe the difference in permit application/registration fees of \$100.00 to the Borough within ten (10) days of the sixth rental. Failure to pay within that time frame shall constitute a violation of this Section 4-14.***~~

The annual application/registration fee shall be non-refundable, including in the event that the application is denied. The fee shall also constitute the required fee for the rental Certificate of Occupancy application, referenced below.

d-g. No change.

#### **Section 14-5. Application Process for Short-Term Rental Permit and Inspections.**

a. No change.

b. Every application for a short-term rental permit shall require ***annual*** inspections ***every three months*** for the STRP's compliance with the Borough's fire safety regulations and property maintenance code. In addition, each application is subject to review to verify the STRP's eligibility for use as a short-term rental and compliance with the regulations in this Section 4-14.

c.-i. No change.

**SECTION II. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

**SECTION III. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

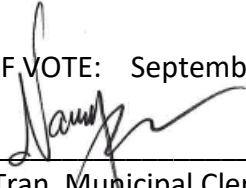
**SECTION IV. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its passage and publication in accordance with law.

First Reading and Set Hearing Date for O-24-16:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						X
CHELAK		X	X			
MELNYK						
OLSZEWSKI			X			
BROULLON	X		X			

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF VOTE: September 4, 2024

  
 Nancy Tran, Municipal Clerk  
 Borough of Highlands

Public Hearing for O-24-16:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF VOTE: September 18, 2024

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 Carolyn Broullon, Mayor

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 Nancy Tran, Municipal Clerk  
 Borough of Highlands