

Permit #: \_\_\_\_\_

## APPLICATION FOR SHORT-TERM RENTAL (STR) PERMIT

City of Woodcreek, 41 Champions Cir., Woodcreek, TX 78676 O: 512.847.9390 E: [permit@woodcreektx.gov](mailto:permit@woodcreektx.gov)

### 1. APPLICANT INFORMATION

<b>Applicant's Name:</b>	
<b>Trade Name:</b>	
<b>Applicant's Address:</b>	
<b>Telephone:</b>	<b>Email:</b>

OWNER INFORMATION *Same as Applicant*

<b>Owner's Name:</b>	
<b>Owners' Address:</b>	
<b>Telephone:</b>	<b>Email:</b>

PROVIDE NAMES AND ADDRESSES OF ALL REGISTERED AGENTS SHOULD OWNER BE A BUSINESS ENTITY. PROVIDE PROOF OF OWNERSHIP (e.g., DEED), WITH YOUR APPLICATION. IF THE PROPERTY IS OWNED BY AN ORGANIZATION OR ENTITY, PLEASE SUBMIT, WITH THIS APPLICATION, THE COMPANY FORMATION DOCUMENTS REGISTERED WITH THE APPROPRIATE SECRETARY OF STATE.

LIST ALL ON SEPARATE PAGE IF NECESSARY.

OWNER INFORMATION *Additional*

<b>Owner's Name:</b>	
<b>Owners' Address:</b>	
<b>Telephone:</b>	<b>Email:</b>

OPERATOR'S INFORMATION *Same as Applicant*

<b>Operator's Name:</b>	
<b>Operator's Address:</b>	
<b>Telephone:</b>	<b>Email:</b>

LOCAL CONTACT PERSON'S INFORMATION

<b>Local Contact Person's Name:</b>	
<b>Local Contact Person's Address:</b>	
<b>24 Hour Telephone:</b>	<b>Email:</b>

**2. HOTEL OCCUPANCY TAX ACCOUNT INFORMATION**

Provide the Hotel Occupancy Tax Account Number for the property \_\_\_\_\_

For more information: <https://comptroller.texas.gov/taxes/hotel>

**3. PREMISES INFORMATION**

Physical address of Short-Term Rental:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Unit Number (if applicable)

\_\_\_\_\_  
Zoning District

Type of Structure:

Residential (Single Family)  Residential (Two Family/Multi)  Accessory Dwelling   
Apartment or Unit in Multi-Family/Multi-Unit Building

Total number of units located on property: \_\_\_\_\_

4. NUMBER OF BEDROOMS PER EACH UNIT (SHALL NOT INCLUDE AREAS INITIALLY DESIGNED AS OFFICE/ LIBRARY /DEN SPACE; DINING ROOMS; ENTERTAINMENT AREAS; COMMON AREAS, MUD ROOMS/FOYERS/ENTRIES; CLOSET/STORAGE ROOMS; HOBBY/READING/BREAKFAST NOOKS; GARAGES; ATTICS; CABANAS/POOL HOUSES; ETC.) \_\_\_\_\_

5. MAXIMUM OCCUPANCY PER UNIT (THE MAXIMUM OCCUPANCY SHALL BE TWO PERSONS PER BEDROOM, PLUS TWO ADDITIONAL PERSONS.) \_\_\_\_\_

6. MAXIMUM NUMBER OF ON-SITE PARKING SPACES ON IMPROVED SURFACES \_\_\_\_\_

7. DO YOU HAVE A FIRE PIT? NO \_\_\_\_\_ YES \_\_\_\_\_ IF YES, PLEASE BE ADVISED IT IS ILLEGAL TO HAVE AN OPEN FIRE UNATTENDED

8. LIST ALL ADVERTISED HOSTING SITES \_\_\_\_\_

Do you currently have this property declared to be your homestead? \_\_\_Yes \_\_\_No

As owner of the Short-Term Rental, for the location included in this application, I acknowledge receipt of the City of Woodcreek Short-Term Rental Ordinance.

\_\_\_\_\_  
Acknowledgement Signature

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \$		Payment Type:		Payment Date:	

Permit #: \_\_\_\_\_

**Applicant/Owner states that to the best of their knowledge, the Property meets the requirements of the City of Woodcreek for a Short-Term Rental**

***(Please initial each applicable statement as evidence of fact and compliance)***

- \_\_\_\_\_ The designated operator shall be available by phone at all times the Short-Term Rental is in use.
- \_\_\_\_\_ The unit has a working smoke detector and carbon monoxide detector in or outside of sleeping areas, and on all habitable floors.
- \_\_\_\_\_ The unit has a properly maintained, charged, and inspected “2A:10BC” fire extinguisher
- \_\_\_\_\_ The unit provides a posting and/or information providing emergency contact information and a floor plan indicating fire exits and escape routes, which shall be posted prominently
- \_\_\_\_\_ Every sleeping area has at least one operable emergency escape and rescue opening
- \_\_\_\_\_ There is no overnight sleeping in outdoor areas (i.e., no camping)
- \_\_\_\_\_ The Short-Term Rental has a registered account with the State of Texas Comptroller for the purpose of collection of hotel-occupancy taxes required by law
- \_\_\_\_\_ The unit provides a posting and/or information of any off-site and off-site parking spaces
- \_\_\_\_\_ Certification of the presence of full-sized trash containers with information on pick-up dates
- \_\_\_\_\_ Submit a sketch floor-plan of the Short-Term Rental with dimension layout
- \_\_\_\_\_ Submit a site plan / survey of the property showing the maximum number of vehicles that may be legally parked without encroaching onto the street, sidewalks, alleys, or other public rights-of-way/public property
- \_\_\_\_\_ Owner must submit a complete and current list of all rentals within the City of Woodcreek with advertising on publicly-available websites (ex: AirBnB, VRBO, etc)

**I hereby certify under penalty of perjury that the information included in this application is true to the best of my knowledge, and I have checked to confirm that no deed restrictions or restrictive covenants apply to this property that conflict with this request.**

\_\_\_\_\_  
**Applicant(s) Printed Name**

\_\_\_\_\_  
**Applicant(s) Signature**

\_\_\_\_\_  
**Operator(s) Printed Name**

\_\_\_\_\_  
**Operator(s) Signature**

\_\_\_\_\_  
**Owner(s) Printed Name**

\_\_\_\_\_  
**Owner(s) Signature**

# REVISION SUGGESTIONS – May 30, 2023 Workshop

*Items below were voiced during discussion. Some items listed are duplicates or need additional information for placement within the application or for completeness.*

1. Permit applies to SF-4 only;
2. Explicitly for use in SF-4 and does not imply possibility of permitting in any other area of the City [*place this where in the application?*]
3. Approved STR Permit must be posted;
4. Homeowner Contact Information must be made available to surrounding homeowners, renters, and City Staff;
5. List of websites used for advertising [*already on pg. 2*]
6. Annual permit fee of \$5,000;
7. Parking rules, relative to available improved surface [*already on pg. 2*]
8. No home businesses;
9. Binder for each home that includes:
  - a. “Rules of the House”
    - i. Homeowner Contact Information,
    - ii. Copy of Proof of Insurance Coverage of \$1 million;
    - iii. Copy of Certificate of Inspection by Fire Marshall and City Staff;
    - iv. Property Cleanliness [*no specifics provided*];
    - v. Cleaning Hours [*no specifics provided*];
    - vi. Copy of Noise Ordinance;
    - vii. 20 Guest Party;
    - viii. No one under the age of 18 can rent the STR, adult must be on-site;
    - ix. Disorderly Conduct, ex. Golf Course [*no other specifics provided*]
10. Violations can revoke permit;
11. Sprinkler system required;
12. Parking maximum is relative to available improved surface [*already on pg. 2*]