The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

SHORT-TERM RENTAL APPLICATION

Application must completed fully, signed, and submitted with all required documents and fees attached.

Requirements Checklist

____ No External Signage

____ Working Smoke Alarms

____ Working Carbon Monoxide Alarms

____ Working Fire Suppression System (Sprinkler)

____ Working Fire Extinguisher (5lbs., ABC rated)

____ Homeowner Nuisance Response Plan

____ Proof of Hotel Occupancy Tax Compliance[1]

____ Sample Informational Brochure

____ General Liability Insurance[2]

____ Maximum Number of Occupants Permitted[3]

____ Floor Sketch Plan with Room Dimensions

____ Site Plan or Survey Showing Parking Areas/Spaces[4]

1 *V.T.C.A., Tax Code Chapter 351*
2 *Commercial General Liability Insurance Policy with limits of $500,000 per occurrence and 1-million-dollar aggregate.*
3 *Occupancy limit – no more than two adults per bedroom plus two additional adults with a maximum of 10 person's total, including adultsand children.*
4 *Vehicle limits: There shall be no more than four vehicles, without encroaching onto streets, sidewalks or alleys; other public rights-of-way or public property.*

Property Address of the Short-Term Rental _____

Property Owner Information

Name _____

Mailing Address _____

Telephone Number _____ Cellphone Number _____

24-Hour Contact Number _____ Email Address _____

Property Owner's Local Emergency Contact Representative

Name _____

Mailing Address _____

Telephone Number _____ Cellphone Number _____

1st DRAFT

24-Hour Contact Number _____ Email Address _____

I certify that I am the property owner or authorized Agent and I will provide an informative brochure to guests that includes my 24-hour contact information and a local 24-hour contact number should I be out of town during the rental of my property, pertinent neighborhood information (such as noise restrictions and trash collection schedules) and information to assist guests in case of emergencies. I understand that I shall include the correct limits of guests and vehicles when advertising the property as a short-term rental based on the Ordinance and will include the prohibition against the use of the property for having a party in any advertisement, listing or other publication offering the premises for rent and will include the permit number assigned to the property by the Town of little Elm as a short-term rental in all advertisements. I understand that a Certificate of Occupancy will be issued upon completion of the inspection. I confirm that I have met and will continue to comply with the standards and other requirements of the City's STR ordinance _____. I understand that my application is not complete until I have submitted the completed application form, all required documents, paid all applicable fees, and passed all necessary inspections.

Date of Application Signature

1st DRAFT

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

HOMEOWNER APPLICATION FOR SHORT-TERM RENTAL PERMIT
NUISANCE RESPONSE PLAN

CITY OF WOODCREEK MUNICIPAL CODE REQUIRES THE NUISANCE RESPONSE PLAN TO BE PROVIDED. THE PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

PROPERTY ADDESS:_____

NUMBER OF BEDROOMS per County Assessor's records:_____

MAX. OVERNIGHT OCCUPANCY REQUESTED_____**. Refer to paragraph "C" below for more information.**

HOMEOWNER NAME: _____

MAILING ADDRESS:_____

TELEPHONE NUMBER:_____ **CELLPHONE NUMBER:** _____

MAIL ADDRESS:_____

A) Please describe how you will respond to a nuisance complaint, including but not limited to the manner in which the renter-occupant will be notified of the problem to assure prompt response and timely corrective action.

_____
_____
_____
_____
_____

B) Please describe the manner of assuring "timely corrective" action to remedy any possible conditions that cause the nuisance or complaint. Note: "timely corrective action" shall include, at a minimum, a telephone call to the renter within 15 minutes of being informed of the initial nuisance or other complaint.

_____
_____
_____
_____
_____

C) City's ordinance _____sets the max overnight occupancy limit to two per bedroom plus two with the number of bedrooms corresponding to County Assessor's records. A greater maximum overnight occupancy number can be requested with supporting documentation identifying unusual size, unique interior layout, additional parking or other physical characteristics.

If you wish to request max occupancy above the standard allowed, please describe any unique characteristics of the property that you believe justify it.

_____
_____
_____
_____

1ST DRAFT

1st DRAFT