



SHORT TERM RENTAL PERMIT DEVELOPMENT SERVICES DEPARTMENT

226 S. 5th Street, Klamath Falls, Oregon 97601
(541) 883-4950

www.KlamathFalls.city
devservices@klamathfalls.city

Applicant and Owner Information

File No.:

Owner/Applicant: _____ Phone: _____

Mailing Address: _____

Email: _____

Owner Signature: _____ Date: _____

Local Operator: _____ Phone: _____

Mailing Address: _____

Email: _____

Property Information

Property Address: _____ Zone: _____

Map & Tax Lot Number: _____ Legal Description: _____

Number of Off-Street Parking Spaces: _____ Off-Street Parking Material: ☐ Concrete ☐ Asphalt ☐ Other

Garage Spaces Included: ☐ Yes (*interior photo required*)
☐ No

Street Parking Available: ☐ Yes ☐ No

Short-Term Rental (STR) Information

A site & landscape plan are required for review.

Rental Building Type: ☐ Single-Family (SF) Home ☐ ADU ☐ Duplex ☐ Tri/Fourplex ☐ Apartment (DB/MU/GC)

SF Whole Home: ☐ Yes ☐ No Tri/Fourplex # STR Units: ☐ 1 ☐ 2 Apartment # STR Units: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Total STR Bedrooms Per Unit: _____ Do STR units share walls with non-STR units? ☐ Yes ☐ No ☐ N/A

Owner Occupied: ☐ Yes ☐ No If yes, please specify Owner Occupied and STR portions of the home on separate floorplan.

REQUIREMENTS AND FEES (for official use only):

☐ Business License

License No. _____

STR Permit Fee: \$100

Paid: _____

☐ Parking

Parking Spaces Required: _____

License Fee: \$100

Paid: _____

Parking Spaces Provided: _____

☐ Floor plan (*if not whole home*)

City stamped floor plan attached: _____

☐ N/A

☐ Yes ☐ No

☐ Site/landscaping plan

City stamped site/landscape plan attached: _____

☐ Yes ☐ No

☐ Acknowledgement and Consent

Signed Acknowledgement and Consent form attached: _____

☐ Yes ☐ No

☐ Density (*10% of 250ft*)

GIS snapshot - existing and new buffers on file: _____

☐ Yes ☐ No

↓ TO BE COMPLETED BY AUTHORIZED CITY REPRESENTATIVE ↓

This Short-Term Rental Permit is: ☐ Approved ☐ Denied

Stamp here if approved:

By: _____

Authorized City Representative

Additional staff notes:

—See next page for required submittals and conditions for all permits—

Revised July 2024

Permit Conditions

In order to use the subject residence(s) as a Short-Term Rental under the terms of this Permit, Owner or owner-authorized Operator must obtain and maintain a City Business License at all times while the Short-Term Rental is operational. City Business Licenses expire on December 31 each year and must be renewed annually.

This Permit and any associated City Business Licenses are specific to Owner or Operator for which the permit or license is issued, respectively. This means that the use shall not run with the land and shall terminate and be void with no further proceedings on sale or transfer of the real property which was rented pursuant to this Permit.

Upon approval, if 12 consecutive months elapse wherein the subject residence is not rented as a Short-Term Rental, this Permit becomes void.

Please note: Applicants need only apply for a Short-Term Rental Permit, including STR Acknowledgement and Consent Forms, and City Business License once per property so long as they maintain their STR as described above unless new units are added. City Business License renewal does not require a separate application.

Required Submittals

- A simple, legible floor plan, drawn or generated roughly to scale, identifying the number of bedrooms proposed for STR use. If only one home exists on the property, and all rooms are available for short-term rental, no floor plan is required.
 - For structures built or renovated within the last two years, the Klamath County Building Division may have floor plan records available.
- A simple, legible site/landscape plan showing the following:
 - Parking spaces used to meet the minimum parking requirements. Only parking spaces paved with asphalt or concrete may be counted for this purpose unless other surfacing materials are approved by the Director per Community Development Ordinance Section 14.040. Minimum parking space size is 9' x 19'.
 - If a garage is proposed to meet parking requirements, a current photograph demonstrating that the garage is available for parking (i.e., showing empty space and indicating that the garage is not instead used for storage).
 - Landscaped yard areas visible from the public right-of-way or appropriate xeriscaping, as determined by the Director.
- If legible and sufficient detail is provided, the site/landscape plan and floor plan may be combined.
- Photos may substitute for site/landscape plan requirements if
 - Submitted photos demonstrate that 50% vegetative cover exists in the front yard and all yards visible from the street(s).
 - Submitted photos clearly depict the total number of parking spaces, parking space dimensions, and parking space material.
- A signed copy of the STR Acknowledgement and Consent Form.
- A completed Business License Application

A copy of the Good Neighbor Guidelines and Short-Term Rental Standards as contained within the Community Development Ordinance have been included with this permit application packet for reference. Also included is an STR Site Plan Form, which may be utilized for the site/landscape plan and/or floor plan.

Regulations

Regulations regarding Short-Term Rentals in the City of Klamath Falls are provided below. These regulations may also be viewed on the City of Klamath Falls website: www.klamathfalls.city

Community Development Ordinance → Chapter 12 → Article 18.5 → Sections 12.700–12.745 – Short Term Rentals



STR ACKNOWLEDGEMENT AND CONSENT DEVELOPMENT SERVICES DEPARTMENT

226 S. 5th Street, Klamath Falls, Oregon 97601
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devservices@klamathfalls.city

File No.:

Rules and Regulations Acknowledgement

By signing below, I hereby acknowledge that I have read and understand the Short-Term Rental rules and regulations presented in Chapter 12, Article 19, Section 12.700 of the City of Klamath Falls Community Development Ordinance and that I have read and understand the Permit Conditions described in the Short-Term Rental Permit associated with the File No. above. I also acknowledge that I have received a copy of the Good Neighbor Guidelines and will post them or have them posted as required in an easily visible area.

Owner or Authorized Representative

Date

Consent to Inspections

By signing below, I do hereby agree that the Director or designee may conduct a site visit related to the File No. above, to confirm information submitted with the permit application. I acknowledge that any site visit will be coordinated with the Owner or Operator present and will be conducted with reasonable notice during normal business hours.

I also agree that the Director or designee may visit and inspect the site of the Short-Term Rental, if approved, on a prescribed schedule to ensure compliance with all applicable regulations, during normal business hours, and with reasonable notice and other procedural safeguards as necessary.

Owner or Authorized Representative

Date

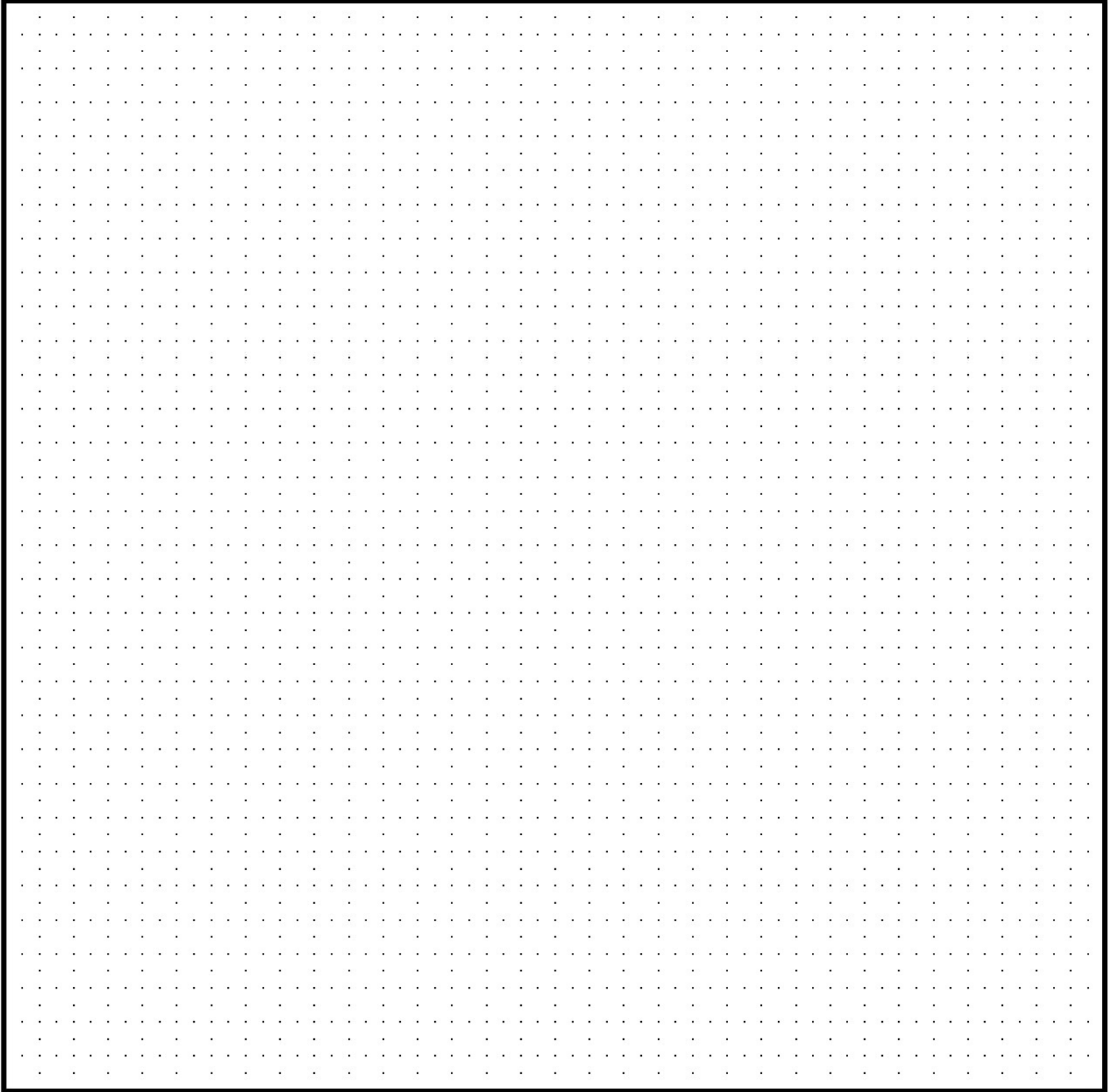
Compliance with any CC&Rs or HOA standards is the exclusive responsibility of the Owner.

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STR Plan Form
City of Klamath Falls Planning Division

File No.:

A site/landscape plan and floor plan are required for STR use except for whole home single-family rentals, where only a site/landscape plan is required. If legible and sufficient detail is provided, the floor plan and site/landscape plan may be combined. Photos may substitute for the site/landscape plan as outlined within the Required Submittals section of the STR Permit application. This form is provided for this purpose, although site plans are not restricted to this form. If an additional STR Plan Form is required, please make additional copies.



Scale: 4 squares = 20' or _____ Date of plan: _____

Example Site Plan Form
City of Klamath Falls Planning Division

File No.: X-STR-23

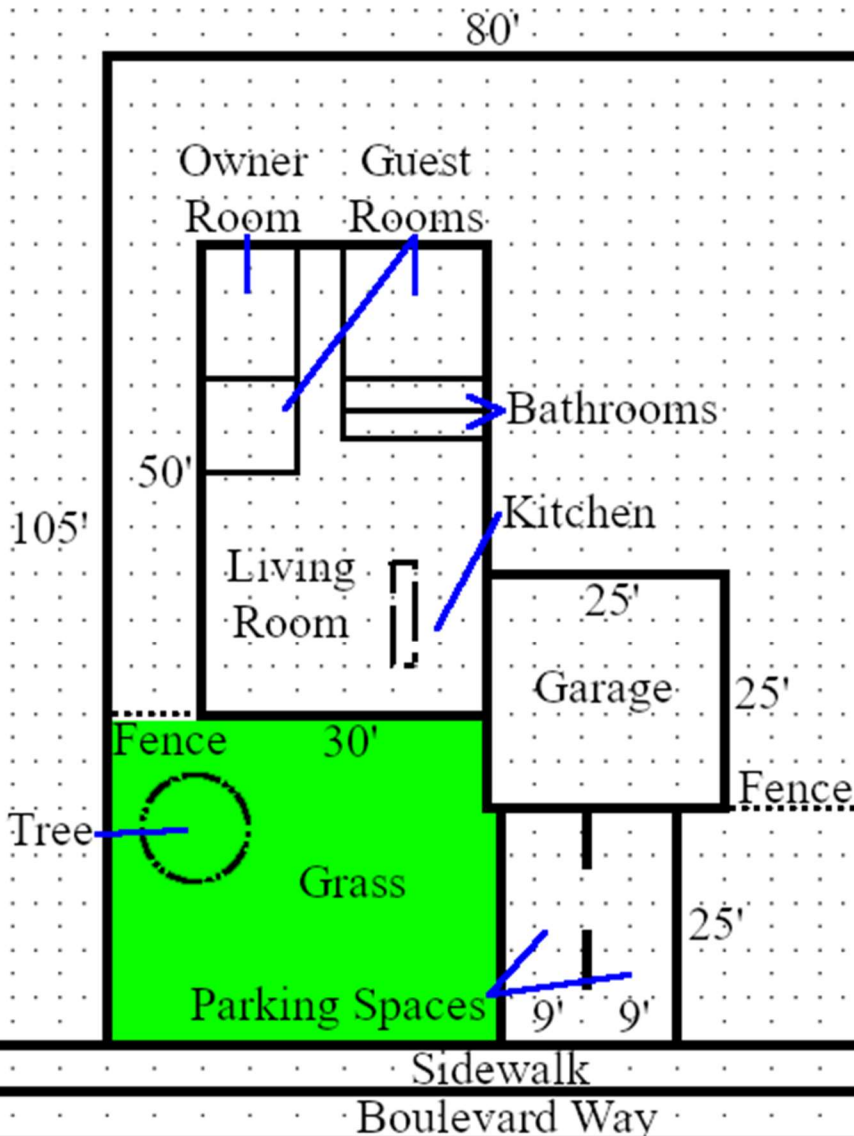
A floor plan and a site/landscape plan are required for STR use except for whole home single-family rentals, where only a site/landscape plan is required. If legible and sufficient detail is provided, the floor plan and site/landscape plan may be combined. Photos may substitute for the site/landscape plan as outlined within the Required Submittals section of the STR Permit application. This form is provided for this purpose, although site plans are not restricted to this form. If an additional STR Plan Form is required, please make additional copies before drawing in this form.

Notes:

Parking space material is concrete:

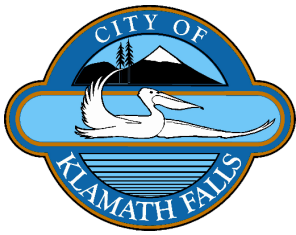
Garage used for 2 parking spaces. Photo attached.

--Example Site Plan - Not For Use--



Scale: 4 squares = 20' or _____

Date of plan: _____



BUSINESS LICENSE APPLICATION

AS REQUIRED UNDER KLAMATH FALLS CITY CODE SECTIONS 7.005-7.100

Annual Business Licenses are valid from January 1 – December 31

City of Klamath Falls Development Services, PO Box 237, 226 South 5th Street, Klamath Falls, OR 97601

Phone: 541 883-4950 - Email: businesslicense@klamathfalls.city

TYPE OR LEGIBLE PRINT ONLY

(FOR OFFICE USE ONLY)		
BL#	MTL#	Zone:
Business Name		DBA
Physical Business Address (No PO Box or storage unit)		Business Phone Number
Mailing Address (PO Box okay)		Open/Start Date
Email Address		Primary Nature of Business
Business Location: <input type="checkbox"/> <u>Inside City Limits</u> Business is physically located within the City Limits of Klamath Falls. <input type="checkbox"/> <u>Outside City Limits</u> Business is physically located outside the City Limits of Klamath Falls, but work is conducted inside the City Limits.		License Types and Fees <input type="checkbox"/> Annual - \$100.00 (Prorated to \$75.00 after September 30) <input type="checkbox"/> Temporary - \$25.00 (Valid for 45 consecutive days) <input type="checkbox"/> Non-Profit - No Fee (IRS non-profit status required) <input type="checkbox"/> Change of Location, Owner, or Business Name (<i>additional fees may apply</i>): Prior Business Name: _____ Prior Business Location: _____ <input type="checkbox"/> For business locations inside City Limits: will your business discharge any waste into the sewer other than typical household or domestic waste? <input type="checkbox"/> YES* <input type="checkbox"/> NO *(If yes, City Wastewater Division will be notified, and an industrial sewer use evaluation may be required. This includes car washes, mechanic shops, dental, laundry, etc. and businesses that indicated above that they will discharge waste into the sewer other than typical household or domestic waste). <input type="checkbox"/> Will there be any change of use/occupancy, structural, electrical, plumbing or mechanical alterations to the building? <input type="checkbox"/> YES* <input type="checkbox"/> NO *(If yes, contact Klamath County Building Department for required permitting under Oregon Building Codes).
If business is located <u>Inside City Limits</u>, check applicable box(s): <input type="checkbox"/> Home Occupation - Must comply with City Code Sec. 12.020 <input type="checkbox"/> Will your business location be age restricted? <input type="checkbox"/> Is this business a vehicle for hire? - Must comply with City Code Sec. 7.810-7.836 and submit supplemental forms. <input type="checkbox"/> Downtown Location - NOTE: Additional Downtown Parking District Fees apply to businesses located in the Downtown Parking District - \$80 for Pelican Pass, \$160 for Pelican Pass+. If private parking is provided by your business, the Parking District Fee is reduced to \$20 per parking space. Private lots will be verified. Number of employees or private spaces: _____.		

Business Owner Information

(If owned by a company or corporation, attach a list of officers/members with contact information).

Name		Phone Number
Mailing Address	Email Address	
Approval of a business license does not imply conformance with applicable City Codes or Ordinances or with State or Federal Laws. You are advised to check your proposed business location and structure with the appropriate agencies for compliance. Business licenses must be renewed annually and posted in a conspicuous place. I declare to the best of my knowledge all information contained on this application is true and correct. Signature _____ Title _____ Printed Name _____ Date _____		

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GOOD NEIGHBOR GUIDELINES DEVELOPMENT SERVICES DEPARTMENT

226 S. 5th Street, Klamath Falls, Oregon 97601
(541) 883-4950

www.KlamathFalls.city
devservices@klamathfalls.city

THESE GUIDELINES MUST BE POSTED IN A CONSPICUOUS AREA

Contact Information: If, at any time, you have concerns about your stay or regarding your neighbors, please call the contact number listed in the rental agreement or posted in the unit. In the event of an emergency, call 911.

Respect for Neighbors: Be friendly and courteous. Treat your neighbors as you wish to be treated.

Noise and Lights: Neighboring property owners and residents are legally entitled to the quiet enjoyment of their homes and properties, and excess noise may result in police intervention. Limit exterior noise and nighttime lights, especially after 10PM.

Fire Danger: Klamath Falls is located in fire country. Outdoor fires of all kinds are prohibited. Please extinguish cigarettes completely and place cigarette butts in a fire-resistant trash container.

Vehicle Trips: The total vehicle traffic to and from this premises cannot exceed 10 trips per day during any 5-day period. Each departure from and each arrival to this premises is considered a separate trip.

Property Maintenance: Be sure to pick up after yourself and keep the property clean, presentable, and free of trash during your stay.

Garbage Disposal: Place trash and recycling containers at the appropriate place for pick-up the night before collection time. Return trash and recycling containers to the appropriate storage location within 24 hours after pick-up.

Parking and Traffic Safety: Do not park on lawns or in a manner that blocks driveways, sidewalks, alleys, or mailboxes. Parking on planter strips (the area between the street and the sidewalk) is prohibited, and citations will be issued. Drive slowly through neighborhoods and watch for pedestrians, children at play, and wildlife.

Pets (if applicable): Clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets and be sure to abide by local leash laws. Store pet food indoors in a secure container to reduce the attraction of unwanted pests.

Tenant/Guest Responsibility: Approved guests and visitors are expected to follow the Good Neighbor Guidelines.

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Community Development Ordinance Standards

Article 18.5 – Short-Term Rentals

12.700 Purpose.

The purpose of this article is to protect the function of the City's residential neighborhoods by limiting the proliferation of commercial short-term rentals (STRs) in residential zones while also allowing for diverse overnight accommodation types. (Ord. 23-09, 2023)

12.705 Applicability.

- A. No person can occupy, use, operate, or manage, nor offer or negotiate to use, lease, or rent a dwelling unit or portion thereof for short-term rental occupancy unless issued a short-term rental permit.
- B. A short-term rental permit is required for each dwelling unit or portion thereof allowed to be an STR even if located on the same property as another STR. (Ord. 23-09, 2023)

12.708 Enforceability.

- A. The standards of this article supersede standards elsewhere in the CDO unless otherwise stated.
- B. No entity may operate an STR without first acquiring a short-term rental permit and a business license. See City Code Chapter 7, Article 1, Business License and Registration Act.
 - 1. Business licenses for STRs may not be issued or renewed for a period greater than one year.
 - 2. An STR operating in a manner inconsistent with its approved review will have its business license revoked by the Director immediately upon notice and verification of the violation by the City.
 - a. The business license may be reinstated if the owner/operator of the STR remedies the violation within one month of revocation.
 - b. If the owner/operator does not remedy the violation within one month of revocation, the owner/operator must re-apply for a business license and pay all associated fees if seeking to operate an STR at the same location.
 - 3. If a business license for an STR is revoked more than two times in any two-year period, the short-term rental permit granting land use approval for the STR becomes void.
 - 4. Any entity under whom business licenses for STRs have been revoked more than two times in a two-year period may not apply for a business license for an STR for five years from the date of the most recent revocation.
- C. All STRs must come into compliance with this article no later than September 30, 2024. (Ord. 23-09, 2023)

12.710 Review type.

A short-term rental permit is considered a ministerial review and is subject to the review requirements in the following sections. (Ord. 23-09, 2023)

12.712 Application submittal requirements.

In addition to the requirements of CDO Chapter 10, Article 6, the following material must be submitted by the applicant:

- A. Application Forms. STR permit applications must be made on forms provided by the Planning Division and must include all requested information.
- B. If a person other than the property owner will be operating the STR, the name, address, email address, and telephone number of the operator must be provided.
- C. A floor plan identifying the number of bedrooms proposed for STR use.
- D. A landscaping plan demonstrating compliance with STR landscaping standards.
- E. A site plan and/or photograph of the property showing and indicating the number, location, dimensions, and surfacing of designated off-street and abutting on-street parking spaces that meet the minimum required number of STR parking spaces.

- F. Acknowledgement by signature that the owner and operator have read all regulations relating to the operation of a short-term rental under this article.
- G. Consent to inspection to ensure compliance with this article. (Ord. 23-09, 2023)

12.714 Decision requirements.

The Director's decision must use as approval criteria the rules and standards found in this article and other applicable sections of the CDO. Based on those criteria and the facts contained within the record, the Director shall approve, approve with conditions, or deny the requested STR Permit, and a written or digital record of the decision shall be provided to the applicant and kept on file with the Department. (Ord. 23-09, 2023)

12.718 Final decision.

The Director's decision shall be final on the date it is mailed or otherwise provided to the applicant, whichever occurs first. The decision is the final decision of the City and cannot be appealed to City officials. (Ord. 23-09, 2023)

12.720 Effective date.

The decision is effective the day after it is final. (Ord. 23-09, 2023)

12.722 Density.

STRs are subject to the following density limitations:

- A. The number of dwelling units containing STRs within 250 feet of any other STR cannot exceed 10% of the number of total properties within the same area.
- B. No more than two dwelling units on any property may contain an STR except within the DB, GC, and MU zones. If there are two dwelling units on a property, inclusive of an ADU, only one dwelling unit may be concurrently used as an STR.
- C. STRs will not be approved on any property containing more than four dwelling units except within the DB, GC, and MU zones. (Ord. 23-09, 2023)

12.724 Limits on land use/license transfer.

Any application for a short-term rental permit or business license is specific to the owner of the dwelling unit or owner-authorized operator for which the permit or license is issued, respectively. This means that the use shall not run with the land, but shall terminate and be void with no further proceedings on sale or transfer of the real property which was rented pursuant to the short-term rental permit. (Ord. 23-09, 2023)

12.726 Standards.

- A. Occupancy.
 - 1. Maximum STR occupancy (number of persons) is dictated by the Oregon Building Code, Oregon Fire Code, United States Department of Housing, or other appropriate regulatory body. No portions of a dwelling unit except for approved, habitable bedrooms may be used for STRs.
 - 2. A dwelling unit that shares a wall with another dwelling unit may not contain an STR unless both units are STRs or if the owner of the STR occupies the unit with which it shares a wall.
 - 3. A dwelling unit may not be used as an STR if, at any time, any room within the dwelling unit is rented by a long-term tenant.
- B. Operational Period.
 - 1. STRs have no maximum operational period.
 - 2. Long-term rentals of 30 days or more are subject to Oregon landlord/tenancy rules.
- C. Parking Requirements.

1. STRs require a minimum of two parking spaces, one of which can be located on an immediately abutting street. STRs require one additional off-street parking space per approved STR bedroom above three.
 2. Parking spaces must be a minimum of 19 feet deep and nine feet wide.
 3. Parking spaces must be paved with asphalt, concrete, or an alternative material approved by the Director. See CDO Section 14.040.
 4. A garage may be utilized to meet parking requirements. If a garage is to be used thusly:
 - a. A photo of the garage interior must be provided showing that the garage is available for parking;
 - b. The garage must be available for guest parking at all times while an STR business license is active.
 5. Where on-street parking is available immediately fronting the property, one on-street parking space may be counted towards STR parking requirements.
- D. Landscaping.
1. Yards within the front setback and all yard areas visible from any street must be landscaped to a minimum of 50% vegetative cover at plant maturity.
 2. Shrubs and vegetative cover required under this section may be replaced by xeriscaping or decorative zeroscaping at the discretion of the Director.
 3. Use of gravel to replace landscaping is prohibited. Gravel may only be used to create footpaths between other landscaped elements.
 4. All trees, shrubs, vegetative cover, and other landscaping must meet the standards of CDO Section 14.425. The exemption for residential zones in CDO Section 14.425.H does not apply to uses governed under this section; landscape elements that die or are destroyed must be promptly replaced.
- E. Behavior. Good Neighbor Guidelines, as published by the City, must be posted in a conspicuous place in each STR and adhered to by guests. (Ord. 23-09, 2023)

12.730 Prohibited uses.

No recreational vehicle, travel trailers, tents, or other temporary shelters may be used in conjunction with an STR or as an STR. (Ord. 23-09, 2023)

12.735 Abandonment of use.

- A. Notwithstanding CDO Chapter 12, Article 20, Nonconforming Uses and Structures, if the short-term rental ceases for a period of more than 12 months, the STR review/permit shall be void.
- B. Failure to maintain an active business license is considered abandonment of use. (Ord. 23-09, 2023)

12.740 Expiration of approval and initiation of use.

If the STR does not initiate the use by renting for at least one night within the first 12 months of obtaining a STR Permit and business license, the STR review/permit becomes void. (Ord. 23-09, 2023)

12.745 Inspection.

All STRs are subject to inspection by the City for compliance with this article prior to commencement of the use.

- A. The Director may conduct a site visit upon an application for an STR to confirm the number of bedrooms stated on the application and the number, location and availability of on-site parking spaces. The site visit will be coordinated with the applicant and be conducted with reasonable notice during normal business hours.
- B. The Director or designee may visit and inspect the site of an STR on a prescribed schedule to ensure compliance with all applicable regulations, during normal business hours, and with reasonable notice and other procedural safeguards as necessary. (Ord. 23-09, 2023)