



Residential Short Term Rental Application

Permit Number: _____

Date: _____

Deliver application to:
 Stanly County Planning Department
 1000 N. First Street, Suite 13B Albemarle, NC 28001

***Please check the boxes that apply to your Short-Term rental**

- Application for NEW residential STR**
 Application for change of ownership
- Whole House STR**
 Accessory Dwelling STR
 Homestay STR

***Application for change of ownership is only required to provide page number 1 and required document number 3 on page 2.**

OWNERS CONTACT INFORMATION	Name: _____ Mailing Address: _____ Email Address: _____ Contact Number: _____
DESIGNATED RESPONSIBLE PARTY/EMERGENCY CONTACT	*only required for those who are not permanent Stanly County Residents Name: _____ Address: _____ Email Address: _____ Contact Number: _____
PROPERTY FOR STR USE (one STR unit per property)	Property Owner: _____ Street Address of Property: _____ Property ID Number (PIN#): _____ Number of Bedrooms: _____ Occupancy total: _____
OTHER (if any) STR's THE OWNER HAS ACQUIRED	Location #1: _____ Location #2: _____ Location #3: _____

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Required Documents to be included with application:

***Please check the boxes of all documents that have been obtained**

- A site plan showing the number of bedrooms and the location of the improved parking area
- A signed acknowledgement of the maximum occupant requirements for short-term rental properties
- Proof of general and public liability insurance affording coverage to the tenant of the property when used as a short-term rental. Limits of such coverage shall be noted. Notice shall be afforded to the Stanly County Planning Department in the event of said policy being terminated
- Proof that the owner is authorized to use the dwelling unit as a short term rental. This may include a copy of one of the following in the owner's name: (a) the deed to the property, (b) a recent mortgage statement (issued within the previous two months), or (c) the previous year's property tax assessment.
- A signed statement by the STR owner attesting that the property owners within 100 feet of the STR were notified of the intended STR use. The sworn statement shall include a list of the names and addresses of the property owners who received notice. The notice from the STR owner to nearby property owners shall include:
 - a. Street address of proposed short-term rental;
 - b. A statement that the owner is applying for an STR permit.
 - c. Name and contact information for the owner;
 - d. Name and contact information for the designated responsible party if the owner is not a permanent resident of Stanly County; and
 - e. Maximum allowable occupancy for the property.

Reminders:

- **Maximum Overnight Occupancy.** The overnight occupancy of an STR shall not exceed two (2) persons per bedroom. The maximum number of guests in a short-term rental in a single-family home is limited to fifteen (15) persons, excluding children under three (3) years of age. Bedrooms used in calculating occupancy shall be taken from the permit application as affirmed by the owner. The occupancy limit shall be posted prominently within the short-term rental unit and the owner shall ensure that all online listings and advertisements clearly set forth the maximum number of overnight guests.
- **Special events, including weddings, receptions, and large gatherings, are not permitted in STRs.** Operators of properties that have an overnight capacity of greater than fifteen (15) guests, or operators who seek to advertise and use a dwelling unit for large events are required to apply for a special use permit or variance with the Board of Adjustment.

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- **Noise:** The amount of noise generated by the STR use shall not disrupt the activities of the adjacent land owners. Guests shall abide by all noise ordinance rules and regulations set forth in the Stanly County Anti-Noise Ordinance
- **Trash and Recycling Disposal:** The dates and instructions for trash and recycling collection shall be posted within the STR. Trash receptacles shall be the size and number authorized by existing refuse contracts. The STR operator shall ensure that all receptacles are set out for collection on the proper collection day and removed from the street or alley on the scheduled collection day. Waste may not be placed in trash bags at the curb; all trash is required to fit into trash receptacles.
- **Parking:** The owner shall provide adequate on-site parking, to include a minimum of one (1) parking spot for every two (2) bedrooms on an improved parking surface. The owner may request satellite parking should there be a need for additional parking of more than that provided on-site. Vehicles may not be parked on the lawn or on other non-designated parking areas. No recreational vehicles, buses, or trailers shall be parked on the adjoining street or visible on the property in conjunction with the short-term rental use.
- **Minimum Duration:** The operator shall not make the residential dwelling unit available to short-term rental guests for a period of less than overnight.
- **Simultaneous Rental Contracts:** The simultaneous rental to more than one party under separate contracts shall be prohibited.

Acknowledgement of the maximum occupancy requirements:

I, _____ have acknowledged the maximum occupancy requirements in Section 423.4 of the Stanly County Zoning Ordinance and have listed my maximum occupancy on Page 1.

Acknowledgement of notifying neighbors:

I, _____ have notified all of the property owners within 100 feet of the Short-Term Rental and included all of the required information listed on page 2.

Applicant Signature: _____

Date: _____

Approved by: _____

Date: _____