



Guest Lodging Short-Term Rental Registration Packet

For Hosted Home Share or Home Share

Short-Term Rental Registration is the administrative process whereby an applicant memorializes their intent to voluntarily comply with Chapter 35. Voluntary compliance with the requirements of Chapter 35, Guest Lodging Code, allows a dwelling unit that is used for Home Share or Hosted Home Share an exemption from having to fully comply with Chapter 13 Rental Housing Code and to obtain a Letter of Compliance under Chapter 13. (See table on page 3, for more information.)

No person or entity may advertise, offer, let, operate, or otherwise make available a Short-Term Rental without either full compliance with Chapter 13, Rental Housing Code OR registration as a Short-Term Rental unit under Chapter 35, Guest Lodging Code.

1. **Application Packet.** The “Application Packet” for “Guest Lodging Short-Term Rental Registration” includes the following:
 - Application Form
 - Supporting Information

Be sure to complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

2. **Approval Process.** Applicants must submit all required information and materials to the Department of Planning & Housing. **The request will be processed only if sufficient facts are submitted with this application to support a finding by City staff that all of the criteria for registration of the Guest Lodging Short-Term Rental have been met.** The application will be reviewed by staff, and a Special Request Inspection will be scheduled. Once the review of application materials and the Inspection are conducted the applicant will be notified of the decision of the Department. The anticipated timeframe for review of the Application and subsequent registration is two weeks after the Application is received, however it may take longer. If the applicant is aggrieved by Staff’s decision, it may be appealed to the Zoning Board of Adjustment within 30 days of the decision.
3. **Expiration.** Registrations are limited to one-year and expire one-year from the date of approval. Renewals must be approved prior to expiration to continue legally operating as a Guest Lodging Short-Term Rental. **Please submit renewal requests well in advance of their expiration.**
4. **Primary Residence.** A primary residence is the only place where a person has a true, fixed, and permanent home, and to where, whenever the person is briefly and temporarily absent, the person intends to return. A person may have only one primary residence. Acceptable forms of primary residence status include a driver’s license/state-issued identification, utility bill, or recent piece of addressed mail (within 3 months) matching that of the name and address on the application.
5. **Special Request Inspection and Fee.** Prior to the registration of a unit as a Guest Lodging Short-Term Rental, a Special Request Inspection must be conducted on the unit and documentation

obtained from the inspector verifying compliance. ***The Special Request Inspection Fee will be invoiced and must be paid prior to completion of the registration process.***

Subsequent inspections are required every other year for continued operation or as necessitated by complaints. Special Request Inspections, may be conducted up to 90 days prior to the initial registration or renewal registration.

There is No Application Fee.

IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION, PLEASE CONTACT THE DEPARTMENT OF PLANNING & HOUSING: 515-239-5400 or planning@cityofames.org




For your convenience, you may mail in the completed application with the required fee:

City of Ames, Department of Planning & Housing
P.O. Box 811
Ames, Iowa 50010

Short-Term Rentals

Please Note: The following Summary includes only highlights of the Code and does not reflect the entire Code.

(For Bed & Breakfast Establishments, see Ch. 29; these require a Special Use Permit.)

Type	Hosted Home Share Guest Lodging Code- Ch. 35 (voluntary alternative from full compliance with Ch. 13) (Accessory Use)	Home Share Guest Lodging Code- Ch. 35 (voluntary alternative from full compliance with Ch. 13) (Accessory Use)	Vacation Lodging Rental Housing Code- Ch. 13 (Primary Use)
			
	Owner <u>Required</u> to be Present	Owner <u>Not</u> Required to be Present	Owner <u>Not</u> Required to be Present
Description	Primary Residence	Primary Residence	Not Primary Residence
	Partial Dwelling	Entire Dwelling	Entire Dwelling
Registration	Annual Renewal – No Fee	Annual Renewal – No Fee	Annual Registration Fee
Fire Safety Requirements	Special Request Inspection [every other year]	Special Request Inspection [every other year]	Rental Inspection [every 1-4 yrs]
Maximum # of Bedrooms	2 Short-Term Rental Bedrooms	N/A	No Limit
Maximum # of Guests	2 Adults	2 Adults per Bedroom; Not to Exceed 5 Adults	3 Adults in 1-3 Bedroom Dwellings; 4 Adults in 4 Bedroom; & 5 Adults in 5 Bedroom; Not to Exceed 5 Adults
Number of Guest Contracts Concurrently	1 Guest Contract	1 Guest Contract	No Limit
Maximum # of Days / Year	No Maximum	90 Days per Annual Renewal Period	No Maximum
Maximum Stay	30 Consecutive Days	30 Consecutive Days	No Maximum
Parking	No Additional Parking Required	1 Space per Guest Bedroom; Maximum of 5 Spaces Required	2 Off-Street Spaces per Dwelling Unit
Zoning Districts Where Allowed	A, RL, RM, UCRM, RH, RLP, NC, CCR, DSC, CSC, S-SMD, DGC, O-SFC, O-LMU, PUD, F-VR, FS-RL, FS-RM, & F-PRD		

Guest Lodging Short-Term Rental Registration Application

Form for Hosted Home Share or Home Share

This Application Form must be filled out completely and signed by the Property Owner before it can be accepted for review by the City of Ames. Approval will be granted only if sufficient facts are presented with the application and that all the criteria set out in Ames Municipal Code, Chapter 35 have been met.

Obtaining this Registration does not absolve the Applicant from obtaining other applicable permits.

Submittal Checklist - Items that MUST accompany this application include:

Check those that are included or "N.A." for those items not applicable.

- Owner's original completed and signed application
- Fire & Safety Checklist completed and signed
- Proof of primary residency attached
- N/A Tax receipt *[Renewals only]*
- N/A Sketch illustrating floor area for Guest Lodging *[Hosted Home Share only]*
- N/A Site plan sketch of existing and proposed parking spaces with surface materials and dimensions identified *[Home Share only]*

There is No Application Fee. The Special Request Inspection Fee will be invoiced.

1. Type of Guest Lodging Requested:

- Hosted Home Share Home Share

2. Property Address: _____ (Unit / Suite)

3. Parcel ID & Legal Description of the Property

(Available from <http://www.storycountyiowa.gov/1131/Beacon---Property-Records>):

4. Application:

- New**
- Renewal**, Current Registration Expiration _____
- Number of rented nights during the previous 12 months *[Home Share only]* _____
- Tax Receipt
- Guest Registry (If requested)

Has Any Aspect of your Guest Lodging Changed Since Last Approval? Yes No

If yes, please describe: _____

5. Type of Building:

- Single-Family Detached Home
- Duplex (2-Family)
- Townhome (Single-Family Attached)
- Mixed Use Building

6. What is the property's Zoning Classification? _____

7. Off-Street Parking Requirements:

- Hosted Home Shares - No additional parking required.
- Home Shares - 1 space per bedroom (maximum required - 5 spaces).
- Apartment Shares - No additional parking required.

Parking must comply with the dimensional, location, and surfacing requirements of Section 29.406 of the Zoning Ordinance. Front yard parking is prohibited.

(Home Share Only)

Submit a reproducible, black & white site plan sketch of existing (and proposed) parking spaces with surfacing, parking spaces, and dimensions identified and explain how the request meets this standard. (Include available garage parking)

Number of Legal Off-Street Parking Spaces Provided: _____

8. Guest Bedrooms: *(parking limitations may restrict allowable occupancy)*

- Hosted Home Shares - Limited to a maximum of two approved bedrooms and **two adults** as guests per dwelling unit. The applicant must specify which portions of the dwelling unit will constitute the area available for the Guest Lodging use.
- Home Shares - Limited to a maximum of two adults per approved bedroom, **not to exceed a total of five adults** per dwelling unit.

Number of Legal Bedrooms Existing in the Dwelling Unit: _____

Number of Legal Bedrooms Requested for Guest Lodging: _____

Number of Adult Guests Requested (see above): _____

9. Owner of Record (Add a person's name if owner is a corporation or other type of group):

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____
(Cell) (Other)

E-mail address: _____

10. Primary Resident (Include documentation)

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____
(Cell) (Other)

E-mail address: _____

- 11. Have any Complaints been received? (Renewal Only)** Yes No N/A
If yes, has action been taken to resolve? Yes No N/A
[Attach additional information as needed.]

- 12. List all methods that will be utilized to advertise this property (e.g. AirBnB, VRBO, HomeAway, newspaper, Craigslist, etc):** _____
Please provide a link to the ad. _____

13. Operational Checklist:

- I intend to make the dwelling unit available for Guest Lodging and I will contract it for consecutive periods less than 30 days.
- I agree to offer only one guest contract during any period of occupancy
- (*Home Share Only*) I will not utilize my primary residence as a Home Share for more than 90 days total during the annual Registration renewal period.
- I agree to maintain compliance with fire & safety requirements included on the attached checklist.
- I agree to comply with the payment of required hotel/motel taxes as required under State Law.
- I agree to respond to any complaints in a reasonably timely manner and will maintain a record of the actions taken in response.
- I agree to include reference to my approved Guest Lodging Registration with any advertisement.
- I agree to post the Guest Lodging Registration in a prominent location within the interior of the dwelling near the front door and
- I agree to maintain a Guest Register.

[See next page for Authorization and Signature]

By signing this form, the applicant is confirming the following:

- 1. Applicant acknowledges that no person or entity may advertise, offer, let, operate, or otherwise make available a Short-Term Rental without either full compliance with Chapter 13, Rental Housing Code OR Registration as a Short-Term Rental unit under Chapter 35, Guest Lodging Code.**
- 2. Applicant is the legal owner of the dwelling unit being considered under this application.**
- 3. All of the information submitted in support of this application is true and correct. If any information submitted in support of this application is false or misleading, the application may be denied or any registration issued based on false or misleading information may be suspended or revoked.**
- 4. With this application, I agree to have the dwelling unit available for City verification and inspection for compliance.**
- 5. Before signing this application, the applicant has read Ames' Guest Lodging Ordinance (Chapter 35) and by signing this application form, the applicant acknowledges and agrees to comply with the terms of the ordinance.**

Property Owner(s):

No other signature may be substituted for the Property Owner's Signature(s), unless accompanied by an affidavit of agent authority.

(Signature)

(Date)

(Print Name)

(Signature)

(Date)

(Print Name)

To expedite your Application, please complete the Application with all of the required information along with the Application Fee.

Guest Lodging Registration Application

Fire & Safety Compliance Checklist

This form must be filled out completely before your Application will be accepted. The City of Ames can grant a Registration for Guest Lodging, only if all of the following criteria are met.

Guest Lodging Bedrooms. A “Guest Lodging Bedroom” must meet the following:

- Does each bedroom contain a minimum of 70 sq. ft.? Yes No
- Does each bedroom have an emergency escape window? Yes No
- Is the ceiling height of each bedroom a minimum of 7 feet? Yes No
- Number of Guest Lodging Bedrooms Existing in the Dwelling Unit: _____

Carbon Monoxide & Fire Protection Systems. All systems, devices, and equipment to detect CO or a fire, actuate an alarm, or suppress or control a fire, or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.

Portable Fire Extinguishers. Fire extinguishers shall be supplied as follows:

- At least one charged and operable fire extinguisher shall be provided.
- Fire extinguishers shall be maintained on an annual basis by a trained individual.

My property is in compliance as described above: Yes No

Smoke Detectors. Smoke alarms shall be installed and maintained at all of the following locations:

- On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
- In each room used for sleeping purposes.
- In each story within a dwelling unit, including basements and cellars.

My property is in compliance as described above: Yes No

Carbon Monoxide Detectors. Carbon monoxide alarms may be combined with smoke detecting devices provided they meet the location requirements. Carbon monoxide detectors shall be installed and maintained in dwellings and dwelling units at all of the following locations:

- In each bedroom where a fuel-burning appliance or fireplace is located.
- In the immediate vicinity of every room used for sleeping purposes not having a fuel-burning appliance or fireplace, or on the ceiling of the room containing a forced-air furnace.

My property is in compliance as described above: Yes No

Inspection. All premises being considered for Registration as Guest Lodging are subject to inspection by the City for the purpose of investigating and determining compliance with the Guest Lodging Code. Should the premises not be made available for inspection, it will be grounds for denial of the Application.

Property Owner(s):

(Signature)

(Print Name)

(Date)