

CITY OF BEND SHORT TERM RENTAL APPLICATION



- Whole House to be rented \geq 30 days/yr
- Whole House to be rented <30 days/yr
- Owner-Occupied Rental of 1-2 bedrooms

Contact Information

Applicant: _____ Phone: _____

Address: _____ Email: _____

Owner: _____ Phone: _____

Address: _____ Email: _____

Authorized Representative: _____ Phone: _____

Address: _____ Email: _____

Property Information

Site Address: _____ Tax map & lot number: _____

General Plan Designation: _____ Zoning District: _____

Number of Bedrooms: _____ Number of parking spaces: _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property and structure for inspection of the site in conjunction with this land use application.

By signing this document, I acknowledge that I have read all the regulations relating to the operation of a Short Term Rental under Bend Code Chapter 7.16.

By signing this document, I am registering with the City of Bend Finance Department to collect and remit room tax in accordance with City of Bend Code Section 12.05.

Owner: _____ Date: _____

PLANNING USE ONLY

Fee paid Received by _____ Date _____ File No. _____

Type I Type II

For questions regarding Short Term Rental applications, please contact the City of Bend Planning Division at (541) 388-5580 ext 3, or email questions to bendcdd@bendoregon.gov.

SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to bendcdd@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97701. Credit card payments may also be made by phone after you receive the eplans upload request. Call (541) 388-5536 to pay with a credit card.

- Site Plan** – Please show approximately to scale, with appropriate measurements
 - Show all structures
 - Show existing and proposed parking
- Floor Plans** – Show entire floor plan including garage
- Photo of interior of garage** – if the garage is to be utilized to meet the parking requirement

The City recommends that the applicant complete their due diligence by checking any applicable private Conditions, Covenants, and Restrictions (CC&Rs) that may limit the use of Short Term Rentals on the subject property. The City does not enforce or monitor private CC&Rs.

BEND DEVELOPMENT CODE SECTION 3.6.500 STANDARDS FOR SHORT TERM RENTALS

The use of a dwelling for short term rental occupancy is permitted within all Residential, Commercial, and Mixed Use Districts subject to a Type I or Type II Land Use Application and applicable fee when the following operational standards are met:

- Concentration Limit:** There shall be at least 250 feet of separation between residential zoned properties or properties within the MR zone outside of the Old Mill District boundary with a permitted Short Term Rental, measured radially from the property boundary. This concentration limit does not apply to Infrequent Short Term Rentals (rented less than 30 days per year) or Owner-Occupied Short Term Rentals within these zones.
- Occupancy:** The maximum occupancy for the dwelling shall be two persons per bedroom plus two additional persons. For example, a two bedroom dwelling would have a maximum occupancy of six persons.
- Parking Minimum:** One parking space (9' x 20' minimum dimension each space) per bedroom in accordance with Chapter 3.3.
- Prohibited use:** No recreational vehicle, travel trailer, or tent or other temporary shelter shall be used in conjunction with vacation home rental.
- Business License.** Apply for and maintain a current [Business License](#), if applicable. NAICS code 721199.
- Operating License.** Apply for and maintain a current [Short Term Rental Operating License](#).