



COMMUNITY DEVELOPMENT

SHORT TERM RENTAL LAND USE APPLICATION

Type II Short Term Rental: Whole House to be rented ≥ 30 days/yr

OR

Type I Infrequent Short Term Rental: Whole House to be rented 4 periods/yr, <30 days/yr

Type I Owner-Occupied Short Term Rental: Rental of 1 or 2 bedrooms (specify # below)
(Select both Type I options if desired)

OR

Type I Short Term Rental: Whole House to be rented ≥ 30 days/yr for properties in Commercial, ME, MU, MN, MR (Old Mill specific boundary) – see C.1. of [3.6.500 code section](#)

Contact Information

Applicant: _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Address: _____ Email: _____

ePlans Submitter: _____ Phone: _____

Address: _____ Email: _____

Property Information

Site Address: _____ Tax map & lot number: _____

Comprehensive 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.

Property Owner: _____ Date: _____

By signing this form I verify that I have read any applicable private Conditions, Covenants and Restrictions (CC&Rs) that may limit Short Term Rentals on the subject property.

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

Please note: This application is for the Short-Term Rental Land Use Permit, not the Operating License. Visit <http://www.bendoregon.gov/shorttermrentals> for more information.

SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to Planning@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 97703. Credit card payments may also be made by phone at (541)-323-8551 after you receive the ePlans upload request.

- 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
- Authorization of prospective buyer as the applicant** – An application may be submitted by an owner with the buyer as the applicant and upon written request, the approval will be granted to both the owner and the buyer.
- Proof of Residency (for Type I Owner-Occupied)** – provide one copy of at least two of the following documents:
 - voter registration;
 - Oregon driver's license or Identification Card;
 - federal income tax return from most recent tax year (page 1 only with financial data redacted)

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.
- Operating License.** Apply for and maintain a current [Short Term Rental Operating License](#).