



Rockaway Beach Short Term Rental F.A.Q.

Cityhall@corb.us 503-374-1752

City of Rockaway Beach, PO Box 5, Rockaway OR 97136

Additional information can be found on the City Website www.Corb.us

Who is eligible to apply for a Short-term rental License?

A property owner who holds title or a recorded land sale contract. Applications showing different names or addresses per Tillamook County property records will not be accepted.

Can my property management company apply for me?

No, we require the legal property owner to submit the application, required documents and application fee.

What is the application process?

New applications must be mailed or dropped off to the city with full payment and all required attachments, incomplete application packets will not be accepted. Failure to supply complete information for the application within 30 days of the initial submission shall result in its expiration and will be voided. We will not accept emailed applications.

What if I have a more than one dwelling unit on my property, does each unit need a separate license?

Yes, each dwelling unit must have a separate license, more than one license may be issued for permitted units on a single property. If rented separately, they each need their own license.

What happens if I am renting but I don't have a City Short Term License?

No person shall occupy, use, operate or manage, lease, or rent a short-term rental unless issued a short-term rental license. Any person who violates this is subject to a civil penalty of up to five hundred dollars (\$500) per violation, with each day of a continuing violation constituting a separate violation.

Can I transfer the license if the property sells? No, the license is issued to the owner and does not transfer with the sale or conveyance of the property. All short-term rental license holders must report to the city any change of ownership of before the transfer of ownership.

What if I change my mailing address, my property management company or have a new responder contact? You will need to submit the **Short Term Rental Update Form** with the required attachments. The form is located on our website, and can be emailed with the attachments to Cityhall@corb.us

What about License Renewals? All short-term rentals must apply annually for the period of one year from July 1 of the current year to June 30 of the following year. If the owner is out of compliance with City Code regulations, requirements or any existing fines or corrective actions related to the licensed property exist, the City will not renew the license and the property shall no longer be used as a short-term rental. Fee is \$500 and is nonrefundable nor subject to proration.

Are there any zoning restrictions in Rockway for a Short-term rental? A permitted dwelling within the City Limits can apply for a short-term rental if it meets the application criteria.

What are the ordinance and application requirements?

(A) House Number. Each rental unit must have either a house number or address identifier visible from the street. **Application requires a photo to be submitted from the street, see examples on page 5.**

(B) On-line Database. The owner or local agent shall provide and maintain with the city either an email address, contact telephone number for the owner or local agent. All contact information shall be kept current with the City.

(C) Identification Sign. The owner or local agent shall provide and maintain a sign which lists the short-term rental license number, email address and a contact telephone number for the owner or local agent. Such signage shall be visible from the street, legible from 10 feet away and shall be no smaller than 93.5 square inches nor larger than 154 square

inches. The contact information of all owners and local agents shall be kept current with the City. If the rental unit is within a condominium, the Identification Sign shall be placed on the main entrance door of the unit and be visible to other building occupants. **The application requires a photo of the sign visible on the property as well as a close-up photo of the sign to ensure it meets the requirements. See examples on page 5.**

(D) Parking. Each dwelling unit must provide the minimum off-street parking spaces shown in the chart below. Parking spaces shall measure no smaller than 9' x 18' each. Such spaces shall not be blocked and be made available to people at all times. Location and design of parking spaces shall comply with all applicable City standards. Spaces in a garage may count but must be available for the renter to park in at all times. Trailers for boats and all-terrain vehicles may be allowed but must fit within an off-street parking space allocated to the rental unit used by the owner of the trailer. Renters shall not block nearby driveways or designated fire lanes.

A parking plan map and notice, identifying the number and location and maximum number of parking spaces, shall be posted in a conspicuous place within each short-term rental and submitted as a part of the application. Language to include ***“that parking shall not, under any circumstances, hinder the path of any emergency vehicle or block neighboring driveways and that renters may be cited and fined if this requirement is not satisfied.”***

The parking plan map can be a street image, google map or hand drawn map showing the required off street parking, with the total amount of cars allowed, and the required language noted above. **The application requires this notice to be submitted, see examples on page 4 below.**

Date constructed or legally converted	Number of spaces required
Prior to 7/30/1974	No off-street parking requirements
7/30/1974 – 3/24/1980	One off-Street per dwelling unit
On and after 3/25/1980	Two off-Street per dwelling unit

(E) Garbage. During periods of rental occupancy, owner shall provide adequate covered and secured containers to prevent animals from knocking over, getting into, all garbage must fit within the can and not overflow or scattered over the streets, sidewalks, or other public ways of the city. Garbage shall be removed a minimum of once per week.

(F) Noise. Renters shall not create/cause noise that is offensive on the property between hours of 10:00 p.m. & 7:00 a.m. on weekdays, and 10:00 p.m.& 10:00 a.m. on weekends.

(G) RVs and Other Temporary Shelters. No recreational vehicle is permitted to be used as a short-term rental unless it has been properly permitted as a dwelling unit in the RMD zone. No recreational vehicle, travel trailer or other temporary shelter shall be inhabited or used in conjunction with a short-term rental.

(H) Owner and Local Agent Responsibilities. This person shall be able to respond via phone within 30-minutes to complaints and other issues and be able to access the short-term rental. Once a complaint or issue is reported by phone or email, the owner or local agent shall immediately make direct contact with the renter or appropriate entity by phone to resolve the reported problem. If the problem cannot be resolved or an immediate resolution is not achieved by phone, the owner or local agent shall make an in-person visit to the short-term rental to rectify the situation within 30-minutes. The owner or local agent shall maintain a telephone number listed within the rental and at the City by which to be reached 24 hours a day, 7 days a week, year-round.

(I) Proof of Liability Insurance Coverage. Owner shall provide proof of liability insurance covering the licensed property. **Application requires an official statement from insurance company listing the property address.**

(J) Emergency Information. The Owner shall post in the dwelling unit information to assist renters in dealing with natural disasters, power outages and other emergencies, see City website for the list provided.

What could happen if my rental is in noncompliance with these new rules?

Any person who violates any provisions of Chapter 113: Short-Term Rentals, is subject to a civil penalty of up to five hundred dollars (\$500) per violation, with each day of a continuing violation constituting a separate violation. The third violation within any consecutive twelve (12) month period shall result in revocation of the short-term rental license for twelve (12) months, after which time the owner may reapply for a new license

Examples of Parking Plan Diagram Notice

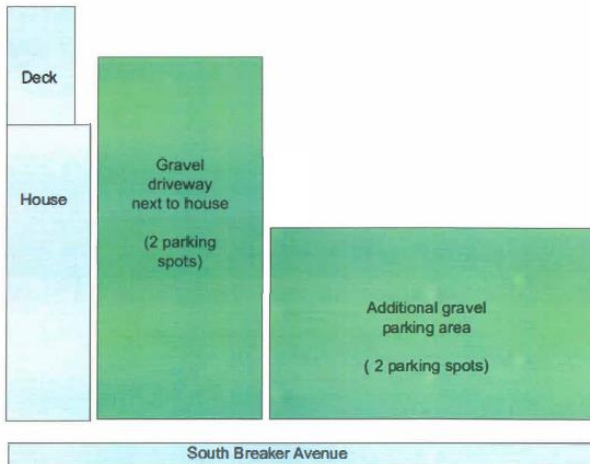
This is to provide within the rental identifying the number and location of required off-street parking spaces for renters.

Language shall be included in the notice that parking shall not, under any circumstances, hinder the path of any emergency vehicle or block neighboring driveways and that renters may be cited and fined if this requirement is not satisfied. A diagram of the parking plan and map is required as a part of the application.

Parking Plan for Shoreside

A few words about parking:

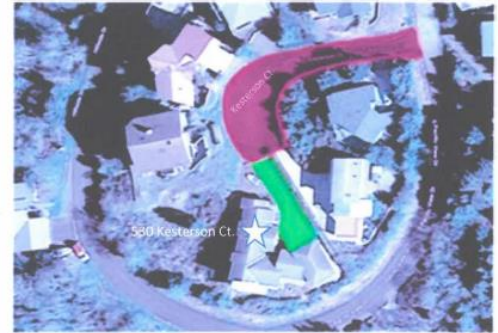
- We have provided 4 parking spots for your use.
- Please park only in the areas indicated on the parking plan.
- The city wants us to remind you that your vehicles may not, under any circumstances, hinder the path of any emergency vehicle or block neighboring driveways.
- If the City of Rockaway Beach finds you in violation of this, you may be fined.



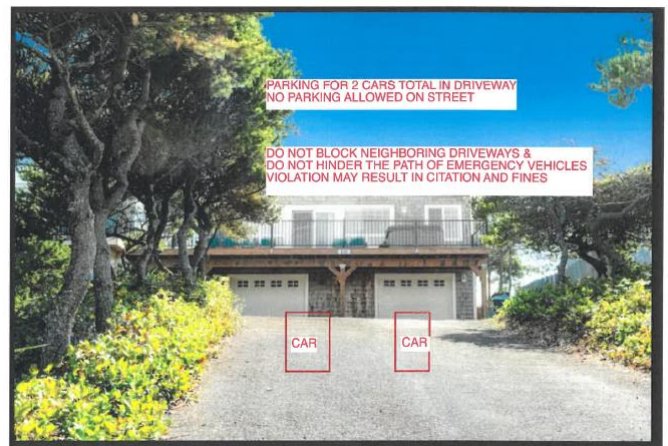
THE LOOKOUT - Parking Plan

Address: XXX Beacon St.
Rockaway Beach, OR 97136

- There are five (5) off-street parking spots available for guests in the driveway of the home.
- Any and all cars, trailers, boats, RVs or other guest vehicles must be parked entirely in the driveway of the home.
- No guests may park any vehicle on Kesterson Ct. or the surrounding streets.
- All guests must ensure that their vehicles do not, under any circumstances, hinder the path of any emergency vehicle or block neighboring driveways.
 - Renters may be cited or fined by the city if they do not comply.
- Please see the images below for guidance.



Guests may park anywhere in green in the driveway.
Red area shows where there is no parking allowed on Kesterson Ct.



Examples of Address Identifier and Identification Signs

Each rental unit must have a house number, address identifier and an identification sign visible from the street. The sign needs to list the short-term rental license number, email address and a contact telephone number for the owner or local agent. Such signage shall be visible from the street, legible from 10 feet away and shall be no smaller than 93.5 square inches nor larger than 154 square inches. **The application requires photos of the house number or address identifier, the sign visible on the property (taken from the street) and a close-up photo of the sign to ensure it meets the requirements.** If new application, leave the license number blank.

