



Vacation Rental Dwelling Addendum

OFFICIAL USE ONLY
DATE RECEIVED: _____
PLANNING FILE #: _____
APPLICATION COMPLETE: _____

APPLICATION CHECKLIST

The following materials must be submitted with your application, or it will not be accepted at the counter.

- | | |
|---|--|
| <input type="checkbox"/> Complete signed Land Use Application | <input type="checkbox"/> Floor plan and parking plan |
| <input type="checkbox"/> Written findings addressing the criteria | <input type="checkbox"/> Digital photos of residence |

I. PROJECT INFORMATION	
Street Address for proposed VRD:	
Zone: <input type="checkbox"/> C-3 <input type="checkbox"/> CD-1 <input type="checkbox"/> CD-2 <input type="checkbox"/> CD-3	
Number of bedrooms (enclosed sleeping area with closet):	
Requested occupancy (max. of 10, 3 per bedroom):	
Number of parking spaces (8.5' x 19' – must show on parking plan):	
Are there carbon monoxide and smoke detectors in the residence? YES <input type="checkbox"/> NO <input type="checkbox"/>	
II. CONTACT INFORMATION	
Designated Local Manager's Name:	Phone Number:
Email Address:	
Mailing Address:	
III. OWNER	
<i>Defined as: the natural person or legal entity that owns and holds legal and/or equitable title to the property. If the owner is a natural person, or where the natural person has transferred their property to a trust where the natural person is the trustor, that person can have an ownership right, title, or interest in no more than one dwelling unit that has a VRD permit. If the owner is a business entity such as a partnership, corporation, a limited liability company, a limited partnership, a limited liability partnership or similar entity, any person who owns an interest in that business entity shall be considered an owner and such person can have an ownership right, title, or interest in no more than one dwelling unit that has a VRD permit.</i>	
Owner's Name(s):	Phone Number(s):
Email Address(es):	
Mailing Address(es):	

All signatures represented must have the full legal capacity and hereby authorize the filing of this application. Signing this form indicates agreement with the Planning Department's policies and disclosures.

IV. NARRATIVE: Your written response to each of the following standards and provisions must be included with your application submission. Failure to include your written response will result in your application being deemed incomplete and may delay scheduling of the required public hearing.

Approval standards for conditional uses (BMC 16.12.040)

The approval of all conditional uses shall be consistent with:

- A. The Comprehensive Plan:
- B. The purpose and dimensional standards of the zone except as those dimensional standards have been modified in authorizing the conditional use permit.
- C. That the site size and dimensions provide adequate area for the needs of the proposed use;
- D. That the site size and dimensions provide adequate area for aesthetic design treatment to mitigate possible adverse effects from the use of surrounding properties and uses.
- E. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features.
- F. All required public facilities and services have adequate capacity to serve the proposal and are available or can be made available by the applicant.
- G. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the permitted uses listed in the underlying zoning district.
- H. All other requirements of this title that apply.

Approval standards for Vacation Rentals: (BMC 16.12.090 (K)(1))

- a. VRDs are only allowed in single-family detached dwellings. Any dwelling proposed as a VRD shall be at least three years old, calculated from the date of issuance of a certificate of occupancy from the City of Bandon;
- b. Including the subject property, the saturation rate within a 250-foot radius of the subject property must be less than 30%. The saturation rate is calculated using the following ratio:

Numerator: Subject property + permitted VRD units (each unit within a multi-family VRD is counted individually).

Denominator: Subject property + eligible properties (single-family detached dwellings).
- c. In the CD-1 zone, dwelling units proposed for VRD status may be located only in the VRD-overlay zone as indicated on the attached map. VRD's are allowed as a conditional use in all areas of the CD-2 and CD- 3 zones;
- d. The VRD Conditional Use Permit is valid for a specific owner of a specific dwelling and is not transferable. The permit shall become null and void when the owner sells or transfers the real property. No owner shall be issued a new VRD permit who holds another VRD permit;
- e. VRD's with shared beach access shall provide written permission from all persons with an interest in a private beach access to be used by the VRD or positive action to notify renters of the location and required use of public beach access points shall be taken;
- f. VRD's using a joint access driveway shall provide evidence that all other owners of property utilizing the private access agree to the proposed vacation rental dwelling using the private access;
- g. The applicant shall provide evidence that the VRD will be maintained at or above the level of surrounding dwellings in the neighborhood, including landscaping, signage and exterior maintenance;

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- h. The applicant shall provide evidence that the property can accommodate one off-street parking space for each bedroom in the VRD, with a minimum of two off-street parking spaces. A bedroom is defined as an enclosed sleeping area with a built-in closet. Approved off-street parking areas shall be available to accommodate full occupancy of the VRD without the use of on-street parking. The Planning Commission may limit the allowable parking area and the number of parked cars on-site;
- i. Occupancy of any VRD shall not exceed 3 people per bedroom up to a maximum of 10 people. The occupancy determined by the Planning Commission may be less than the maximum allowed;
- j. Property owners shall be required to comply with the requirements of all other permitting agencies.

V. Signatures

I hereby certify that the statements contained herein are in all respects true and correct to the best of my knowledge and belief.

X	
Property Owner/Applicant Signature	Date
X	
Applicant's Representative Signature	Date

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