

SHORT-TERM RESIDENTIAL RENTAL PROPERTY CODE APPLICATION REQUIREMENTS

Planning & Development Services | Code Enforcement Division

www.lawrenceks.org/pds/rental-licensing

The requirements for a complete application are provided below to assist you in preparing your Short-term Residential Rental Property application for submittal. Failure to complete all requirements will delay the review and subsequent approval of your application. The submitted application shall conform to the following application requirements of Article 6, Section 6-13A of the City Code of Lawrence, KS, 2018 Edition, and amendments thereto.

An application is considered to be complete when the following fees, information and attachments (if applicable) are submitted for an Owner Occupied or Non-owner Occupied Short-term Residential Rental Property.

Owner Occupied

❖ **License Application**

1. Complete all appropriate information on pages 2-9
2. Submit fees of \$67.00 for your Owner Occupied Dwelling Unit with your application, or pay by credit card as noted on page 2

❖ **Attachments Required**

1. A list, certified by the Douglas County Clerk, of all property owners within 200' of the Short-term Residential Rental Property.
2. A copy of notification letter sent to adjacent property owners

Non-Owner Occupied

❖ **License Application**

1. Complete pages 2-7 (if applicable) **after** a Special Use Permit (SUP) is approved
 - a. Submit fee payment of \$67.00 for each Non-Owner Occupied short-term rental unit listed on page 3 of the license application **after** a SUP is approved
 - b. A Resident Agent must be identified if Owner does not live within 40 miles of Lawrence
 - c. Pages 8-9 **are not** applicable for Non-Owner Occupied short-term rental units as that information will be obtained during the SUP application process

SHORT-TERM RESIDENTIAL RENTAL PROPERTY CODE LICENSE APPLICATION

Please complete this application and return with the \$67.00 payment (\$17.00 license fee and \$50.00 inspection fee) for each Short-term Residential Rental Property being licensed to the Planning & Development Services Office, either by mail or by visiting our office. Checks for license fees should be made payable to "City of Lawrence". If you are applying by mail and want to pay your fees with a credit card, please check this box . Contact administrative staff at 785-832-3345 to pay by credit card within 5 days of the application submittal.

License Registration for Owner Occupied and Non-Owner Occupied Dwelling Units

Name: _____ Phone Number: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Please be advised: Section 6-13A02(i), (Definitions–Owner Occupied), requires an Owner of a Short-term Residential Rental Property to reside within the Dwelling Unit for more than 182 days per calendar year in order to be licensed as an Owner Occupied Short-term Residential Rental Property. Check this box if the Short-term Residential Rental Property you are licensing is an Owner Occupied Dwelling Unit. If your Owner Occupied Dwelling Unit is the only dwelling unit you are licensing, you do not need to fill out page 3 of this application and may proceed to page 4. If you are licensing a Non-Owner Occupied Dwelling Unit (or units), please complete the below Non-Owner Occupied Dwelling Unit/s section (if applicable) and page 3 of this application.

Licensee Registration – Non-Owner Occupied Dwelling Unit/s

Section 6-13A03(b) (Short-Term Rentals Permitted; Restrictions), requires all **Non-owner Occupied** Short-term Residential Rental Property to obtain a Special Use Permit (SUP) before a Dwelling Unit can be issued a Short-term Rental License. This application is to be completed **after the SUP has been approved**. The SUP application and other relevant information can be obtained at the Planning Division located on the first floor of City Hall at 6 East 6th St or by calling 785-832-3150. In addition, (Short-Term Rental Application), section 6-13A03(c)(2), requires an Owner living 40 miles or more outside of Lawrence, Ks. to appoint a Resident Agent who resides within 40 miles of Lawrence, Ks. The Resident Agent shall have the authority to sign documents and to act in behalf of the Owner if a written, notarized authorization (page 6) granting such authority is completed. All correspondence regarding the licensing of the property will be sent to the Resident Agent only if this box is checked .

Resident Agent Name: _____ Phone Number: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

NON-OWNER OCCUPIED SHORT-TERM RESIDENTIAL RENTAL PROPERTY

An address shall be listed for each dwelling unit used a Short-term Residential Rental Property.

This page may be copied for additional address listings.

Owner name as it appears on the Deed: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

Below is for additional Short-term Residential Rental Property addresses that the applicant owns under a different business entity, including but not limited to a corporation, partnership, limited liability company or sole proprietorship.

Owner name as it appears on the Deed: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

Address: _____ Zoning: _____

OCCUPANCY REGULATIONS

Please be advised: Per Section 6-13A15, (OCCUPANCY LIMITS), unless otherwise exempted by an approved site plan or except as may otherwise be provided, occupancy limits for Short-term Residential Rental Property in each zoning district are established as the following:

The Development Code, Chapter 20, Section 20-601(d)(i), regulates the occupancy of all Dwelling Units including Owner Occupied and Non-owner Occupied Short-term Residential Rental Property. Therefore, the following regulations shall be adhered to:

- For all dwelling units located in a Single-Dwelling (RS) zoned district, no more than a group of three persons un-related by blood marriage or adoption may reside within such dwelling unit.
- For all detached dwelling units (houses) located in all other zoning districts except for Multi-Dwelling (RM), Multi-Dwelling Office (RMO) and Mixed Use (MU); no more than a group of three persons un-related by blood, marriage or adoption may reside within such dwelling unit. **The reduction in occupancy from four un-related persons to three un-related persons became effective August 1, 2015.**
- For dwelling units located in the zoning districts of Multi-Dwelling (RM), Multi-Dwelling Office (RMO), Mixed Use (MU) and non-detached dwelling units located in all other zoning districts, no more than a group of four persons un-related by blood, marriage or adoption may reside within such dwelling unit.
- For dwelling units approved as a Congregate Living use, the occupancy is established through site plan approval. The number of occupants is on file with the Planning Office. Please call (785) 832-7700 to determine the occupancy for an approved Congregate Living unit.

ACKNOWLEDGMENT

Occupancy:

- In accordance to Section 6-13A15, Neither I nor my Resident Agent (if designated) will intentionally violate the occupancy regulations set forth therein and will advise all of my Transient Guest(s) of these occupancy regulations prior to their tenancy of my Short-term Residential Rental Property.

Short-Term Rental License Application

- In accordance to Section 6-13A06(d), I or my Resident Agent have completed the public notice requirement by mailing a written notice to all adjacent property owners within 200' of my Dwelling Unit to declare the use of an Owner-Occupied Short-term Residential Rental Property
- In accordance to Section 6-13A06(e), I or my Resident Agent have no employees associated with the Short-term Residential Rental Property, or if we have employees, we have the required certificates of worker's compensation insurance as required by law.
- In accordance to Section 6-13A06(g), I nor my Resident Agent will discriminate against any person or persons on the basis of race, color, sex, religion, national origin, ancestry, disability, sexual orientation, sexual identity, gender identity, or age when my Short-term Residential Rental Property is occupied by a Transient Guest.

Owner/Resident Agent Signature: _____ Date: _____

SHORT-TERM RESIDENTIAL RENTAL PROPERTY CONSENT FOR INSPECTION

For the Short-term Residential Rental Property located at:

(Full Street Address, Including Apartment Number or Unit Number)

I, _____, am the Owner of record or designated Resident Agent for the identified Short-term Residential Rental Property. I have been informed by the City Code Enforcement Officer that the City's Short-term Residential Rental Property Ordinance, codified as amended at Chapter 6, Article 13A of the City Code, requires the City to perform an annual inspection of my Short-term Residential Rental Property.

- (1) I hereby knowingly and voluntarily give my consent to the City Code Enforcement Officer(s) to conduct an inspection of my dwelling unit.
- (2) I understand that the purpose of the inspection is narrowly focused to ensure that the dwelling unit is in compliance with the minimum property maintenance standards established by the City's Property Maintenance Code (PMC) as required per Section 6-13A14(a) of the Short-term Residential Rental Property Code.
- (3) I also understand that, if violations of the City's PMC are discovered, the City Code Enforcement Officer may be required to re-inspect the dwelling unit at a later date to ensure all violations cited are corrected.
- (4) I understand that I have the right to refuse consent to inspection, but that if I do refuse consent, the City may seek an administrative warrant or other lawful means by which to complete the inspection.

Owner/Resident Agent Signature

Date

OWNER AUTHORIZATION FOR RESIDENT AGENT DESIGNATION

I/We, _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20 __, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

2. I/We the undersigned, have previously authorized and hereby authorize _____ (Herein referred to as "Resident Agent"), to act in my/our behalf for the purpose of making application with the Planning and Development Services Department, regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process of a Short-term Residential Rental Property.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and in behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Owner

Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of _____, 20 __,

by _____.

My Commission Expires: _____
Notary Public

OWNER OCCUPIED SHORT-TERM RESIDENTIAL RENTAL PROPERTY

PUBLIC NOTICE REQUIREMENT

Per Section 6-13A06(d) of the Short-Term Residential Rental Property Licensing Code, the applicant is responsible for public notice of a proposed Owner Occupied Short-term Residential Rental Property.

Satisfying this requirement will include the following steps completed:

- A list, certified by the Douglas County Clerk, of all property owners within 200' of the Short-term Residential Rental Property
- Written notice (sample notice below) mailed to all adjacent property owners of record within 200' with a copy of the letter submitted
- Completion and submittal of the Certificate of Mailing

Below is a Sample Letter/Notice that should be used by the Owner, Resident Agent, or an employee thereof, to provide the required notice. A copy of the letter sent must be submitted with the Short-term Residential Rental Property application.

- ❖ For **Non-owner Occupied** Short-term Residential Rental Property, the notification process is established through the Special Use Permit (SUP) application; therefore, this page and page 9 are not completed for a Non-owner Occupied Short-term Residential Rental property.

Sample Notice to Property Owners

Date:

Re: address – Short-term Residential Rental Property

To Whom It May Concern:

A Short-term Residential Rental Property application has been submitted to the Planning & Development Services Department for the issuance of a Short-term Rental License for an Owner Occupied Short-term Residential Rental Property for the above-referenced address.

This letter is being sent to all owners of property within 200' of the proposed Owner Occupied Short-term Residential Rental Property as required per section 6-13A06(d) of Short-term Residential Rental Property Code. This letter is being provided solely to advise nearby owners of the pending approval of this Owner Occupied Short-term Residential Rental Property. This letter does not grant the recipient and/or owner any additional rights to challenge the issuance of the Short-term Rental License. For further information, contact <Owner/Resident Agent/Employee Thereof> at <phone number> or <email> or the Planning & Development Services Department at (785) 832-3345 or at rentallicensing@lawrenceks.org.

Sincerely,

Owner/Resident Agent/Employee Thereof

CERTIFICATE OF MAILING

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE OWNER.

Address of the Owner Occupied Short-term Residential Rental Property:

I hereby certify that I have read and understood the requirement of section 6-13A06(d) of the Short-term Residential Rental Property Code that requires for public notification to all property owners of record that are within 200 feet of my Owner Occupied Short-term Residential Rental Property identified in the Short-term Residential Rental Property license application.

Furthermore, I hereby certify that a true and correct copy of the foregoing "Notice to Property Owners" was mailed to the attached list by depositing said copy in the United States mail, proper postage prepaid, on the following date: _____

Signature

Date

Printed Name