TOWN OF WINTHROP
OVERNIGHT RENTAL APPLICATION

The Town of Winthrop regulates overnight rentals under Section 17.12.035 of the Winthrop Municipal Code. Overnight rental businesses require an annual business license through dor.wa.gov, overnight rental permit $500.00 initial payment and $100.00 yearly renewal fee, and completed Town of Winthrop Self Inspection Form. The property owner with vested title is required to hold the license and post the ONR permit.

Business Name: _____

Business Address: _____

Zoning District: _____

Parcel #: _____

Property owner

Name: _____

Mailing Address: _____

City, ST, Zip: _____

Phone: _____

Email: _____

Manager (if different than landowner)

Name: _____

Mailing Address: _____

City, ST, Zip: _____

Phone: _____

Email: _____

Property Use: Choose ***ONE*** type of rental

	Overnight Rental		Owner-occupied Overnight Rental
	Number of bedrooms in home		Number of rooms for rent
	Total occupancy		Total occupancy
	Number of parking spaces		Number of parking spaces

Permit Requirements:

- *WESTERNIZATION*: Is the property within the Western Theme overlay: Yes _____ No _____
  If yes, have you obtained a westernization permit? _____
- *SHORELINE*: Is your property within 200' of the river? Yes _____ No _____
  If so, have you applied for a Shoreline Permit? _____
- *CRITICAL AREA*: Is the project within 100 feet of a Critical Area (aquifer recharge area, wetland, habitat conservation area, geologic or flood hazard area)? Yes _____ No _____
  If so, conversion to an overnight rental may require consultation with Planner and compliance with the Town's Critical Areas Ordinance.

I hereby certify that I am the above applicant and hereby state that the foregoing information, and all information attached hereto, is true to the best of my knowledge.

_____ _____

Property Owner's Signature *Date*

Required Documentation

The following documentation is required for approval of an overnight rental. Please attach pictures, drawings, or narrative documentation for the following items.

☐Site Plan. Site plan needs to be drawn to scale, illustrating property boundaries, location of structures, parking spaces, and driveway access.

☐Address visible from the adjoining street.

☐Business sign placed so as to visibly identify the overnight rental by name. Signs must comply with applicable requirements under zoning and westernization codes.

☐Entry sign placed inside front entry. The sign must be clearly visible to guests, list the maximum number of occupants, and the maximum number of vehicles allowed to be parked on site.

☐Parking sign placed to indicate location of designated spaces for overnight guests. All required parking must be located on the property. The maximum allowed width of a driveway/access to the parking area is 20' and must be approved by the Public Works Superintendent.

☐Information for guests available. An information packet summarizing the guidelines for use of the rental must be posted where it is clearly visible to guests.

☐Town of Winthrop Self-Inspection Health permit for current year.

☐Water & Sewer rates. I understand that my water and sewer rates may be affected by conversion of a residence to an overnight rental, and am prepared to pay the associated fees and monthly rate.

☐Solid Waste. I understand solid waste must be stored in a completely enclosed area in secured solid waste receptacles or stored completely indoors, and must be removed to an approved solid waste facility at a minimum of once every two weeks.