



## CITY OF NORTH SALT LAKE COMMUNITY & ECONOMIC DEVELOPMENT

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10 East Center Street, North Salt Lake, Utah 84054  
(801) 335-8700  
(801) 335-8719 Fax

### **SHORT TERM RENTAL APPLICATION**

The City of North Salt Lake permits the use of Short Term Rental (STR) units upon owner-occupied residential properties in compliance with city regulations. The following is an outline of the regulations within City Code §10-1-45, adopted March 19, 2019.

Residential Short Term Rental Definition: Any single-family or individual multi-family dwelling or portion thereof that is available for use for temporary sojourn or transient visit of guests, for direct or indirect remuneration, for a period of less than 45 consecutive days.

Renter Definition: A single person or group of people who provide compensation, in any form, in exchange for occupancy of a dwelling unit, or portion thereof, under one lease or rental agreement.

A STR is permitted within the confines of the primary dwelling unit or any portion thereof an accessory dwelling unit whether attached or detached.

### **APPLICATION CHECKLIST**

- Completed Land Use Application for Short Term Rental
- Business License application, State of Utah sales tax license, and business entity registration (if applicable)
- Proof of ownership by providing a copy of the transfer, listing the applicant as the property owner.
- Proof of full-time, permanent residency at the property address which will contain the STR, evidence of proof may include one of the following:
  - Government issued ID
  - Signed affidavit, sworn before a notary public stating that the subject property is the applicant's primary address in which they reside for at least 183 nights per year.
- Detailed site plan of the property including the location of required additional off-street parking and location of the accessory dwelling unit if the STR will not be contained within the home.
- Detailed floor plan drawing defining the area within the dwelling unit to be designated for the STR use.
- Provide a signed affidavit, sworn before a notary public, certifying to the City of North Salt Lake that the subject property has no existing private covenants, conditions, or restrictions which prohibit STRs.

## CONDITIONS OF APPROVAL

- The land use permit and business license are not transferrable to any other location or applicant.
- Both a land use permit and a business license are required to operate an STR in North Salt Lake. Revocation of, or failure to obtain either one of these will invalidate the other.
- Only one STR land use permit shall be granted to a dwelling unit or property.
- Only individuals or majority trustors holding at least 50% ownership of the subject property may apply for a special use permit. Non-permitted entities include, but are not limited to corporations, limited liability companies, or similar entities.
- Completion of any required inspections by all relevant city departments and the fire district is required prior to being issued an STR business license.
- A property may not be rented exclusively as an STR for more than 182 days per year.
- Permitted ADUs may be used exclusively as an STR up to 365 nights per year.
- Additional off-street parking must be provided at a rate of 1 space for each 2 bedrooms or portions thereof within the STR.
- Off-street STR parking may not be in tandem to the required parking for the primary dwelling.
- Shared parking as part of a P-District or multi-family development shall only be permitted upon express written approval of the HOA or property management, as applicable.
- The owner, or a designated representative, shall be available to respond 24 hours/day, 365 days/year by telephone and when necessary in person within one (1) hour of a legitimate complaint. If the city is unable to reach the owner or representative within three (3) attempted contacts, a notice of violation will be issued.
- All STRs shall adhere to all city ordinances, including, but not limited to:
  - Property maintenance in accord with City Code, Title 4, namely weed abatement, landscaping, garbage removal, structure maintenance, and fence/wall maintenance.
  - Removal of snow from sidewalk of the property and adjacent to the property at the street(s) within 24 hours of snowfall in accord with City Code section 7-1-2, as amended
- The owner, or a designated representative, shall ensure that renters adhere to the noise ordinances of the city. Renters that violate noise ordinance more than once in a 72-hour period shall be immediately evicted from the property by the owner.
- The owner shall post within the STR in a highly visible area the following:
  - City issued STR business License
  - 24/7 owner or designated representative contact information
  - Parking requirements, including site map of approved off-street parking areas
  - Maximum occupancy of the STR
  - The city noise ordinance (or website link) and consequences of violation of the ordinance
  - Garbage receptacle location, pick-up dates and instructions for placing receptacles for pick-up during stay
  - Contact information for North Salt Lake City Police and South Davis Metro Fire District
  - Any additional information or contacts as required by the land use permit



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**LAND USE PERMIT APPLICATION**  
**SHORT TERM RENTAL (STR)**

The land use permit is a zoning ordinance compliance review only.

A separate land use permit is required for an accessory dwelling unit used as an STR.

Any structural change, remodel, or new construction will be reviewed separately.

No fee will be charged for the land use permit.

**Permit holders are responsible for abiding by approved zoning review and may be required to obtain a building permit.**

For Office Use Only					
STR Permit #:		Business License #:		Zoning:	
ADU Permit #:		Location of STR:	<input type="checkbox"/> Primary Dwelling	<input type="checkbox"/> ADU: Permit #	
Approved By:				Date Approved:	

Applicant Information			
Owner(s):		Application Date:	
Property Address:		Parcel #:	
Mailing Address:		Owner Telephone:	
Email Address:		Landline Phone (STR):	
Property Manager/ Emergency Contact:			
Address:		Telephone:	
Email Address:		Alternate Phone:	

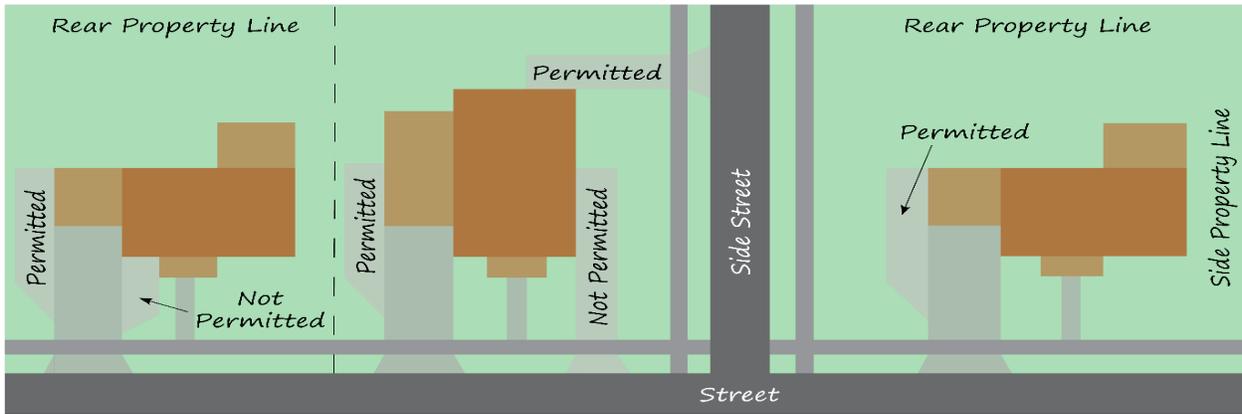
Answer the following questions regarding your STR:	Applicant Initial	Staff Review
1. <u>Applicant.</u> The applicant for an STR must be the current owner-occupant of the property. <b>Initial confirming that you are the property owner.</b>		
2. <u>Occupancy.</u> The owner must live on the property, except bona fide temporary absence (up to 3 years) for job assignment, sabbatical, or voluntary service. <b>Initial confirming that the listed address is your primary residence.</b> <i>*In the event of temporary absence, do you intend to return and resume permanent occupancy? Please describe:</i>		
<b>Location of STR</b>	<b>Applicant Initial</b>	<b>Staff Review</b>
3. <u>Location.</u> Is the location of the STR within a separate Accessory Dwelling Unit (ADU)?		
a. If Yes, please provide your ADU permit # or attach ADU application.		

b. If No, please describe the area within the dwelling unit that will be used as an STR, including the number of bedrooms:		
c. Attach a detailed floor plan for the STR, including all living areas, bedrooms, bathrooms, etc.	<input type="checkbox"/> Attached	

<b>STR Safety</b> All building and safety requirements must be met prior to STR occupancy.	<b>Applicant Initial</b>	<b>Staff Review</b>
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4. <b>Safety. Initial confirming compliance with the building and safety requirements specified below and submit pictures that prove compliance with the completed application.</b>		
a. Each bedroom has a working smoke detector		
b. A working smoke and CO detector is located outside of each bedroom		
c. All kitchen and bathroom outlets are approved GFCI outlets		
d. The water heater is strapped to the wall		
e. All windows meet minimum egress requirements		
f. A handrail is installed on the basement entrance staircase (if applicable)		
g. A guardrail is installed above the basement entrance, minimum 36" above grade (if applicable)		

5. **Parking.** Additional hard surfaced parking spaces must be provided for an STR at the following rate: 1 space/2 bedrooms. *If STR is in an ADU, the parking must be in addition to the required 2 spaces for the main dwelling and not in tandem with the garage.*



a. How many bedrooms does the STR have?		
b. How many off street parking spaces have been provided?		
c. Attach a site plan, which demonstrates the required main dwelling parking and the additional parking in compliance with the code? (see example above)	<input type="checkbox"/> Attached	
6. <b>Business License Application. Initial confirming that you have submitted a business license application.</b>		

# AFFIDAVIT OF UNDERSTANDING

(Short Term Rental Ownership)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in the State of Utah, County of \_\_\_\_\_, I(we) \_\_\_\_\_, being duly sworn, do hereby affirm that I (we) am (are) the legal owner(s) of the legal residential unit located at \_\_\_\_\_ also known as lot \_\_\_\_\_ of the \_\_\_\_\_ Subdivision in the City of North Salt Lake, or is further described by the attached Exhibit A and known as Parcel No. \_\_\_\_\_ on the Davis County Tax Records.

I (We) do also affirm that said property is my (our) primary residence, except for bonafide temporary absences not exceeding 182 days per calendar year. I (We) understand and acknowledge that the City of North Salt Lake Ordinances require an owner to obtain a Land Use Permit and Short Term Rental Business License from the City if they intend to operate a Short Term Rental, as defined by the City of North Salt Lake Development Code, within their primary residence. I (We) do understand that said Approval is only valid while I (we) am (are) the legal owner(s) of said property and maintain permanent residency therein. I (We) do understand that if I (we) change residency or cease to maintain residency at this location, I (we) will lose my (our) permit and business license. Any future owners of said property, successors, heirs, and/or assigns would be required to obtain a separate approval. I (We) will apprise future owners of this restriction before entering into any transaction to transfer ownership of said property.

\_\_\_\_\_  
Signature of Owner

Print Name: \_\_\_\_\_

STATE OF UTAH )  
County of \_\_\_\_\_)ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the signer, \_\_\_\_\_, of the foregoing instrument personally appeared before me, who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

Print Name: \_\_\_\_\_

STATE OF UTAH )  
County of \_\_\_\_\_)ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the signer, \_\_\_\_\_, of the foregoing instrument personally appeared before me, who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**AFFIDAVIT OF UNDERSTANDING**

*(Conflict of Private Restrictions)*

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in the State of Utah, County of \_\_\_\_\_, I(we) \_\_\_\_\_, being duly sworn, do hereby affirm that I (we) am (are) the legal owner(s) of the legal residential unit located at \_\_\_\_\_, also known as lot \_\_\_\_\_ of the \_\_\_\_\_ Subdivision in the City of North Salt Lake, or is further described by the attached Exhibit A and known as Parcel No. \_\_\_\_\_ on the Davis County Tax Records.

I (We) do also affirm that said property is NOT subject to any private covenant, condition, or restriction that would prohibit the use of said property as a short term rental, as defined by the City of North Salt Lake. I (We) understand and acknowledge that the City of North Salt Lake Ordinances require an owner to obtain a Land Use Permit from the City of North Salt Lake Community Development Department if they intend to operate a Short Term Rental (STR), as defined by the City of North Salt Lake Development Code, within their primary residence. I (We) do understand that said Permit is only valid while I (we) am (are) the legal owner(s) of said residence and that if new private restrictions are imposed upon me (us) that restrict me (us) from operating a STR, then I (we) will notify the City accordingly. I (we) understand that this may prohibit this property from being issued a permit and business license for a short-term rental.

\_\_\_\_\_  
Signature of Owner

Print Name: \_\_\_\_\_

STATE OF UTAH )  
County of \_\_\_\_\_)ss.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the signer, \_\_\_\_\_, of the foregoing instrument personally appeared before me, who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

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Signature of Owner

Print Name: \_\_\_\_\_

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On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the signer, \_\_\_\_\_, of the foregoing instrument personally appeared before me, who duly acknowledged to me that they executed the same.

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