



City of Santa Fe

Short Term Staff Date Received:

Short Term Rentals

200 Lincoln Avenue,

Santa Fe, New Mexico 87504

## CITY OF SANTA FE

Application for Short-Term Rental required for rentals that are less than 30 nights (Separate application is required for each dwelling unit)

Physical Address of Short-Term Rental:

Santa Fe, NM

Legal Name of Property Owner:

Mailing Address:

24-hour Telephone:

Email Address:

Name of Operator (If not owner):

Mailing Address:

Office Telephone:

Office Email Address:

24-hour Cell Phone:

Type of Ownership:

Corporation:

LLC:

Single Member LLC:

Partnership:

Individual Sole Proprietor:

Non-Profit:

CRS Number:

(Short Term Rentals fall under the North American Industry Classification System (NAICS) of All Other Traveler Accommodation which is represented by Code 721199. This number should be used when obtaining your CRS identification number)

### Type of Short Term Rental Unit being applied for:

TYPE	Permit Fee
<b>1 A. Business License</b>	\$35 Per Year
<b>2 A. Accessory Dwelling Unit §14-6.2A(5)(b)(i)</b> A principle dwelling unit or an accessory dwelling unit in which the property occupies either the principal dwelling unit or accessory dwelling unit and rents the other unit.	\$325 Per Year owner
<b>2 B. Residential Unit §14-6.2A(5)(b)(iii)</b> A dwelling unit being used for short term rentals in Residentially Zoned Districts.	\$325 Per Year
<b>2 C. Resort Unit §14.6.2A(5)(b)(ii)</b> Short-Term rental units located in a development containing resort facilities Approved pursuant to a special exception prior to January 30, 2008, which Are owned in common by the owners within the development.	\$100 Per Year
<b>2 D. Non-Residentially and Commercially Zoned Units §14-6.2A(6) and §14-6.2A(7)</b> A dwelling unit being used for a short-term rental located in a non-residential or commercially zoned district.	\$100 Per Year

[Type here]

2. Number of Rooms:

3. Maximum Number of Occupants :

(Maximum of two people per bedroom)

4. Number of off -street parking spaces available:

(Minimum of one off-street space for a one-bedroom unit and a minimum of two off-street spaces required for units with two or more bedrooms)

5. Will the owner or operator be available 24-hours per day, 365 –days per year to address complaints pertaining to infractions regarding noise, parking, trash or any other concerns?

Owner:  Operator:

6. Will the Short Term rental-unit be advertised? If so, which website(s)?

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By completing this application I confirm that:

- The information contained herein is true and correct to the best of my knowledge.
- The operation of the short-term rental unit in compliance with any applicable private covenants.
- The short-term rental unit will not be used for special events (i.e weddings, receptions, concerts) on the property.
- The operation of the short-term rental until shall be in compliance with § 14-6.2(A) SFCC 1987 and all applicable City Codes.

Signature of Owner/Operator (required on all applications):

Date:

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## LAND USE STAFF REVIEW

### Short-Term Rental Type and Submittal Requirements

#### A. Accessory Dwelling Unit in compliance with §14-6.2A(5)(b)(i).

Proof of ownership (deed or latest property tax record) of short-term rental unit

Site plan to scale showing all buildings and parking (i.e. improvements survey)

Floor plan to scale showing all bedrooms

Proof of compliance with § 14-6.3(D)(1) Accessory Dwelling Units (site plan showing unit)

Proof of property insurance that identifies the dwelling unit as a rental unit

Note:

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#### B. Residential Unit in compliance with §14-6.2A(5)(b)(iii).

Proof of ownership (deed or latest property tax record) of short-term rental unit

Site plan to scale showing all buildings and parking

Floor plan to scale showing all bedrooms

Proof of property insurance that identifies the dwelling unit as a rental unit

Note:

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#### C. Resort Unit in Compliance with §14-6.2A(5)(b)(iii).

Proof of special exception approval for development prior to 1/30/08

[Type here]

Proof of Ownership (deed or latest property tax record) of short-term rental unit

Site plan to scale showing all buildings and parking

Floor plan to scale showing all bedrooms

Proof of compliance with § 14-6.3(D)(1) Accessory Dwelling Units (site plan showing unit) Note:

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**D. Non-Residentially or Commercially Zone in compliance with §14.2A(6) and §14-6.2A(7).**

Proof of ownership (deed or latest property tax record) of short-term rental unit

Site plan to scale showing all buildings and parking

Floor plan to scale showing all bedrooms

Proof of property insurance that identifies the dwelling unit as a rental unit Note:

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**This application and the required submittals have been reviewed and the short-term rental unit is ready for inspection.**  Yes  No

**Date:**

**Reviewed by:**

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