



## CITY OF SANTA FE

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

Physical Address of Short-Term Rental: \_\_\_\_\_

Zoning district of Short-Term Rental: \_\_\_\_\_

Legal Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

24-hour Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

required

Name of Operator (if not Owner): \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

24-hour Cell Phone: \_\_\_\_\_

At least one 24-hour number is required if managed by a non-owner Optional

Type of Ownership:

Corporation    LLC    Single Member-LLC    Partnership    Individual-Sole Proprietor    Non-Profit

CRS number \_\_\_\_\_ Fed EIN number \_\_\_\_\_

### I. Type of Short-Term Rental Unit being applied for:

	<b>Type</b>	<b>Permit Fee</b>
<b>A.</b>	<b>Accessory Dwelling Unit §14-6.2A(5)(b)(i)</b> A principal dwelling unit or an accessory dwelling unit in which the property-owner occupies either the principal dwelling unit or accessory dwelling unit and rents the other unit.	\$325 per year
<b>B.</b>	<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>C.</b>	<b>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>D.</b>	<b>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

Fees include the Business License fee of \$35.00

2. Number of Bedrooms: \_\_\_\_\_

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 other concerns?

Owner

Operator

Where will the short-term rental unit be advertised? 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 is 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 unit shall be in compliance with § I 4-6.2(A) SFCC 1987 and all applicable City Codes.

\_\_\_\_\_  
Signature of Owner/Operator (required on all applications)

\_\_\_\_\_  
Date

## 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: \_\_\_\_\_

**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: \_\_\_\_\_

**C. Resort Unit in compliance with §14-6.2A(5)(b)(ii).**

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

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: \_\_\_\_\_

**D. Non-Residentially or Commercially Zoned in compliance with §14-6.2A(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: \_\_\_\_\_

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

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_