

**CITY OF SANTA FE, NEW MEXICO**

**ADMINISTRATIVE PROCEDURES  
FOR SHORT TERM RENTAL  
ORDINANCE  
(Section 14-6.2(A)(5) SFCC 1987)**

**As of May 11, 2016**

**CITY OF SANTA FE, NEW MEXICO  
SHORT TERM RENTAL ORDINANCE**

**I. Introduction:**

In 2008, the Governing Body of the City of Santa Fe adopted the Short Term Rental Ordinance for regulating short term rentals within the residential districts of the City of Santa Fe. On May 11, 2016, the Governing Body adopted changes to provisions of the Short Term Rental Ordinance. These administrative procedures reflect the Ordinance as amended by the Governing Body since its original adoption. A compilation of Section 14-6.2(A)(5) as of May 11, 2016 is attached hereto as **Exhibit “A”**. The general requirements for short term rental units are attached hereto as **Exhibit “B”**.

**II. Short Term Rentals – Definition; Types**

*Short term rental (“STR”)* means a dwelling unit located on residentially zoned property that is rented for less than thirty days.

A. The following categories of short term rental units are permitted under the Short Term Rental Ordinance:

- (1) **Accessory Dwelling Unit §14-6.2A(5)(b)(i) SFCC 1987-** 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.  
**Permit Fee – \$325 per year**
- (2) **Residential Unit §14-6.2A(5)(b)(iii) SFCC 1987-** A dwelling unit being used for short-term rentals in Residentially Zoned Districts.  
**Permit Fee – \$325 per year**
- (3) **Resort Unit – §14-6.2(A)(5)(a)(ii). SFCC 1987**  
Short term rental units located in a development containing resort facilities owned in common by the owners within the development and approved pursuant to a special exception prior to January 30, 2008.  
**Registration Permit Fee \$100 per year**
- (4) **Non-Residentially and Commercially Zoned Units §14-6.2A(6) and 14- 6.2A(7) SFCC 1987-** A dwelling unit being used for a short-term rental located in a non-residential or commercially zoned district.  
**Registration Permit Fee – \$100 per year**

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**III. Application Process**

An application can be filed by paper or through the City’s online website. Each new application for a short term rental permit (Accessory Dwelling Unit or Residential Unit) or registration permit (Resort Unit or Non-Residentially Zoned Unit) shall include the following submittals as well as the permit fee (after inspection) and a \$100 one-time non-refundable application fee:

- A. For an Accessory Dwelling Unit in compliance with §14-6.2(A)(5)(b)(i).**
  - Proof of ownership (deed or latest property tax record) of short term rental
  - Site plan to scale showing all buildings and parking (i.e. improvements survey)
  - Floor plan to scale showing all bedrooms and common areas
  - Proof of compliance with §14-6.3(D)(1) Accessory Dwelling Units
  - Proof of property insurance that identifies unit as a rental unit and provides at least \$300,000 of liability.
  
- B. For a Residential Unit in compliance with §14-6.2(A)(5)(b)(iii).**
  - Proof of ownership (deed or latest property tax record) of short term rental
  - Site plan to scale showing all buildings and parking
  - Floor plan to scale showing all bedrooms
  - Proof of property insurance that identifies the unit as a rental unit and provides at least \$300,000 of liability.
  
- C. For a Resort Unit in compliance with §14-6.2(A)(6)(a)(i)D. (REGISTRATION PERMIT).**
  - Proof of special exception approval for development prior to 01/30/08
  - Proof of ownership (deed or latest property tax record) of short term rental
  - Site plan to scale showing all buildings and parking
  - Floor plan to scale showing all bedrooms
  - Proof of property insurance that identifies the unit as a rental unit and provides at least \$300,000 of liability.
  
- D. For Non-Residentially or Commercially Zoned in compliance with §14-6.2(A)(6) and 14-6.2(A)(7). (REGISTRATION PERMIT).**
  - Proof of ownership (deed or latest property tax record) of short term rental
  - Site plan to scale showing all buildings and parking (i.e. improvements survey)
  - Floor plan to scale showing all bedrooms
  - Proof of property insurance that identifies the unit as a rental unit and provides at least \$300,000 of liability.

The application is attached hereto as **Exhibit “C”**.

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**IV. Inspections**

Every new short term rental shall be inspected for compliance with zoning, water, and fire, prior to the issuance of a permit. Renewals for short term rentals will require an affidavit for compliance with fire regulations. Failure to meet inspection criteria can result in loss of short term rental permit or registration permit. Inspections are only of the areas being rented and common areas being used by the renter. Inspections will be based on the following inspection requirements:

**A. WATER INSPECTION REQUIREMENTS**

- Low flow toilets – average consumption of not more than 1.6 gallons (6.1 liters) of water per flush
- Marked low flow shower heads – 2.5 gallons per minute (“gpm”) or less
- Working aerators on rented bathroom and kitchen faucets – 2.5 gpm or less
- No visible leaks
- Pool and spa covers (if applicable)

**B. FIRE INSPECTION REQUIREMENTS**

The Santa Fe Fire Department has prepared the following checklist to help expedite the fire inspection process for short term rentals as well as to inform the proprietors of short term rentals guests and the general public as to the fire code requirements that will be reviewed on an annual basis. Upon renewal, the applicants can submit an affidavit that provides proof of self-compliance with these regulations. All of the code sections referenced below have been extracted from the current International Fire Code® (IFC) and the International Residential Code® (IRC).

**General Precautions Against Fire:**

- Address must be clearly marked in accordance with IFC § 505.1
- If there is a fireplace or a woodstove, a non-combustible ash receptacle with lid must be provided outside the structure meeting the distance requirements as per IFC § 305.2

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- Combustible materials shall not be stored near fuel fired heating equipment or in special rooms containing fuel fired equipment as per IFC § 315.2.3
- Portable fuel fired heaters shall not be permitted as per IFC § 603.4
- Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall meet the flame propagation performance or be noncombustible as per IFC § 807.1 ( The product **No Burn** for fabric is an alternative to replacing or removing combustible material and can be purchased on Amazon.com and a copy of the receipt be provided to the inspector.)

**Fire Suppression & Detection Equipment:**

- Single Station Smoke Alarms must be provided in all sleeping and egress areas as per IFC § 907.2.10.1.2
- At least one 2A 10BC Portable fire extinguisher shall be mounted in a visible and accessible location as per IFC § 906.1
- Fire extinguishers shall be serviced annually as per IFC § 906.2
- Any installed fire alarm or automatic fire sprinkler system must be inspected annually by an approved company as per IFC § 901.6

**Means of Egress:**

- Each sleeping room shall have, in addition to the exit door, one other means to provide an emergency escape which may be a second exit door that leads directly to the outside of the structure or an openable window that is operational from within the area in which it serves without the use of any special tools or keys. If bars or grills are installed, a release mechanism shall be installed. (IRC §311.4, IFC § 1026.1 and IFC § 1026.4)

**Electrical Safety:**

- Multi-plug adapters such as cube adaptors, un-fused plug strips or any other devices not complying with the electrical code are prohibited. (IFC § 604.4)
- Extension cords shall not be utilized as permanent wiring as per IFC § 604.4
- When utilized, portable electric heaters shall comply with IFC § 605.10
- Junction boxes must be labeled and have approved covers as per IFC § 605.3.1 and 605.6

**C. ZONING INSPECTION REQUIREMENTS**

The inspector will verify that the following information in the field matches that in the permit application and that the off-street parking meets code.

- Total number of rooms \_\_\_\_\_

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- Total number of bedrooms \_\_\_\_\_
- Maximum Occupancy \_\_\_\_\_ (Number of Bedrooms x 2)
- Required off-street parking provided. Number of spaces: \_\_\_\_\_ (One space required for one bedroom; Two spaces required for two or more bedrooms. Parking shall meet Section 14-8.6 SFCC 1987)

**V. Permitting**

- A. Once the short term rental has been inspected and approved by the zoning inspector and fire inspector, STR staff shall notify the applicant that the permit is ready to be processed.
- B. The applicant shall pay for the permit via check, money order, cash or credit card. The permit fee shall be distributed as follows: the business registration fee (\$35.00); and the remainder to the STR fee. The total paid shall equal the applicable permit fee.
- C. The applicant shall complete the payment to the City of Santa Fe. The Cashier's Office will print three receipts: one for the applicant; one for the business registration office; and one for the STR office. The applicant shall return all three receipts to the STR office where the permit will be processed.
- D. The permit and the applicant's business registration shall be printed.
- E. The permit shall be signed and notarized.
- F. STR staff shall make a copy of the notarized permit and business registration for the file.
- G. STR staff shall release the permit and business registration.
- H. In the event the owner desires to change operators or makes any other changes to their permit during the term of the permit, the owner shall provide written notification to the STR staff immediately of the change and obtain an amended permit with the new operator's name. See Section VI(C), below, for additional requirements.
- I. An STR permit is not transferable to another person or property. However, if an owner of an existing permit sells his or her STR property, then the new owner may apply for a

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permit. If an inspection has not been performed within six months of the application date, then new inspections shall be required in order to obtain the permit.

- J. The City shall not issue permits to a property which has covenants that prohibit short term rentals. The City shall revoke a permit that is issued to any property which covenants prohibit short term rentals.

**VI. Notification to Property Owners within 200 Feet of the STR Unit**

- A. Within 10 days of the issuance of the permit, the owner/operator shall mail to all physical property addresses, property owners, and neighborhood associations within 200 feet of the approved STR unit a notice (sample notice is attached as **Exhibit “D”**). *The listing of physical addresses, property owners and neighborhood associations is available from the City’s GIS staff.*
- B. Within 10 days of mailing the notice, the owner operator shall return a notarized statement to the Land Use Department (sample statement attached as **Exhibit “E”**).
- C. If the owner changes the operator of the STR, the owner or new operator shall:
- (1) obtain from the City’s GIS staff a listing of all physical addresses, property owners and neighborhood associations within 200 feet of the approved STR unit; and
  - (2) notify all physical addresses, property owners and neighborhood associations within 200 feet of the approved STR unit, in writing, that the operator of the STR has been changed; and
  - (3) provide proof of mailing to the STR staff.

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**VII. Permit Renewal**

- A. The permit is issued on an annual basis, per calendar year; and
- B. The applicant is responsible for renewing the permit and shall pay the annual permit fee by March 15<sup>th</sup> of each year. If the permit is not renewed by March 15 of each year the permit, a late fee of \$50 will add an additional 30 calendar days to renew. If not renewed by April 15, the permit expires and a new application is required.

**VIII. Notification to Real Estate Brokers**

Land Use staff shall notify real estate brokers who list residential property within the municipal boundaries of the city of Santa Fe that they are required by law to provide prospective buyers a current copy of §14-6.2(A)(5)(a), the STR ordinance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa D Martinez, Director  
Land Use Department



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**Adopted: May 11, 2016  
Ordinance No. 2016-20**

**Section 14-6.2(A)(5) SFCC 1987:**

- (5) Short-Term Rental of Dwelling Units – Residentially Zoned Property**
- (a) Dwelling Units located on residentially zoned property may not be rented for less than thirty days except as set forth in this Subsection 14-6.2(A)(5).**
  
  - (b) Short-Term Rental Units are prohibited on residentially zoned property except as provided in this Subsection 14-6.2(A)(5)(b).**
    - (i) Short-term rental units that are operated in compliance with Subsection 14-6.3(D)(1) (Accessory Dwelling Units) and in compliance with this Subsection 14-6.2(A)(5) are allowed.
    - (ii) Short-term rental units located in a development containing resort facilities approved pursuant to a special use permit which are owned in common by the owners within the development, are allowed. As used in this item, "resort facility" means any combination of swimming pools, spa facilities, golf courses, restaurants and tennis facilities.
    - (iii) The land use director may issue rental permits in a quantity approved by the governing body through adoption, after a public hearing, of a resolution for residential units not otherwise qualifying for permits under Items (i) and (ii) above. Dwelling units on non-residentially zoned property pursuant to §14-6.2(A)(6) and §14-6.2(A)(7) are not subject to the permit limit imposed by this subsection.
    - (iv) Whenever the demand for short-term rental units exceeds the number permitted in accordance with Subsection 14-6.2(5)(b)(iii) above, the number of additional permits may be increased by the governing body through adoption of a resolution and issued by the land use director. New permits shall be issued in the order that eligible applications are received.
  
  - (c) General Provisions - Unless otherwise stated, the following general provisions apply to short-term rental units:**
    - (i) no more than one rental is allowed within a seven consecutive day period;
    - (ii) short-term rental permits will not be issued for more than two short-term rentals units directly adjoining each other on a residentially zoned street. For the purposes of this subsection, “directly adjoining” means sharing a common boundary along a public street frontage, but does not include adjoining units in a condominium, townhouse development, in an apartment complex, or residential compound;
    - (iii) off-street parking shall be provided on site as follows: 1) one bedroom, one parking space; and 2) two or more bedrooms; two parking spaces;
    - (iv) all applicable building and fire life safety codes shall be met and all toilets, faucets and shower heads shall meet the water conservation requirements described in Section 25-2.6 SFCC 1987;
    - (v) occupants shall not park recreational vehicles on site or on the street;
    - (vi) short-term rental units located on residentially-zoned property shall be used exclusively for residential purposes and shall not be used for commercial activities or events, defined as intending to make money, offering goods or services for sale, or any other event that is not residential in nature. An activity

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“not residential in nature” includes gatherings in excess of three (3) times the number of legally allowed occupants in the short-term rental unit (including occupants), unless the activity or event is otherwise permitted by the city.

- (vii) the total number of persons that may occupy the short-term rental unit is twice the number of bedrooms;
  - (vii) noise or other disturbance outside the short-term rental unit is prohibited after 10:00 p.m., including decks, portals, porches, balconies or patios;
  - (viii) all occupants shall be informed in writing of relevant city ordinances, including the city's nuisance and water conservation ordinances, by the owner/operator of the short-term rental unit. All occupants shall comply with all relevant city ordinances and comply with all provisions of the lodger's tax ordinance;
  - (ix) the owner/operator shall pay all applicable local, state and federal taxes, including lodgers' tax, gross receipts tax and income taxes;
  - (x) should the owner/operator fail to pay all applicable taxes, the owner/operator shall be subject to penalties pursuant to Subsection 14-6.2(A)(5)(f).
  - (xi) the owner/operator shall make available to the city for its inspection all records relating to the operation of the short-term rental unit to determine compliance with this Subsection 14-6.2(A)(5); and
  - (xii) the owner shall maintain adequate short-term rental insurance coverage for the short-term rental unit. Proof of insurance shall be required at the time the permit is issued and such other times as requested by the land use director.
  - (xiii) upon the transfer of ownership of a short-term rental unit, the short-term rental permit shall terminate and revert to the land use department. If the new owner wishes to use the property as a short-term rental unit, a new application shall be submitted to the land use department.
- (d) **Applications - Unless otherwise stated, an application for a permit for a short-term rental shall be submitted to the city as follows:**
- (i) the application shall include the name and phone number of the owner/operator who is available twenty-four hours per day, seven days per week to respond to complaints regarding the operation or occupancy of the short-term rental unit as well as the name and phone number of city staff responsible for enforcing this section;
  - (ii) the application shall include a statement signed by the owner/operator that the short-term rental shall be operated in compliance with this Subsection and all other applicable city codes and that the operation of the short-term rental unit is in compliance with any applicable private covenants, including those that prohibit the presence of short-term rental;
  - (iii) all applicants must submit proof of all required inspections with their initial application. Renewal applications for the same property may submit proof of all required inspections in the form of a statement attesting to compliance with all applicable fire, health and safety requirements. The city shall perform random inspections to ensure compliance with this Subsection 14-6.2(A)(5).
  - (iv) prior to issuance of a permit, a certificate of occupancy is required to ensure compliance with this paragraph and all applicable codes;
  - (v) the permit is not transferable to another person or property;
  - (vi) within ten days of the issuance of the permit, the owner/operator shall mail notice by first class mail, with certificate of mailing, to the homeowners association (if applicable), and to the owners of properties within two hundred (200) feet of the

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subject property, exclusive of rights of way, as shown in the records of the county assessor, and by first class mail to the physical addresses of such properties where such address is different than the address of the owner and to the land use department. Notice shall be on a form approved by the land use director, and shall contain the name and phone number of the owner and operator who will be available twenty-four hours per day, seven days per week to respond to complaints regarding the operation or occupancy of the short-term rental as well as the name and phone number of city staff responsible for enforcing this paragraph. Copies of all required mailing lists and mailing certificates shall be provided to the land use director within ten days of the mailing. Failure to provide notification as described in this Subsection is subject to penalties and prosecution pursuant to Subsection 14-6.2(A)5(f);

- (vii) each application shall be accompanied by a fee of one hundred dollars (\$100) to cover application processing and inspections. This application fee is non-refundable.
- (viii) The annual permit fee schedule is as follows:

**Table 14-6.1-1**

<b>Annual Permit and Registration Fees*</b>		
<b>Short-term Rental Type</b>	<b>Permit Fee per Unit</b>	<b>Registration Fee per Unit</b>
§14-6.2A(5)(b)(i) — Accessory Dwelling Units	\$325.00	
§14-6.2A(5)(b)(ii) — Resort Units		\$100.00
§14-6.2A(5)(b)(iii) — Residential Units	\$325.00	
§14-6.2A(6) Non-Residential Districts and §14-6.2A(7) — Commercial Districts		\$100.00
Initial Application and Processing Fee (one-time)	\$100.00	
*The annual permit fee shall not be prorated for a portion of the year.		

- (ix) The annual fee includes the city's business registration fee and fees for inspections related to issuance of the short-term rental permit. Revenue from fees imposed pursuant to this paragraph shall be used only to administer, manage, and enforce this section.
- (x) If payment of a permit fee was in excess of that for which a person was liable, the person may claim a refund by directing to the city finance director a written claim for refund no later than one year from the date payment was made. Every claim for refund shall state the amount and basis for the claim. The city finance director may allow the claim in whole or in part or may deny it. If the claim is not allowed in whole, the person may appeal the decision pursuant to Section 14-3.17.

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- (xi) Unless revoked as set forth in Subsection 14-6.2(A)(5)(f), a permit holder may renew the permit annually. If not renewed by March 15 of each year, the owner/operator may pay a late fee of fifty dollars (\$50.00) to extend the time for filing to renew to April 15. An owner of an expired permit may submit a new application for a short-term rental permit to the land use director in accordance with Subsection 14-6.2(A)(5)(d) subject to availability of permits.
  - (xii) A valid permit number shall be included in all advertising of the short-term rental, including listings on web-based rental sites.
- (e) **Violations**
- (i) The land use director shall document all alleged violations of this paragraph and shall pursue enforcement through the municipal court as set forth in Article 1-3 SFCC 1987 or in another appropriate court of law. The city shall give the owner a written notice of violation, which shall be mailed either to the owner's local or business address or agent's address, informing the owner of the violation. If corrective action is not completed within fifteen (15) days of the date of the letter, the city may file a criminal complaint in municipal court. Upon conviction of a first violation, the land use director shall revoke the permit and operation of the short-term rental shall cease within thirty days.
  - (ii) An owner who offers for rent as a short-term rental a dwelling unit that is not permitted for use as a short-term rental is in violation of this paragraph and is subject to penalties, property liens and/or prosecution pursuant to subsection 14-2(A)(5)(f).
  - (iii) An agent who knowingly assists an owner in advertising or renting a dwelling unit as a short-term rental unit that is not permitted under this subsection 14-6.2(A)(5) is subject to penalties and prosecution, and the agent's business license is subject to revocation.
- (f) **Penalties**
- (i) Any owner who fails to report all applicable taxes, including gross receipts tax and lodger's tax, shall be subject to any and all remedies under the short-term rental ordinance and any other applicable city, county, state, or federal law or statute. Such owner shall also be subject to revocation of their short term rental permit pursuant to Subsection 14-6.2(A)(5)(e)(i).
  - (ii) If an owner is found guilty of operating a short term rental without a valid permit, they shall be fined five hundred dollars (\$500). The city may ask the municipal court to treat each day after the initial written notice of violation as a separate violation and assess two hundred fifty dollars (\$250) for each day of such daily violations for a total cumulative fine amount. If the city is awarded money as part of a judgment following a court hearing and defendant does not make timely payments to the city, the city may bring an action in lien or equity for the collection of any amounts due.
- (g) Private restrictive covenants, enforceable by those governed by the covenants, may prohibit short-term rental units.
- (h) Real estate brokers listing residential property in Santa Fe shall provide prospective buyers a current copy of this ordinance.
- (i) The land use director shall establish administrative procedures necessary to implement, manage and enforce this paragraph.

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- (6) **Short-term Rental of Dwelling Units – Non-residentially Zoned Property**  
Short-term rental of dwelling units on non-residentially zoned property is permitted as set forth in Table 14-6.1-1, must be registered; are subject to a one-time \$100 application, inspection and processing fee; and must comply with submission requirements and report all applicable taxes.
- (7) **Dwelling Units in Specified Commercial Districts**  
In the C-2 and SC Districts, dwelling units do not include mobile homes or recreational vehicles and shall be either:
- (a) accessory dwelling units for occupancy only by owners, employees or tenants of nonresidential uses that are operated on the same premises;
  - (b) part of a planned development; or
  - (c) part of a use for which a development plan or special use permit is required.
- (8) **Effective Date.**  
The provisions of subsection 14-6.2(A)(5) of the Land Development Code shall go into effect immediately upon approval of the Governing Body. A ninety (90) day grace period shall be given for effected units to obtain a valid permit. Short-term rental unit owners who possess a valid short-term rental permit at the time this ordinance (Ordinance 2016-20) is adopted shall be considered to possess a valid permit under the new regulations and shall not need to renew their permit until the following year. Short-term rental unit owners who possess a valid short-term permit for a contiguous property issued prior to this ordinance (Ordinance 2016-20) being adopted shall be deemed as a “residential” permit holder upon the adoption of the ordinance and shall renew their permit as a “residential” permit in following years.

**Effective date:** May 11, 2016

**Disclaimer:** This Short Term Rental Ordinance may be amended by the Governing Body from time to time. For questions or to ensure that you have the most recent version of the Ordinance, please contact the City of Santa Fe Land Use Department at 955-6647 or 955-6324.

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**Exhibit B**

**General Requirements for Short Term Rental Units**

	<b>Accessory Dwelling Unit</b>	<b>Residentially Zoned Unit</b>	<b>Resort Unit</b>	<b>Non-Residentially or Commercially Zoned</b>
No more than one rental within a seven day period	X	X	X	X
Off street parking on site: one bedroom – one parking space; two bedrooms – two parking spaces	X	X	X	X
Meet all applicable building and fire life safety codes	X	X	X	X
Toilets, faucets and shower heads meet water conservation are in accordance with 25-2.6 SFCC 1987	X	X	X	X
Total number of persons that may occupy unit is twice the number of bedrooms	X	X	X	X
Noise outside unit is prohibited after 10:00 PM	X	X	X	X
Owner/Operator shall notify occupants in writing of relevant city ordinances, including nuisance and water conservation ordinances	X	X	X	X
Owner/operator shall pay all applicable local, state and federal taxes	X	X	X	X
Owner/operator shall make available to the City for inspection all records related to operation of the short term rental unit	X	X	X	X
Owner/operator shall report to the Land Use Department on a monthly basis, on a form provided by the city	X	X	X	X
Provide proof of adequate property insurance at time permit is issued and maintain such insurance	X	X	X	X





# Exhibit C



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



**CITY OF SANTA FE**



**NOTICE OF ISSUANCE  
OF SHORT TERM RENTAL  
PERMIT**

**Exhibit D**

**PERMIT NO. \_\_\_\_\_**

Date of Mailing: \_\_\_\_\_

On (Date of issuance) \_\_\_\_\_, the City of Santa Fe issued a permit for a short-term rental unit at: \_\_\_\_\_, Santa Fe, NM \_\_\_\_\_  
*(Street Address) (Zip code)*

Section 14-6.2(A)(5)(d)(ni) of the Santa Fe City Code requires that within ten days of issuance of a short-term rental permit the operator of the short-term rental unit shall mail a notice to all property owners within 200 feet of the property for which a permit has been issued.

Please contact the following person(s) who will be available 24 hours per day, seven days per week to respond to any complaints regarding the operation or occupancy of the short-term rental unit:

\_\_\_\_\_  
*Owner (required)*

\_\_\_\_\_  
*Telephone number (required)*

\_\_\_\_\_  
*Operator (if applicable)*

\_\_\_\_\_  
*Telephone number (if applicable)*

The City of Santa Fe short-term rental office is responsible for the enforcement of Section 14-6.2(A)(5) of the Santa Fe City Code and may be contacted at 505-955-HOME (4663).

Sincerely,

\_\_\_\_\_  
Operator



**CITY OF SANTA FE**



**STATEMENT FOR MAILING NOTICE  
OF  
SHORT TERM RENTAL PERMIT**

**Exhibit E**

**PERMIT NUMBER \_\_\_\_\_**

On \_\_\_\_\_ I, \_\_\_\_\_, owner or operator of the  
*date of mailing notice*  
short-term rental unit located at: \_\_\_\_\_, Santa Fe, NM \_\_\_\_\_  
*(Street Address)* *(zip code)*

caused to be mailed the attached notice to the following property owners whose property is within 200 feet of the property on which the short-term rental unit is located:

LIST OF PROPERTY OWNERS (SEE ATTACHED LIST)