

**RESIDENTIAL SHORT-TERM RENTAL  
BUSINESS LICENSE APPLICATION**

Central Valley Town  
50 W Center  
Central Valley UT 84754  
435-893-9178

Town Business License # \_\_\_\_\_  
Lodging Sales Tax # \_\_\_\_\_  
State Business License # \_\_\_\_\_  
Federal Tax ID # \_\_\_\_\_  
Application Filing Date: \_\_\_\_\_

**OVERVIEW:**

- 1. A short-term rental application must be filed with the Central Valley Town for each proposed short-term rental property.**
- 2. A short-term rental must be conducted only in a single-family dwelling and only by the owner of the dwelling.**
- 3. A short-term rental must meet all applicable requirements of the Central Valley Town Short-Term Rental Ordinance and all other Land Use Ordinances of the town, State, County and Town Building Codes and Health Codes as applicable.**
- 4. A short-term rental must be located in a single-family dwelling located on its own parcel that can be sold as its own separate entity.**
- 5. Short-term rentals must not be allowed in apartments. There must be no partial rental of a single-family dwelling.**
- 6. Each short-term rental requires a Central Valley Town Business License.**
- 7. Each short-term rental requires a Central Valley Town for a Conditional Use Permit.**

**Section 1: Owner Information:**

Owner Name:	
Address:	
Mailing address if different from above:	
Phone #:	Email:

**Section 2: Emergency Contact**

Name:	
Address:	
Mailing address if different from above:	
Phone #:	Email:

**Section 3: Building Information:**

Rental Address

The following information and documentation must be contained in the application and provided to the Town Clerk. **Note: *Incomplete applications will not be accepted.***

1. Completed application signed by owner.
2. Proof of ownership for each unit.
3. Site plan drawn to scale for each unit, including the parking area with each parking space mapped out.
4. Proof of valid insurance for unit being licensed for a short-term rental.
5. Floor plan drawn to scale with dimensions.
6. Central Valley Town building zone designation and address for short-term rental.
7. If direct vehicular access from the property to a public street is not shown on the site plan, the application must include a Temporary Access Easement from the owners of the property over which vehicles must pass to access the property. All Temporary Access Easements must be signed and notarized by the owner/s of the property/s granting the temporary access. Upon termination of any access easement, it must be the responsibility of the owner to obtain a new access easement from the new property owner. Failure to obtain a replacement access easement must be cause for termination of the Town’s business license.
8. Current copies of the licenses and the accounting numbers in the name of the owner/s or the property management company, ie.: Town Business License #, Lodging Sales tax #, State Business License #, Federal tax ID #.
9. The name, address, and contact information including a 24-hour contact phone number for the person at the property management company managing the property; or, if there is no property management company, the name, address and contact information, including a 24-hour contact phone number of a person living with 15

minutes of the property/s who may be the owner/s agent and who can be contacted in the event of an emergency.

10. Inspections by the County Building Inspector and Fire Chief. (Richfield City Fire)
11. A signed acknowledgment of the application, that the owner/s, property management company, and/or owner's agent, if any, have read all of the Towns regulations pertaining to the operation of a short-term rental.
12. The owner/s must sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.

#### **Section 4: Business License and Conditional Use Permit**

Owner/s must obtain a Central Valley Town Business License and Conditional Use Permit for each short-term rental. Filing fees will be assessed at the rate assigned on the towns current Consolidated Fee Schedule.

Any late payment of annual renewal of business license/s will be assessed at the rate assigned on the towns current Consolidate Fee Schedule.

**Note: The business license is contingent upon the issuance of a conditional use permit for the operation of a short-term rental.**

#### **Section 5. Applicant Certification and Signature**

I, *(Owner's Name:)* \_\_\_\_\_ of the proposed short-term rental property to the best of my/our knowledge and belief do hereby certify that I/we are responsible for full compliance with the Central Valley Town Short-Term Rental Ordinance Rules and Regulations:

*(Initial each of the following statements to acknowledge your intent of FULL compliance)*

### **CENTRAL VALLEY TOWN SHORT-TERM RENTAL ORDINANCE**

#### **RULES AND REGULATIONS**

**The short-term rental owner must comply with the following:**

1. A Short-Term Rental application must be filed with the Central Valley Town Clerk for each proposed rental property.
2. A short-term rental must be located and in a single-family dwelling and the rental conducted only by the owner or agent of the dwelling.
3. A short-term rental must meet all applicable requirements of the current Central Valley Town Short-Term Rental Ordinance and all other applicable requirements of the Towns current Land Use Ordinance, State and County Building Codes and Health Codes.

4. Short-term rentals are not allowed in apartments; there must be no partial rental of a single-family dwelling or a shop/garage located outside of the dwelling.
5. Occupants of the short-term rental must comply with the current Central Valley Town Property, Maintenance Ordinance (Nuisance ordinance)
6. Access to the short-term rental unit and the layout of the rental must be designed so that noise and physical trespass from the rental is not likely to be a substantial intrusion on adjoining properties.
7. Every short-term rental requires its own Central Valley Town Business License.
8. Every short-term rental requires its own Central Valley Town Conditional Use Permit.
9. Owner or agent must mail or provide directly to the party signing or reserving any rental agreement a copy of all Short-term Rental Rules and Regulations as soon as possible, but no later than 10 days after reserving property. (*Central Valley Town Short-Term Ordinance – Rules and Regulations*).
10. Owner must prominently display on the property all rules and regulations pertaining to short-term rentals.
11. Owner must Collect Appropriate Sales, Resort and Transient Rental Taxes.

**12. Owner must post clearly and legibly on the front door the following information:**

- a. The name of the property management company, agent and/or owner/s of the property living with 30 minutes of the property location, and any contact numbers at which the contact person can be reached on a 24-hour basis.
  - b. The maximum number of occupants permitted by the license.
  - c. The maximum number of vehicles permitted on the property and that all vehicles must be parked on the short-term rental property.
  - d. The number and location of all on-site parking spaces and parking rules for seasonal snow removal.
  - e. The trash pickup day and notification of all rules and regulations regarding trash removal, including without limitation, when trash may be left out and that animal proof containers must be used.
  - f. Emergency exit maps.
  - g. Emergency exit signs by all exterior doors and escape windows.
  - h. Owner/s or agent contact phone number/s.
  - i. Copy of current Central Valley Town Business License.
  - j. Copy of Central Valley Towns Short-Term Rental Rules and Regulations.
13. The use an occupancy of the short-term rental/s conform to applicable local, state, and federal laws including all applicable building codes and safety standards.
  14. Guest parking must consist of one (1) off street parking space for each guest bedroom; parking of guest vehicles during the rental period can be allowed in the frontage of the rental unit so long as it does not block rental driveway or neighboring driveways or sidewalks.
  15. As the property owner, I or my designated representative will be available to respond with twenty-four (24) hours to complaints regarding the condition, operation or conduct of occupants of the short-term rental and that remedial action will be taken to resolve such complaints.

16. As the property owner I am assuming responsibility for all guests' activities; and that violations may result in the towns business license denial, conditional use permit suspension or revocation.
17. As the property owner my best efforts will be focused to ensure that the occupants and/or guests of the short-term rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any provisions of the towns ordinances or State Law, including but not limited to noise, disorderly conduct, illegal consumption of alcohol or the use of illegal drugs.
18. There are no HOA and/or CC&R's that restrict me from using my residence as a short-term rental.
19. The short-term rental will be rented out to no more than two (2) guests per bedroom. The number of bedrooms must determine the number of guests allowed in the rental.
20. Each bedroom and corridor of the short-term rental leading to a bedroom must contain a working smoke detector.
21. Each floor of the short-term rental must contain a working carbon monoxide detector.
22. Each floor of the short-term rental must contain a visibly marked and easily accessible fire extinguisher as per State fire code.
23. As a condition to hold a valid short-term rental business license and conditional use permit, the owner agrees to provide or arrange to provide for adequate maintenance of both the dwelling and the yard property.
24. **Prohibited Uses**
  - a. Occupancy beyond the specified amount in the business license.
  - b. Outdoor sleeping of individual(s) which exceeds the permitted occupancy.
  - c. The preparation of food on site for persons other than the allowed occupants and the allowed guests.
  - d. No accessory home, structure or travel trailers, boats or similar vehicle or facility can be used as a guest room.
  - e. No renter may use a short-term rental for a purpose not incidental to a normal residential use, such as running a non-authorized commercial business, distribution of retail products or personal services to invitees for marketing or similar purposes or the outdoor display of goods or/and merchandise for sale.
  - f. Trash and refuse cannot be stored within public view, except in proper containers for the purpose of collection by the towns authorized waste hauler on scheduled collection day.
  - g. At no time may the guests of the short-term rental violate State and Municipal Law concerning nuisances, noise and/or disturbing the peace.

I understand that falsifying any information on this application constitutes sufficient cause for rejection or revocation of my license and conditional use permit. I also understand that the Town Council may require additional information as permitted by the ordinance and I agree to supply the same as part of this application. I hereby certify, to the best of my knowledge belief, that the use and occupancy of the short-term rental dwelling(s) conform to applicable local, state, and federal laws. I agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. It is a Class "C" Misdemeanor to own or operate a business in Central Valley Town without a business license or a conditional use permit. I further understand that the Town may release the name, address, and phone number of the business, the agent's name, and the nature of business. All other information is confidential. I understand that receiving a business license for a short-term rental is not an express or implied acknowledgment to Central Valley Town that the rental dwelling is in conformity with applicable law. I understand I am strictly liable to ensure that the rental is in compliance with Utah Code Ann. 10-9a-511.5. Signage will be in accordance with Central Valley Town Land Use Ordinance.

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_ Date \_\_\_\_\_

Town Clerk