

## SHORT-TERM RENTAL APPLICATION

*License valid for one (1) year only and nontransferable.*

Town of Coupeville  
4 NE Seventh Street  
Coupeville, WA 98239

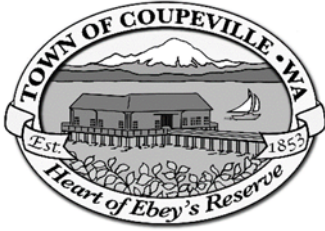
Phone 360.678.4461  
<http://www.townofcoupeville.org>

# NEW SHORT-TERM RENTAL *ISSUANCE* SUBMITTAL CHECKLIST

Use this checklist only if you are submitting an application for the **new issuance** of a Short-term Rental License.

Please include all of the following documentation as part of your application submittal.

- Short-term Rental license application form.
- Scaled site plan identifying all off-street parking for residents and guests and the location of exterior refuse containers.
- Floor plan identifying all rooms in the home or structure and their uses, exits, egress route(s), and the location of fire extinguisher(s).
- Proof of annual fire inspection or request for the Building Official to conduct a fire inspection.
- If applicable, a signed letter from an officer of the condominium association approving the use of the condominium unit as a short-term rental, if the unit is within a condominium.
- Copy of a recent Island Disposal bill to confirm refuse collection through the Town's contract waste hauler.
- Signed and notarized original Agent Authorization form if someone other than the property owner is applying for the license.



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## SHORT-TERM RENTAL *RENEWAL* SUBMITTAL CHECKLIST

Use this checklist only if you are submitting an application for the **renewal of an existing** Short-term Rental license.

Please include all of the following documentation as part of your application submittal.

- Short-term Rental license application form.
- Signed and notarized original Agent Authorization form if someone other than the property owner is applying for the license.
- If applicable, response to neighborhood complaints regarding short-term rental operation received within prior 12-month period.
- Proof of annual fire inspection prior to application or request for the Building Official to conduct a fire inspection.
- Copy of a recent Island Disposal bill to confirm refuse collection through the Town's contract waste hauler.

If the below information **has not changed** since the previous Short-term Rental application, please indicate the case number of that application (ex. STR-xx-xxx) \_\_\_\_\_

Otherwise, please indicate what has changed and provide applicable documentation from the list below.

Changes since prior year: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If applicable, a signed letter from an officer of the condominium association approving the use of the condominium unit as a short-term rental, if the unit is within a condominium.
- Scaled site plan identifying all off-street parking for residents and guests and the location of exterior refuse containers.
- Floor plan identifying all rooms in the home or structure and their uses, exits, egress route(s), and the location of fire extinguisher(s).



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### APPLICATION FEES:

Issuance & Inspection \$100

### Staff Use Only

Application #

Date Received

Date Paid

Receipt #

Regulations for short-term rentals are codified in CTC 5.38 and CTC 16.10.080. A short-term rental is the use of a portion of a private residence or its accessory buildings where sleeping quarters are provided for monetary compensation for periods of thirty or fewer consecutive days. Short-Term Rentals are permitted uses within commercial zones (HLC, TC, and GC). Except where legally established prior to December 1, 2019, Short-Term Rentals are prohibited in any residential zone (RR, LDR, RM 9,600, and HDR). From 1998 to 2019, legal establishment of a Short-Term Rental in a residential zone required a Conditional Use Permit. A legally established Short-Term Rental in a residential zone will retain eligibility to apply for a Short-Term Rental license provided the use is not discontinued for over one year, as further described in CTC 16.10.080(C)(2). Where allowed by Chapter 16.08 CTC and in compliance with the limitations and requirements in Section 16.10.080 CTC, Short-Term Rentals do not require a land use permit but require an annual license. Operation of a Short-Term Rental without a valid Short-Term Rental license or in any manner inconsistent with the information provided in the application or the conditions of approval of the license is a violation of the Coupeville Town Code.

Applicant (main contact person): *Agent for owner must complete the agent authorization form.*

Address

City

State

Zip

E-mail address

Phone

Owner

Address

City

State

Zip

E-mail address

Phone

Address of Subject Property

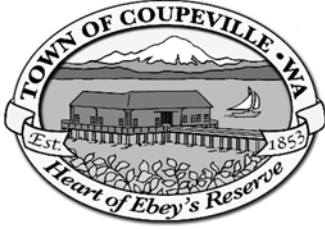
City

State

Zip

Assessor's Parcel Number

Zoning Designation



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Operator of record

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Address

City

State

Zip

---

E-mail address

Phone (24-hour contact when guests are present)

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Current Washington State Business license (UBI) no.

Number of guest bedrooms: \_\_\_\_\_

Number of off-street parking spaces: \_\_\_\_\_

*(One off-street parking space is required for each guest room and full-time equivalent employee not residing at the Inn.)*

Maximum number of guests \_\_\_\_\_

**Is this residential unit part of a condominium?** Yes  No

*(If yes, a signed letter from an officer of the condominium association approving the use of a condominium unit as a Short-term Rental is required)*

**Is this unit part of a mixed-use development?** Yes  No

If yes, what other land uses are in the building or on the site: \_\_\_\_\_

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**Has the unit been approved as habitable space in accordance with the building codes?** Yes  No

*(If no, a building inspection may be required.)*

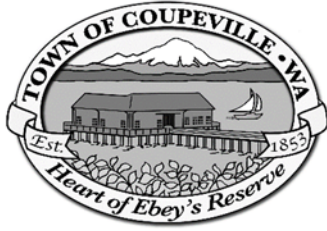
**Are new signs proposed?** Yes  No

*(If yes, a sign permit may be required. Any signage must comply with the regulations in CTC Chapter 16.28.)*

**Has an annual fire inspection been conducted?**

Yes  please provide the **inspection slip**.

No  a fire inspection must be conducted prior to issuance of the short-term rental license.



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### AUTHORIZATION & DECLARATIONS:

I certify that I have read, understand, and will follow the Town of Coupeville regulations applicable to Short-Term Rentals.

I certify that I am the property owner or that I have legal authority to sign on behalf of the owner(s).

I certify that the local contact identified in this application will be available to respond in person to complaints or issues raised at the property licensed for Short Term Rental within one hour of notification at any time guests are in residence.

I certify that all property improvements have been conducted, permitted, and inspected in compliance with codes in effect at the time they were constructed.

I certify that any complaints from surrounding residents or property owners made to the owner or their local contact or agent within the preceding year, together with the name(s) of complainant(s) if known, have been communicated in writing to the Town.

I certify under penalty of perjury that the information furnished by me within this application and associated documentation is true and correct to the best of my knowledge. I further agree to hold the Town of Coupeville harmless as to any claim (including costs, expenses, and attorney fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the Town of Coupeville where such claim arises out of the reliance of the Town, its officers, and employees, upon the accuracy of the information supplied to the Town as part of this application.

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OPERATOR SIGNATURE

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DATE

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OWNER SIGNATURE

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DATE

## Agent Authorization Form

I, \_\_\_\_\_, the owner(s) of the subject property, understand that by completing this form I hereby authorize \_\_\_\_\_ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to said agent.

1) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

2) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

**State of Washington**            )  
**County of** \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_  
Signature of  
Notary Public \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Residing at \_\_\_\_\_  
My appointment expires \_\_\_\_\_

1) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

2) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

**State of Washington**            )  
**County of** \_\_\_\_\_ )

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