CITY OF COOS BAY
Community Development Department
500 Central Avenue, Coos Bay, Oregon 97420
Phone 541-269-8918 Fax 541-269-8916

Permit No. **187**-_____-_____

Date Received: _____

LAND USE SUPPLEMENTAL FORM
Tourist Habitation – Homestay (Chapter 17.370 CBDC)
TYPE II Land Use Process (ORD. 549 Jan. 2022)

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Site Location/Address   Assessor's Map No./Tax Lot(s)

Your submittal must include the following:

☐ All required documents listed on the land use/planning application and as provided in Table 17.130.040(1).

☐ Detailed Site Plan

☐ Detailed Floorplan of the entire structure (indicating uses, windows and doors)

☐ Photograph of address numbers showing they are visible from the street (17.370.030(7))

☐ Photograph of posted parking diagram (CBDC 17.370.030(14))

☐ Photographs of smoke detectors and carbon monoxide detectors in each bedroom

☐ Copy of joint driveway access agreement, if applicable.

☐ Photograph of on-site advertising, if applicable.

Submittal must include responses to all of the following:

(1) **Is the homestay attached to or detached from the primary dwelling?**

☐   **Attached**   ☐   **Detached** (detached homestays must meet Oregon Structural Specialty Code)

(2) **Joint Driveway Access (CBDC 17.370.030(2)).** Will joint driveway access be used for the homestay?

☐   **Yes**   ☐   **No**

If joint driveway access is to be used for the homestay, all other property owners using the same private access must agree to the common use of the driveway. Explain access below and show on site plan. **A copy of the joint driveway access agreement must be provided with your application, if applicable.**

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(3) **Carbon Monoxide and Smoke Detectors (CBDC 17.370.030(6)).** Describe where carbon monoxide and smoke detectors are installed. Carbon monoxide (CO) and smoke detector devices must be installed in each bedroom for rent in a homestay. **A photograph of each CO detector and smoke detector in each bedroom must be provided with your application.**

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(4) **Address Numbers (CBDC 17.370.030(7)).** Describe where the address numbers on the homestay are installed. Address numbers must be visible from the street, must be a minimum of 4" in height and of contrasting color. **A photograph of the address numbers evidencing they are visible from the street must be provided with your application.**

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(5) **Vacation Rental and Homestay Compliance (CBDC 17.370.030 (9))**. Describe how you will comply with the following Coos Bay Municipal Codes.
   (a) Title 8, Health and Safety *(garbage service):*_____

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   (b) Title 9, Public Peace, Morals and Welfare *(noise restrictions):* _____

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   (c) Title 15, Buildings and Construction. *List any proposed work or prior unauthorized work associated with the proposed homestay. If none, so state.* _____

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   Note- Compliance with ALL Coos Bay Municipal Codes is required.

(6) **Parking Requirement (CBDC 17.370.030(14))**. Explain and show on your site plan how you will meet the parking requirements outlined in CBDC 17.370.030(14), which states: One hard-surfaced off-street parking space shall be provided for every guest room in a homestay exclusive of the two-parking-space requirement for the property. Parking areas shall not be located in the front yard but may be located on the property's paved driveway. **The parking diagram shall be posted on site and made available to homestay users. A photograph of the posted parking diagram shall be provided with your application.**

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(7) **Compatibility with the surrounding neighborhood (CBDC 17.370.035(2).** Describe how the proposed homestay is compatible with the surrounding neighborhood.

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(8) **Advertising on-site (signage)**. Is advertising proposed on-site? Proposed signage must comply with CBDC 17.333.060. **A photograph of the signage must be provided with your application, if applicable.**

☐ **Yes** ☐ **No**

If yes, please detail the proposed signage: size, location, advertising copy, etc._____

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(9) **Other Requirements of CBDC 17.370 Vacation Rentals and Homestays**
   (a) Recreational vehicles, travel trailers, tents, other temporary shelters, garages, and accessory structures (including accessory dwelling units) are not permitted for use as vacation rentals or homestays.
   (b) Licensing and Taxes. Owners and operators of vacation rentals and homestays must secure a business license in accordance with CBMC Chapter 5.05 and pay transient lodging taxes in accordance with CBMC Chapter 3.55.
   (c) Business License Application. Each vacation rental or homestay owner/operator must submit with their business license application a building department building safety inspection safety report prepared noting building department review and authorization of the proposed vacation rental or homestay structure compliance. **Cannot be applied for until land use approval has been received AND all requirements have been met and verified by the Planning Department.**
   (d) Annual Verification of Contact Information. The vacation rental owner/operator shall annually, at the time of renewal of the business license, verify the name, address and telephone number of the contact person required in subsection (11) of this section.

Please be Advised. CBMC 17.370.040 Violations and cessation of use. (1) Violation of the requirements specified in Section 17.370.030 shall constitute grounds for revocation of the Type II permit required for a vacation rental pursuant to Section 17.130.150. (2) Cessation of use of a vacation rental more than one year or failure to be rented less than ten nights in a calendar year (as determined by the City's Transient lodging receipts) the land use permit, subject to CBMC section 17.130.090(5) will be revoked. (3) The city, in addition to other remedies and those provided in chapter 8.10 CBMC, Public Nuisances, and Chapter 1.15 CBMC, General Penalty, may institute appropriate actions or proceedings to prevent, restrain, correct, abate, or remove an unlawful location of a vacation rental in violation of CBMC 17.370. The owner of a building where a violation has been committed shall be guilty of a violation of this title and shall be subject upon conviction to a fine of not more than $500.00 each day under which the violation continues shall be considered a separate offense.