Application for Short-Term Rental Type 2

****eCity INSTRUCTIONS****

****PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION****

1. Fill out the Short-Term Rental Business License Form and submit to the Licensing Office.
2. Wait for Planning staff to send a follow-up email, verifying the property's eligibility.

Case No.	
Date Filed	
Received By	
Receipt No.	

*Fee Amount Paid: $_____
See Fee Schedule

The signers of this application ask the City Council of the City of Springfield, Missouri to approve an application for the use of a short-term rental at the following address:

Property Address: _____

We, the signers of this application, do attest to the truth and correctness of all facts and information presented with this application as required by the Zoning Ordinance of the City of Springfield.

PROPERTY OWNER'S INFORMATION:

Name of current property owner: _____

If corporation: Corporate Official: _____

Mailing Address: _____

Zip Code: _____ Phone: _____

E-mail: _____

PROPERTY OWNER'S SIGNATURE:

_____

(Corporate Seal)

OPERATOR'S INFORMATION (if different):

Name: _____

Mailing Address: _____ Zip Code: _____

Phone: _____ E-mail: _____

NOTE: **This application must be delivered to the Development Review Office. This application must be complete and all the items listed on the attached checklist must accompany the application or it will be returned to the applicant.**

*Fees are non-refundable

CHECKLIST FOR SHORT-TERM RENTAL TYPE 2 APPLICATIONS

This checklist is designed to help you make sure that you submit everything that is required for a complete application and that you fill out the application form completely. Incomplete applications will be rejected and returned to the applicant. Please pay close attention to the checklist to avoid a delay in your case being processed.

PRELIMINARY SUBMITTAL
☐ **Submit STR Business License Form to Licensing**- Email a PDF to licensing@springfieldmo.gov or physically mail to the address printed on the form. Staff will verify eligibility.
APPLICATION
☐ **Submit Cover Page & pay application fee.**
After receiving these items staff will produce an informational packet and notify the applicant once it is available.
☐ **Pick up packet** – Prepared envelopes are due back 3 weeks from date packet is picked up.
☐ **Schedule meeting date and location** - Meeting shall be held at the property involved or in the immediate vicinity.
☐ **Prepare envelopes** - Place recipient labels and postage stamps (not metered) on business size envelopes. Do not put a return address on envelopes. Place a Comment Card and a copy of the filled-out Neighborhood Meeting Notice in each envelope. Print an extra copy of the Neighborhood Meeting Notice for staff to keep. Leave all envelopes unsealed.
MEETING & AFFIDAVITS
☐ **Pick up sign(s) and return meeting notices at least 10 days prior to meeting** - Staff will mail the neighborhood notices.
☐ **Post sign(s) at least 10 days prior to meeting.**
☐ **Host neighborhood meeting.**
☐ **Submit Meeting Summary, Sign Posting Affidavit, and Adjacent Owner Consent Affidavit within 10 days after the meeting.**
Staff will verify the adjacent property owner signatures and notify the applicant of verification.
In 1-2 business days a notification email will be sent from Building Development Services stating that the inspection is ready for payment and scheduling.
DEPARTMENT APPROVAL
☐ **Pays $30 inspection fee and schedule occupancy inspection** - Call (417) 864-1585 for additional information on this portion of the process.
Occupancy inspection occurs. A Certificate of Occupancy is issued if the property passes inspection.
☐ **Pay Licensing fee if it was not requested at the beginning of the process.**
Business License is issued.

NEIGHBORHOOD NOTIFICATION AND MEETING PROCESS

For all Short-Term Rental Type 2 uses, applicant(s) shall hold a neighborhood meeting and invite the neighborhood surrounding their property along with any registered neighborhood organizations.

1. Notice of the meeting shall be sent by first-class mail, postage paid, at least ten (10) days prior to the meeting, to at least one (1) record owner of each real property within five-hundred (500) feet of the development proposal, as shown on the records of the County Assessor, and to the president or other association officer(s) of any neighborhood association(s) as on file with the Director of Planning and Development.

2. It is recommended the meeting be held early enough to provide time for the applicant to consider any neighborhood input, allow any changes to be evaluated by staff, and to resolve any issues if possible.

3. The mailing shall be performed by the Planning and Development Department; however, the letters and envelopes themselves must be prepared, and postage placed on same by the applicant. The neighborhood letters shall be submitted to the Planning and Development Department for mailing. A file copy of the letter shall be provided to the Planning and Development Department. The notice letter shall contain the following at a minimum or any additional information as required by the Director of Planning and Development:

a. Description and details of proposed Short-Term Rental operation and any other proposed changes.
b. Meeting date, time and location.
c. Property owner and/or operator's contact information.
d. Development Review Notice and Comment Cards.

4. The meeting shall be held on the property involved in the application or in the immediate vicinity. The meeting shall be scheduled from **4:00 to 6:30 p.m**.

5. Following the neighborhood meeting and within ten (10) days of the neighborhood meeting, the applicant shall submit a summary of the meeting to the Planning and Development Department using the following format as set forth below.

a. Description and details of proposed Short-Term Rental operation and any other proposed changes.
b. Meeting date, time and location.
c. Number of invitations that were sent.
d. Number of neighbors in attendance with an attached sign-in sheet.
e. List of issues raised, any verbal comments and how applicant plans to respond.
f. Additional information, such as comment cards, letters from neighbors, shall be attached to the summary.

6. If the applicant does not submit the information listed above within ten (10) days of the neighborhood meeting, the application shall be considered incomplete and the applicant will be required to conduct a new meeting. If the signatures of at least fifty-five percent of adjacent properties cannot be secured, then the applicant may apply to the City Council to obtain a resolution granting the STR Type 2 permit. The applicant would need to submit a letter requesting the appeal to the Planning and Development Department.

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

1. Request to establish a Short-Term Rental Type 2.
2. Meeting Date & Time: _____
3. Meeting Location: _____
4. Number of invitations that were sent: _____
5. Number of neighbors in attendance (attach a sign-in sheet): _____
6. List the verbal comments and how you plan to address any issues:
   (City Council does not expect all the issues to be resolved to the neighborhood's satisfaction; however, the owner/operator must explain why the issues cannot be resolved.)

7. List or attach the written comments and how you plan to address any issues:

I, _____ (*print name)*, attest that the neighborhood meeting was held on _____ (*month/date/year),* in accordance with the attached "Neighborhood Notification and Meeting Process."

_____
Signature of person completing affidavit

_____
Printed name of person completing affidavit

NEIGHBORHOOD MEETING SIGN-IN SHEET

Project: Short-Term Rental Type 2	**Meeting Date:**
Owner/Operator:	**Location of Meeting:**

Name	Address	Phone	E-Mail

Name	Address	Phone	E-Mail

STR Neighborhood Meeting

Date of Letter:

DEAR PROPERTY OWNER,

You have received a notice of a "Neighborhood Meeting" since all proposed Short-Term Rental applications require a neighborhood meeting and to invite the property owners within 500 feet of the property and to invite the officers of any registered neighborhood association on file with the City of Springfield.

The applicant or representative below has filed an application with the City of Springfield for a Short-Term Rental Type 2 in your neighborhood.

APPLICANT CONTACT INFORMATION:

Applicant/Representative Name:

Address:

City, State and Zip:

Phone Number: E-mail:

SHORT-TERM RENTAL LOCATION:

PUBLIC NEIGHBORHOOD MEETING:

Date of Meeting:

Location of Meeting:

Time of Meeting: ● 4:00pm to 6:30pm

We look forward to seeing you at this meeting! Thank You!

What is a Short-Term Rental Type 2?

The rental of an entire dwelling, or any portion thereof, for a period of not more than 30 days, where the owner is engaged in a contract for the rental of that specific dwelling, or any portion thereof. A STR Type 2 is not an owner-occupied residence or is an owner-occupied primary residence, legal accessory apartment or historic carriage house and is rented for more than 95 days in a calendar year when the owner is absent from the premise. These are located within a R-SF or R-TH zoning district.

ATTACHMENTS: Notice Letter from City with Comment Card attached to this letter

COMMENT CARD/NOTICE

Enclosed you have received a notice of a "Neighborhood Meeting" submitted by the applicant to discuss a Short-Term Rental Type 2 in your neighborhood. City Council requires owners/operators of Short-Term Rental Type 2's to hold a neighborhood meeting to invite the property owners within 500 feet of the property and to invite the officers of neighborhood association on file with the Department.

A "Neighborhood Meeting" is held early enough to provide adequate time for the owner/operator to negotiate with the neighborhood in order to resolve any issues.

If the owner/operator submits an application for a Short-Term Rental Type 2, the property will be posted and notification by mail to the property owners within 500 feet of the STR property.

Short-Term Rental Type 2 Process:

1. Application
2. Neighborhood Meeting (500 feet notification and posting of subject property)
3. Neighborhood Meeting Summary and Sign-In Sheet
4. Fifty-five percent Adjacent Owner Consent Affidavit
5. If appealed, submit request to Planning and Development Department for City Council review and decision.

City staff is available to meet with you or your neighborhood association representative(s) to discuss the Short-Term Rental Type 2 and answer questions at 417-864-1611.

You can provide comments on the "Comment Card" by mail or by email at zoning@springfieldmo.gov. Please include your name, address and telephone number as well as the address of the project in your correspondence.

Bob Hosmer, AICP Planning Manager
City of Springfield Development Review Office
840 Boonville Ave, Springfield Missouri 65802

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:		**Telephone No.**	
YOUR NAME:			
YOUR ADDRESS:			
STR ADDRESS:			

COMMENTS:

SIGN POSTING PROCESS

Applicants are responsible for providing notice to interested parties by posting a sign(s) on the subject property visible from public right-of-way.

Refer to Section 36-473(2)(e), Short-Term Rental Type 2 Permit

Sign Posting Process:

1. After an application is determined to be complete and a neighborhood meeting has been scheduled, the applicant will receive their **sign(s)** upon submitting their meeting notification envelopes to planning staff.

2. The applicant shall post the sign and submit an affidavit of sign posting to the Development Review Office

    a. The applicant shall post the notice at least ten (10) days prior to the meeting in conspicuous places on or in the immediate vicinity of the subject property and shall not impede the vision of drivers or pedestrians. Staff recommends the notice be posted within ten (10) feet of the adjacent street and in a manner that the bottom portion of the sign is no less than eighteen (18) inches from the ground.

    b. The applicant may determine an alternate location where the property is not adjacent to the street, with approval by planning staff.

    c. Additional signs may be required at discretion of planning staff.

3. The applicant shall submit an affidavit and photograph(s) of the sign posting.

    a. The applicant shall photograph the sign(s) and attach the photograph(s) to the affidavit (attached).

AFFIDAVIT OF SIGN POSTING

Attach photo here

(sign lettering must be legible in photo)

I, _____ (*print name of owner, agent, attorney)*, attest that the above sign was posted 10 days before the public hearing on _____ *(month/day/year)* and in accordance with the given posting requirements.

_____
Signature of person completing sign posting

_____
Printed name of person completing sign posting

INFORMATION FOR SHORT-TERM RENTAL TYPE 2

A Short-Term Rental Type 2:

1. is rented for periods of less than 30 consecutive days
2. is located within a R-SF or R-TH zoning District
3. is not an owner-occupied residence or is an owner-occupied primary residence, legal accessory apartment or historic carriage house and is rented for more than 95 days in a calendar year when the owner is absent from the premise.
4. A certificate of occupancy shall be obtained in accordance with Section 36-333, Certificate of occupancy.
5. Annual business license shall be obtained.
6. Shall be limited to no more than one STR Type 2 or bed and breakfast per eight residential structures on the block face in R-SF or R-TH districts. No STR Type 2 shall be permitted on a block face with fewer than four residential structures unless an appeal is granted by City Council (i.e. 1-3: no STR; 4-8: 1 STR; 9-15: 1 STR; 16-23: 2 STR). For purposes of this section, block face shall be defined as one side of a street, from one intersection to the next, not including alleys. Residential structures' block face shall be determined by the mailing address assigned to each.
7. Shall only be located in the primary structure or a historic carriage house per Section 36-464.
8. No exterior alterations that would change the single-family character of the Short-Term Rental Type 2, other than those necessary to ensure the safety of the structure, shall be made.
9. No residential structure shall be removed for parking or to expand the Short-Term Rental Type 2.
10. Shall not be rented solely for receptions, parties, weddings or any similar activities.
11. The owner shall provide notification as required by Section 36-472(4).
12. It shall be a violation of this section for an owner or operator to advertise or promote or to use a third-party intermediary to advertise or promote a Short-Term Rental Type 2 which is not in compliance with the provisions of this section.
13. A Short-Term Rental Type 2 permit shall be required for Short-Term Rental Type 2 uses.
    a. *Application fee.* A fee of $350.00 or as set forth in the schedule of fees, shall accompany any Short-Term Rental Type 2 application and is in addition to the license and certificate of occupancy fee required by this section. The additional fee shall be for the costs of processing the application.
    b. Applicant(s) shall hold a neighborhood meeting at the property involved in the application or in the immediate vicinity. Notice of the meeting shall be sent by first-class mail, postage paid, at least ten days prior to the meeting,

to at least one record owner of each real property within 500 feet of the Short-Term Rental property, as shown on the records of the county assessor, and to the president or other association officer(s) of any neighborhood association(s) as on file with the director of planning and development.

c. Notice of the neighborhood meeting shall be posted by the applicant at least ten days prior to the meeting and 21 days after for a total of at least 31 days in conspicuous places on or in the immediate vicinity of the property which is the subject of the Short-Term Rental Type 2. One sign shall be posted on each street frontage of the subject property. Additional signs or alternate posting locations may be required at the discretion of the director of the planning and development department. Such notice shall be at least 18 inches in height and 24 inches in width and shall contain the words "NEIGHBORHOOD MEETING" and in addition the date, time, and place of the public meeting, and a telephone number where additional information can be secured.

d. It is recommended the meeting be held early enough to provide time for the applicant to consider any neighborhood input, allow any changes to be evaluated by staff, and to resolve any issues if possible. The meeting shall be scheduled from 4:00 to 6:30 p.m.

e. The mailing shall be performed by the planning and development department; however, the letters and envelopes themselves must be prepared, and postage placed on same by the applicant. The neighborhood letters shall be submitted to the planning and development department for mailing, in sufficient time to allow for mailing for at least 10 days prior to the date of the neighborhood meeting. A file copy of the letter shall be provided to the planning and development department. The notice letter shall contain the following at a minimum and any additional information as required by the director of planning and development:

    - Description and details of proposed Short-Term Rental operation including number of days per month to be rented and any other proposed changes.
    - Meeting date, time and location.
    - Applicant or their representative's contact information.
    - Information sheet provided by the City.

f. No more than ten days following the neighborhood meeting, the applicant shall submit a summary of the meeting to the planning and development department using the following format as set forth below:

    - Meeting date, time and location.
    - Number of neighbors in attendance with an attached sign-in sheet.
    - List of issues raised, any verbal comments and how applicant plans to respond.

- Additional information, such as comment cards and letters from neighbors shall be attached to the summary.
- Notarized affidavit containing signatures of at least fifty-five percent (55%) of adjacent residential property owners, including those adjoining and immediately across the street.

g. If the applicant does not submit the information listed above within ten days of the neighborhood meeting, the application shall be considered incomplete and the applicant will be required to conduct a new meeting.

h. If the signatures of at least fifty-five percent of neighboring property owners cannot be secured the applicant may apply to the City Council to obtain a Resolution granting the STR Type 2 permit.

i. The City shall have the authority from time to time to prepare forms to implement this section including a sample affidavit form, application forms, and forms for notice, forms for proof of ownership, and other appropriate requirements.

14. The owner of a Short-Term Rental shall post, conspicuously in each rental unit the following information:

a. The names and contact information of the person or persons responsible for the day-to-day operations of the Short-Term Rental;

b. The certificate of occupancy and business license number;

c. The restrictions on noise applicable under Section 36-485, Noise standards., including limitations on the use of amplified sound;

d. Any applicable parking restrictions;

e. Trash collection schedule;

f. That the Short-Term Rental unit may not be rented solely for receptions, parties, weddings or other similar events.

CITY OF Springfield

SHORT-TERM RENTAL TYPE 2 ADJACENT OWNER CONSENT AFFIDAVIT

Address of Proposed Short-Term Rental **840 Boonville Avenue**

STATE OF_____)

COUNTY OF_____)

The undersigned hereby states that the undersigned verified the ownership of each residential property adjacent to the above-referenced address as defined in section 36-472(2) and obtained written consent of the proposed short-term rental at the above-referenced address from at least 55% of said owners as shown on Exhibit 1 and attached hereto. The undersigned further states that he or she personally witnessed the signatures contained on Exhibit 1 and that each person signed Exhibit 1 in the undersigned's presence. If the owner(s) signatures cannot be witnessed by the undersigned, then a notarized signature(s) of the adjacent residential property owner(s) must be obtained.

(Corporate Seal**)

_____
Signature of Owner/Operator

_____
Typed or Printed Name

ATTEST:

_____
Title

_____
Corporate Secretary
(If no seal)

_____
Name of Company or Organization
(If Applicable)

Subscribed and sworn to before me a notary public on this _____ day of _____, 20 _____.

_____
Notary Public

My Commission expires: _____

SAMPLE - We will provide you with this information.

Planning and Development Department
Busch Municipal Building • 840 Boonville Avenue
Springfield, Missouri 65802 • 417-864-1031 • springfieldmo.gov

City of Springfield Short-Term Rental
ADJACENT OWNER CONSENT FORM
Exhibit 1

The undersigned hereby certifies that they are the owners of property referenced below and that they consent to the proposed short-term rental located at**: 840 Boonville Avenue**

If the ownership is under two or more individuals (each individual) must sign this form. Only the owner's signature constitutes consent.

The address and owner of record of all adjacent residential properties must be listed, whether they consent or not.

1. Address of Adjacent Residential Property: **830 Boonville Avenue**

_____
Owner(s) of Record (Typed or Printed)

_____
Signature(s) of Owners

_____
Title

2. Address of Adjacent Residential Property: **833 Boonville Avenue**

_____
Owner(s) of Record (Typed or Printed)

_____
Signature(s) of Owners

_____
Title

3. Address of Adjacent Residential Property: **940 Boonville Avenue**

_____
Owner(s) of Record (Typed or Printed)

_____
Signature(s) of Owners

_____
Title

SAMPLE - We will provide you with this information.

****The City does NOT guarantee the accuracy of the Greene County Assessor property list.**

City of Springfield Short-Term Rental
ADJACENT OWNER CONSENT FORM
Exhibit 1

The undersigned hereby certifies that they are the owners of property referenced below and that they consent to the proposed short-term rental located at**: 840 Boonville Avenue**

If the ownership is under two or more individuals (each individual) must sign this form. Only the owner's signature constitutes consent.

The address and owner of record of all adjacent residential properties must be listed, whether they consent or not.

4. Address of Adjacent Residential Property: 218 East Central Street

_____
Owner(s) of Record (Typed or Printed)

_____
Signature(s) of Owners

_____
Title

5. Address of Adjacent Residential Property: _____

_____
Owner(s) of Record (Typed or Printed)

_____
Signature(s) of Owners

_____
Title

6. Address of Adjacent Residential Property: _____

_____
Owner(s) of Record (Typed or Printed)

_____
Signature(s) of Owners

_____
Title

SAMPLE - We will provide you with this information.

****The City does NOT guarantee the accuracy of the Greene County Assessor property list.**

Short-Term Rental Type 2 Neighborhood Notice



0 25 50 100 150 200 Feet

SCALE: 1:1,200

CITY OF Springfield

Short-Term Rental Type 2 operators will be required to notify adjacent property owners, including those within 500 feet to conduct a neighborhood meeting. Fifty-Five percent (55%) of the adjacent property owners will need to be in support of the Short-Term Type 2 Rental for it to be permitted.