



APPLICATION FOR SHORT TERM RENTAL (STR) PERMIT

Office: (512)-446-2511

Fax: (512)-446-6258

Email: ben@rockdaletx.gov

Items that MUST be submitted with the application:

- Application fee of \$150 (non-refundable if application is not approved)
- A sketch or narrative describing the location of the available parking spaces.
- A sketch of the floor plan, which identifies sleeping areas, proposed maximum number of guests, evacuation route(s), and location of fire extinguisher(s).

1. TYPE OF SHORT-TERM RENTAL BEING APPLIED FOR

STR TYPE 1.

An owner-occupied residential property where short-term lodging is provided to only one group at a time per dwelling unit. Nonconforming single-family residential properties that contain more than one dwelling unit shall rent to only one group at a time. The owner must reside in the primary structure on the property and be present at the property for the duration of any short-term rental.

STR TYPE 2.

A single-family or duplex residential property where short-term lodging is provided to only one group at a time per dwelling unit. Nonconforming single-family residential properties that contain more than one dwelling unit shall rent to only one group at a time. The property is not part of a multifamily residential use. The owner does not reside on the property or is not present at the property for the duration of any short-term rental.

STR TYPE 3.

STR Type 3 is a multifamily residential property where short-term lodging is provided to only one group at a time per dwelling unit. The owner does not reside on the property or is not present at the property for the duration of any short-term rental.

2. APPLICANT INFORMATION

Applicant Identity:

Owner

Tenant (If tenant, written permission to operate STR from the owner must be attached)

Applicant's Name:
Applicant's Address:
Mailing Address:
Telephone: _____ Email: _____

OWNER INFORMATION *Same as Applicant*

Owner's Name:
Type of Ownership:
Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Single Member-LLC Partnership <input type="checkbox"/> Individual-Sole Proprietor <input type="checkbox"/>

Owners' Address:	
Telephone:	Email:

DESIGNATED OPERATOR'S INFORMATION *Same as Applicant*

Designated Operator's Name:	
Designated Operator's Address:	
24 Hour Telephone:	Email:

ADDITIONAL PARTNERS, DIRECTORS, MEMBERS, AND OFFICERS: *Same as Applicant*

HOTEL OCCUPANCY TAX ACCOUNT INFORMATION

Provide the Hotel Occupancy Tax Account Number for the property. _____

3. PREMISES INFORMATION

Physical address of short-term rental (*only one unit per application*):

_____ _____
 Street Address Unit Number (if applicable)

Legal Description: Block _____ Lot _____

Property ID: _____

Legal Description and Parcel ID available at: <https://esearch.milamad.org/>

Type of Structure:

- Residential (Single Family) Residential (Two Family/Multi) Accessory Dwelling
- Apartment or Unit in Multi-Family/Multi-Unit Building

Zoning District: _____

Total number of units located on property: _____

Number of Off-Street Parking Spaces: _____
(Minimum vehicle spaces = 1 per unit)

Applicant/Owner states that to the best of their knowledge, the property meets the requirements for a Short-Term Rental:

(Please initial each applicable statement as evidence of fact and compliance)

- The designated operator shall be available by phone at all times the Short-Term Rental is in use.
- The unit has a working smoke detector and carbon monoxide detector in or outside of sleeping areas, and on all habitable floors.
- The unit has a properly maintained and charged fire extinguisher
- The unit provides a posting which provides emergency contact information and a floor plan indicating fire exits and escape routes, which shall be posted in a prominent location
- The unit has a sign provided by the Development Services Department that displays the contact information of the owner/designated operator, the license number, and occupancy limits
- Every sleeping area has at least one operable egress window per bedroom
- There is no overnight sleeping in outdoor areas
- The short-term rental complies with all requirements of Chapter 14, Sec 14.02.051 (p) of the Rockdale Code of Ordinances
- The establishment shall comply with the noise requirements set in article 8.03
- If the establishment is serving food, the facility meets all Texas Health Department Standards
- An evacuation plan is posted conspicuously in each sleeping area
- In R-1, R-1C, R-E, and R-2 zoning districts, no short-term rental type II facility is located within 500 feet of another licensed bed and breakfast or short-term rental type II facility.
- All outdoor lighting for residentially zoned establishments are directed toward the establishment and not at any adjacent properties, and not to exceed .2 footcandles.

I hereby certify under penalty of perjury that the information included in this application is true to the best of my knowledge, and I have checked to determine that no deed restrictions apply to this property that conflict with this request.

Applicant's Name Printed

Applicant's Signature

Designated Operator's Name Printed

Designated Operator's Signature

Owner's Name Printed

Owner's Signature