

# CITY OF COLUMBIA CITY

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## SHORT TERM VACATION RENTAL REGISTRATION FORM

Contact Information			
Name of property/business (including DBA)		Tax ID number (FEIN or SSN)	
Mailing address	City	State	Zip
Physical address of rental property (if different)	City	State	Zip
Name of operator/manager	Phone number	Email address	
On-site: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of transient room tax contact (if different)	Phone number	Email address	

Business Information			
If seasonal, which months open?	Date business started operating	Website address	
Type of business (check all that apply):			
<input type="checkbox"/> Bed & Breakfast _____	<input type="checkbox"/> Camping _____	<input type="checkbox"/> Vacation Rental* _____	Number of spaces/rooms _____
<input type="checkbox"/> Hotel/Motel _____	<input type="checkbox"/> RV Park _____	<input type="checkbox"/> Other _____	Number of spaces/rooms _____
Is the rental an Accessory Dwelling Unit (ADU): <input type="checkbox"/> Yes <input type="checkbox"/> No			
*Vacation rentals with four or more bedrooms will first require an approved conditional use application.			
Type of business organization:			
<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Government <input type="checkbox"/> Other: _____			
Name of owners, partners or corporate officers (use additional sheet if necessary):			
Name	Title	Phone number	Email
Mailing address	City	State	Zip
Name	Title	Phone number	Email
Mailing address	City	State	Zip

The registration must follow requirements listed in Columbia City Development Code 7.95 Short Term Vacation Rentals and Municipal Code Chapter 6-6 Transient Room Tax. Short Term Vacation Rental Standards are:

1. Off-Street Parking. A minimum of one off-street parking space per guest room, pursuant to Chapter 7.100 must be provided on the site.
2. Trash and Recycling Facilities. The applicant shall provide for regular trash collection. Available bins must have adequate capacity for the renters, and no uncontained garbage is allowed on the site.
3. Pets. Pets shall comply with Municipal Code Chapter 4.
4. Noise Limits. All activities associated with the vacation rental shall comply with the noise standards in Municipal Code Chapter 4.
5. RVs and Other Temporary Shelters. The premises of the vacation rental may not include any occupied recreational vehicle, trailer, tent, or other temporary shelter during the rental occupancy.
6. Landscaping. The property shall be landscaped and continuously maintained in good repair in the manner of a permanent residence.
7. Nuisances. All activities associated with the vacation rental shall not cause a nuisance as defined in Municipal Code Chapter 4.
8. Posting of Information. The applicant shall keep posted a list of information about the vacation rental adjacent to the front door inside the dwelling. Refer to Development Code Chapter 7.95 for minimum information to be included on the posting.
9. Guest Register. The owner or local representative shall maintain a guest register listing each tenant of the vacation rental along with the number of dwelling occupancy days. The register shall be available for city inspection upon request.

This registration shall be accompanied by a site plan showing compliance with Standard #1 above. Also note owner is responsible for obtaining and annually renewing a City business license.

I declare, under penalty of making a false statement, that to the best of my knowledge, the information herein is true, correct and complete.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

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\*\*\*OFFICE USE ONLY\*\*\*

Date filed \_\_\_\_\_ Date Notices Mailed to Neighboring Properties \_\_\_\_\_