

# Short Term Rental Information & Submittal Requirements



Planning Department  
231 NE Fifth Street ◦ McMinnville, OR 97128  
(503) 434-7311 Office ◦ (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## Overview

In order to operate a vacation home rental in any of the residential zones of the City of McMinnville, a property owner must first submit an application and meet a specific set of standards as set forth in Section 17.12.010(O) (Permitted Uses) of the Zoning Ordinance, and also listed below. [Vacation home rentals located in commercial zones are exempt from these requirements; however, *all* such establishments are subject to the requirements of the *Transient Lodging Tax* program, which is administered by the City's Finance Department.]

Please note that occupancy of a vacation home rental in McMinnville is limited to a single family, as that term is defined by the McMinnville Zoning Ordinance.

## Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Short Term Rental application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), clearly showing the location of the residence; and existing and proposed features within and adjacent to the subject site, such as: lot and street lines with dimensions; driveway(s); parking; distances from property lines to structures; improvements; and significant features. **Please note that all parking must be off-street and of a hardscaped surface. Clearly identify that the off-street parking requirements are met.**
- Digital photographs of the subject residence's exterior.
- Floor plan showing the size, function, and arrangement of interior rooms.
- Compliance of Neighborhood Meeting Requirements
- Payment of the applicable review fee.

## Review Process

An application for a vacation home rental permit is subject to review by the Planning Director as stated in Section 17.72.110 (Director's Review with Notification) of the Zoning Ordinance, after notification of the application has been provided to property owners within 100-feet of the subject site. The decision made by the Planning Director may be appealed to the Planning Commission as outlined in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.

The Director may approve, approve with conditions, or deny the application, based on the following criteria:

1. Short term rentals shall not be located within 500 feet of another short term rental, or on the same property as another short term rental.
2. Short term rentals shall be allowed in single family dwellings, common-wall single family dwellings, and accessory dwelling units (ADUs). The structure shall retain the characteristics of a residence.
3. That a minimum of one off-street parking space be provided for each guest room.
4. That signage is limited to only one non-illuminated or incidentally illuminated wooden sign not exceeding three (3) square feet of face area.
5. That the duration of each guest's stay at the residence be limited to no more than 30 (thirty) consecutive days.
6. That smoke detectors be provided as per the requirements for "lodging houses" in Ordinance No. 3997.
7. That the property owner shall live within the geographic area of the 97128 zip code or shall provide contact information of a person living within the geographic area of the 97128 zip code who shall be available to respond immediately to any emergency or complaint related to the short term rental.
8. Permits shall be issued to the current property owner at the time of application. Permits do not transfer with the sale or conveyance of the property. Upon any change in ownership, the short term rental permit for the subject property will become void. The use of the subject property as a short term rental by the new owner will again be subject to the application and review procedures in Section 17.72.110. The following situations are not deemed to be a change in ownership for the purposes of this section:
  - a. Transfer of property from a natural person(s) to a Trust serving the same natural person(s) or to a family member pursuant to a Trust; or
  - b. Transfer of ownership pursuant to a will or bequest upon the death of the owner.
9. Permits must be renewed annually. Failure to renew the short term rental permit annually will result in the permit becoming void, and the use of the subject property as a short term rental will again be subject to the application and review procedures in Section 17.72.110.
10. Complaints on conditions 1 through 9 above will be reviewed by the Planning Commission at a public hearing. The Planning Commission will review complaints based on the criteria listed in Sections 17.74.030 and 17.74.040 of the zoning ordinance. If the short term rental is found to be in violation of the criteria, the Planning Commission may terminate the use.



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**Office Use Only:**

File No. \_\_\_\_\_  
Date Received \_\_\_\_\_  
Fee \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Received by \_\_\_\_\_

## Short Term Rental Application

### Applicant Information

**Applicant is:**  Property Owner  Contract Buyer  Option Holder  Agent  Other \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(If different than above)*

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

### Property Owner Information

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(If different than above)*

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

### Site Location and Description

*(If metes and bounds description, indicate on separate sheet)*

Property Address \_\_\_\_\_

Assessor Map No. R4 - - Total Site Area \_\_\_\_\_

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Comprehensive Plan Designation \_\_\_\_\_ Zoning Designation \_\_\_\_\_

1. Please describe the residence and its proposed use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How many guest rooms will be provided? \_\_\_\_\_  
What is the maximum number of guests that can be accommodated? \_\_\_\_\_

3. How many off-street parking spaces are available? \_\_\_\_\_  
Are the parking spaces paved? Yes  No

4. Are there smoke detectors in the residence? Yes  No   
If so, where are they located? \_\_\_\_\_  
\_\_\_\_\_

5. Does the property owner live within the city limits of McMinnville? Yes  No   
If no, please provide contact information of a person living within the city limits who shall be available to respond immediately to any emergency or complaint related to the vacation home rental:

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact Email \_\_\_\_\_

6. Has the applicant registered as a Transient Lodging Provider in order to collect, and pay, the Transient Lodging Tax imposed by the City of McMinnville on the rent charged to an occupant who occupies a provider's lodging for 30 successive days or less? Yes  No

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, a north arrow, legible, and of a reproducible size), clearly showing the location of the residence; and existing and proposed features within and adjacent to the subject site, such as: lot and street lines with dimensions; driveway(s); parking; distances from property lines to structures; improvements; and significant features. **Please note that all parking must be off-street and of a hardscaped surface. Clearly identify that the off-street parking requirements are met.**
- Digital photographs of the subject residence's exterior.
- Floor plan showing the size, function, and arrangement of interior rooms.
- Compliance of Neighborhood Meeting Requirements.
- Other information deemed necessary by the Planning Director to allow review of the applicant's proposal.
- Payment of the applicable review fee, which can be found on the Planning Department web page.

***I hereby certify that the statements contained herein are in all respects true and correct to the best of my knowledge and belief.***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date