

Checklist for Short Term Rental License Application

The following documents must be submitted to consider the application complete. Therefore, incomplete applications will not be accepted or may result in delaying action on the case until the following month.

- _____ Complete application and fee
- _____ Please call the Planning Department, 254.750.5650, to schedule an appointment with a Planner with the following required documents.
- _____ Approved Special Permit for Bed and Breakfast Facility or Short Term Rental Facility (if applicable)
- _____ Scaled site plan meeting all site development requirements of Chapter 28 of the code of ordinances including property lines; proposed and existing structures; proposed signage; and proposed and existing site improvements such as parking, fences, landscaping, etc.
- _____ Documentation of required parking in compliance with the City of Waco's Parking and Access Design Standards for Site Development and Article VII of Chapter 28 of the code of ordinances. C-4 zoned properties are exempt from parking requirements.
- _____ Record of payment of hotel occupancy taxes for the previous period or duration of operation (if applicable)
- _____ Certificate of Occupancy issued within the last 12 months (if applicable)
- _____ Pictures of existing/proposed parking area
- _____ Proof of ownership
- _____ If property owned by corporation, a certificate of formation is required with proof of authority to sign.
- _____ Narrative (short summary of what is being proposed for the property and how it will be managed)
- _____ Evacuation Plan



**APPLICATION FOR BED AND BREAKFAST FACILITY OR
SHORT TERM RENTAL FACILITY LICENSE**

Date Submitted: _____ New Application (\$150 fee) Renewal (\$50 fee)

**Do not submit fee with the initial application request. Fees are due when license is approved.*

1. Applicant: _____
2. Designated Operator: _____
3. B&B Facility or STR Facility Type: _____
4. Name of Establishment (if applicable): _____
5. Address of Establishment: _____
6. Zoning District: _____
7. Number of Rental Units and Description: _____

8. Number of Bedrooms for Rent: _____
9. Number of Off-Street Parking Spaces: _____
10. Online Listing Identification Number(s): _____

Applicant states that to the best of their knowledge, the property meets the requirements for a Bed and Breakfast Facility or Short Term Rental Facility license:

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

_____ The designated operator shall be present in McLennan County and available at all times the Bed and Breakfast Facility or Short Term Rental Facility is being rented.

_____ The maximum number of adults allowed to occupy any Bed and Breakfast Facility or Short Term Rental Facility is 2 adults per bedroom plus 2 additional adults per rental unit. In R-E, R-1A, R-1B, and R-1C zoning districts, a Bed and Breakfast Homestay Establishment, Short Term Rental Type I, or Short Term Rental Type II may not be occupied by more than 4 individuals unrelated by blood, marriage, or adoption at any given time.

_____ No on-street parking shall be allowed for Bed and Breakfast Facility or Short Term Rental Facility guests. C-4 zoned properties are exempt from this requirement.

_____ The Bed and Breakfast Facility or Short Term Rental Facility must comply with the noise requirements set forth in Article VII of Chapter 16 of the code of ordinances.

_____ Functions such as meetings, receptions, weddings, and other social events provided for compensation or held by guests are not permitted as part of the Bed and Breakfast Facility or Short Term Rental Facility unless it is in a commercial zoning district. Food service establishments and events open to non-guests may be provided as part

of the Bed and Breakfast Facility or Short Term Rental Facility only in zoning districts that allow these uses and must meet all development standards consistent with the site requirements set forth in this chapter.

_____ The license number and occupancy limit shall be included in all marketing materials, advertisements, and online listings for the Bed and Breakfast Facility or Short Term Rental Facility.

_____ If the Bed and Breakfast Facility or Short Term Rental Facility is residentially zoned, all lighting must be directed toward the establishment and not at adjacent properties. All signs must comply with Sec. 13-471(c) of the B&B Facilities and STR Facilities ordinance.

ADDITIONAL REQUIREMENTS

The full list of requirements is detailed in Chapter 13, Article XIII – Bed and Breakfast Facilities and Short Term Rental Facilities. Below is a summarized list of requirements.

- 1) A Bed and Breakfast Facility license or Short Term Rental Facility license shall be valid for a period of one year from the date of issuance and may be renewed by applying in accordance with Sec. 13-467.
- 2) A Life Safety Inspection of the applicant's property must be approved by the Inspection Services department (required for the initial application). This is a separate process and fee.
- 3) Bed and Breakfast Facilities or Short Term Rental Facilities with existing special permits, or that are allowed by right per Chapter 28 of this code, as of August 1, 2017 are required to obtain a license under the provisions of this article, subject to the following:
 - a) A license must be obtained on or before February 28, 2018.
 - b) The initial license fee will be waived for such facilities with existing special permits.
- 4) The designated operator shall be present in McLennan County and available at all times the property is being rented. Contact information shall be furnished to owners of real property within 200 feet of the Bed and Breakfast Facility or Short Term Rental Facility.
- 5) A sign with contact information, license number, occupancy limits, and parking requirements set forth in Sec. 13-471(b) of the ordinance must be posted conspicuously in the common area of each unit.
- 6) Distance and density requirements detailed in Sec. 13-471(a) of the ordinance shall be applied. Bed and Breakfast Facilities and Short Term Rental Facilities with an existing special permit as of August 1, 2017 are exempt from the distance and density requirements of the license ordinance subject to the following:
 - a) The license is granted to the same person or entity that the special permit was granted to; and
 - b) The license is continuously renewed prior to expiration; and
 - c) The license is not revoked after August 1, 2017.
- 7) The license or any renewal may be denied, suspended, or revoked if the above conditions and those listed in the license ordinance are not complied with and maintained for the license period. Any person or entity denied a license or renewal or from whom or from which a license was suspended or revoked may appeal such denial to the City Council following the procedures outlined in Sec. 13-473 of the ordinance.

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

Applicant's Signature	Date	Name (PRINTED)
Address	Telephone	Email address

Designated Operator's Signature	Date	Name (PRINTED)
Address (Place of Residence)	Telephone	Email address

Present Owner(s) Signature	Date	Name (PRINTED)
Address & Zip	Telephone	Email address

List names of all partners, directors, members, and officers, as applicable, of the applicant and the owner: _____

Mail this application to: City of Waco, Planning Services, P.O. Box 2570, Waco, TX 76702-2570 Or deliver to Planning Services located at 401 Franklin Avenue. If you need information, please call (254) 750-5650.

License Application Checklist

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