



## VACATION RENTAL REQUIRED DOCUMENTS

Fill out and submit a Vacation Rental Permit Application, and the required documents in the checklist below:

- |  |   |
|--|---|
| <input type="checkbox"/> Application                           | <input type="checkbox"/> Landowner/Agent Consent Form (if applicable)                     |
| <input type="checkbox"/> Application Fees <b>\$450.00</b>      | <input type="checkbox"/> Parking layout exhibit   |
| <input type="checkbox"/> Safety inspection fee <b>\$165.00</b> | <input type="checkbox"/> Proposed use plan  |
| <input type="checkbox"/> JARPA \$225.00 (if applicable)        | <input type="checkbox"/> Site plan with setbacks  |
| <input type="checkbox"/> CCR/HOA authorization (if applicable) | <input type="checkbox"/> Title report or subdivision report                               |
| <input type="checkbox"/> Easement details (if applicable)      | <input type="checkbox"/> VR property management plan                                      |
| <input type="checkbox"/> Emergency shutoff locations           | <input type="checkbox"/> Water/well report or willingness to serve letter (if applicable) |
| <input type="checkbox"/> Fire evacuation plans                 |   |
| <input type="checkbox"/> Floor plan (including dimensions)     |   |

### Fees:

Shoreline Projects - \$840.00

Non-Shoreline Projects - \$615.00

Newport Miner - variable, this fee is required for the project's Legal Notice publication.

It is billed to the applicant once the invoice is received by Community Development.

Parcel zoning designation:\_\_\_\_\_

# of structures on your parcel:\_\_\_\_\_

# of structures designated for sleeping: \_\_\_\_\_

# of pads:\_\_\_\_\_

# of hook-ups:\_\_\_\_\_

# of RV sites:\_\_\_\_\_

*PEND OREILLE COUNTY*  
*COMMUNITY DEVELOPMENT DEPARTMENT*  
418 S. Scott Avenue  
P.O. Box 5066  
Newport, WA 99156  
(509) 447-4821  
pendoreilleco.org



\*Additional Documents and fees may be required. All applications are subject to publication fees for the projects legal notice published by Newport Miner. These fees must be paid before your permit is issued.

I understand the Community Development Department does not regulate easements and CCR/HOA authorizations, and that it is my responsibility to determine if a Vacation Rental is allowed.

I understand all of these documents and a pre-application meeting are required to begin processing the application.

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Name (print)

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Signature

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Date