



Permit No: _____

CHELAN COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
316 WASHINGTON STREET, SUITE 301, WENATCHEE, WA 98801
TELEPHONE: (509) 667-6225 FAX: (509) 667-6475

ANNUAL VACATION RENTAL PERMIT APPLICATION

Parcel Number (APN): _____ **Lot Size:** _____ (Acres)
Parcel Address: _____ **City/Zip:** _____
Abbreviated Legal Description: _____
Property Owner(s): _____
Mailing Address: _____
City/State/Zip: _____ **Phone:** _____
E-mail: _____

Applicant: _____ **Company Name:** _____
Mailing Address: _____
City/State/Zip: _____ **Phone:** _____
E-mail: _____

Application for: New Annual Vacation Rental Permit Renewal of Annual Vacation Rental Permit
Number of Bedrooms available for rent: _____ **Septic Permit #:** _____
Sewer District: _____ **Water Source:** _____
NOTE: All permits expire December 31st of the year issued.

Please Complete the Following:

- Year-round solid waste receptacles and pick-up provided by: _____
- Number of off-street parking spaces located outside the front yard set-back: _____
 *In addition to the required number of off-street parking space for a residence, one additional parking space is required for every two rented bedrooms.
- Local Contact Information:
Name: _____
Phone Numbers: Home: _____ **Cell:** _____
Address: _____
Email: _____
 (Vacation Rentals shall provide a local contact person, within a one hour drive, 24 hours a day, 7 days a week. Contact information shall be provided to the adjacent properties, the Manson Community Council, District No. 5 Fire Chief, and the Chelan County Sheriff.)
- Unified Business Identifier (UBI) #: _____
 o Business Licensing Applications for UBI #'s can be obtained at <http://bls.dor.wa.gov/index.aspx>

I (We) certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) certify that I (We) am the owner of the property or have been given authorization from the property owner to obtain this permit. I (We) further agree to comply with the International Building, Residential, Fire, Mechanical, Plumbing, and all applicable Chelan County Codes. I (We) hereby acknowledge and understand the above stated requirements and agree to comply with Section 11.23.040 of the Chelan County Code.

Owner/Applicant Signature: _____ **Date:** _____

FOR OFFICIAL USE ONLY

Received By & Date:	Zoning Approval & Date:	Comments:	Final Fees Paid:
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OVERVIEW SHEET FOR VACATION RENTALS LOCATED WITHIN MANSON URBAN GROWTH AREA (UGA)

OVERVIEW:

The purpose of this overview sheet is to help provide information regarding Chelan County Code requirements for vacation rentals located within the Manson Urban Growth Area (UGA). On December 28, 2009, Resolution 2009-162 was passed by the Board of Chelan County Commissioners, which now require vacation rentals located within the Manson Urban Growth Area (UGA) to submit an annual vacation rental permit in accordance with standards found under Section 11.23.040(3) Vacation Rentals, Chelan County Code.

General Description of Code Requirements found in Section 11.23.040(3) Vacation Rentals:

1. Vacation Rentals are defined as, "vacation rentals, any unit being rented for less than thirty (30) consecutive days."
2. Annual Vacation Rental permits are required for those vacation rentals defined in Section 11.23.040(3) Vacation Rentals, Chelan County Code.
3. Noise emanating from any use shall be muffled so as to not become objectionable due to intermittent beat, frequency or shrillness. The sound measured at the lot line shall not exceed fifty (50) decibels between the hours of Ten (10) P.M. and Seven (7) A.M. **Note:** Decibel readers are not required, but owners/agents may want to consider installing an onsite decibel reader for monitoring purposes.
4. Vacation rentals shall maintain the character of the surrounding neighborhood by providing the following:
 - a. Year-round solid waste receptacles/pickup service. Trash cans on the right-of-way should be removed within twenty-four hours of pickup.
 - b. Off-street parking space outside the required setbacks for each two (2) rented bedrooms.
 - c. Ensuring noise from vacation rental is muffled and will not exceed fifty decibels between the hours of 10:00 P.M. through 7:00 A.M.
 - d. Provide local contact information to adjacent properties, Manson Community Council, District No 5 Fire Chief, and the Chelan County Sheriff.
5. Fees for the Annual Vacation Rental Permit: \$100.00.
6. Violations shall be process through the Title 16, Chelan County Code. After filling out the Annual Vacation Rental Permit application and signing, please enclose the permit fee and mail in, or submit to the Office of Chelan County Department of Community Development, 316 Washington Street, Suite 301, Wenatchee, WA, 98801, between the hours of 8:00 A.M. and 5:00