



# Toquerville City

## Nightly Rental Policy

### **Purpose and Background:**

Toquerville City has adopted an ordinance “to provide better regulation of Nightly Rentals within the City’s residential zones.” This policy will outline the application requirements, what constitutes a complete application, and the review process for a nightly rental application.

### **Application:**

As stated in 10-17-3 of the Toquerville City Code, “An applicant must apply for and obtain a “Nightly Rental License”, which is a special license and not a conditional use permit...” Anyone desiring to apply for a nightly rental permit shall fill out an application found on Toquerville City’s website. A complete application shall consist of the following:

1. The name, address, and phone number of the owner and/or other person designated by the owner as the property manager/emergency contact who shall be responsible for ensuring compliance with the rules and regulations of Title 10, Chapter 13, Section 3 of the Toquerville City Code.
2. A detailed drawing to standard engineering scale.
3. A site plan including the following:
  - a. Additional parking stalls.
  - b. Existing and proposed buildings.
  - c. Existing streets.
  - d. A floor plan of the dwelling.

The site plan must identify a minimum of four (4) required off-street parking spaces to be used in connection with the Nightly Rental License.

All site plan drawings must be stamped by a licensed engineer, land surveyor, architect, or landscape architect. No hand drawings will be accepted.

4. The property tax ID number for the parcel upon which the nightly rental will occur.
5. The applicant must submit self-addressed (return address shall be Toquerville City’s address), stamped envelopes for the required notification along with a printed list of the lot owners in the designated 300-foot area. The envelopes must be provided at the time of the required city review meeting.
6. A fire inspection will be required within 45 days of a complete application and

on an annual basis for renewal.

7. All structures on the property that are used for nightly rental purposes must have a Certificate of Occupancy.

**Review:**

Once a nightly rental application has been submitted, staff will review the application and determine if there is a Nightly Rental License available. If there is not an available license, the applicant will be notified and added to the Nightly Rental Waiting List. If there is an available license, the applicant will be notified and invited to attend a city review meeting.

Upon attending the city review meeting the applicant will bring the addressed and stamped envelopes as well as the mailing list map showing the properties within 300 feet of the applicant’s proposed nightly rental property. Staff will review the nightly rental application with the applicant to make sure it meets the requirements of 10-17-3 of the Toquerville City Code.

Staff will forward the application to the Planning Commission. The Planning Commission will hear the application at the next regularly scheduled meeting, where adequate notice is appropriate, and conduct a public hearing on the same. The planning commission will forward their recommendation to the City Council for final determination.

**Waiting List:**

Should there not be any Nightly Rental Licenses available, the applicant will be placed on the Nightly Rental Waiting List. The waiting list allows for a maximum of 10 applicants. Should the waiting list be full, an applicant may provide their name and contact information. As per 10-17-3(G)(3), “When a license becomes available, the first applicant on the waiting list shall be notified of the license availability. From the date of notification, the applicant shall have fifteen (15) days to resubmit a complete application and pay the required application fee. The applicant must complete the licensing process within sixty (60) days thereafter. If the applicant fails to resubmit a complete application within fifteen (15) days or fails to complete the licensing process within sixty (60) days, the application will be deemed expired. The next applicant will then be notified of the license availability and shall then follow the same procedure.”

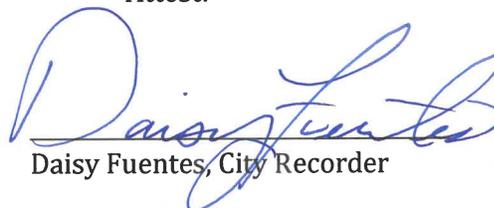
APPROVED this 6<sup>th</sup> day of December 2023.

TOQUERVILLE CITY  
a Utah Municipal Corporation



Justin Sip, Mayor

Attest:



Daisy Fuentes, City Recorder