



**Woodstock, Vermont** *The Shire Town of Windsor County*

TOWN-VILLAGE MANAGER GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/ 457-3456

**Short Term Rental Application**

**Owner Information**

Owners Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owners Email: \_\_\_\_\_

**Short Term Rental Information:**

Physical Address of Rental: \_\_\_\_\_

Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Number of people \_\_\_\_ (Max 6)

Name of Local property manager : \_\_\_\_\_

Address of Local Property manager: \_\_\_\_\_

Cell Phone and house phone Numbers for manager: \_\_\_\_\_

Email of Manager : \_\_\_\_\_

Additional permits may be required. Contact Woodstock Zoning office 802-457-7515

Short term rental application fee - \$75.00. Checks shall be made payable to the Village of Woodstock.

Date \_\_\_\_\_ Check/Cash \_\_\_\_\_

I acknowledge I have reviewed and agree to abide by, The Village of Woodstock Short Term Rental ordinance.

1. I agree that this short-term rental property, shall be rented for not more than six (6) time per year and for not more than 30 days per rental.
  - a. This excludes *owner-occupied* buildings during the "foliage" season which runs from September 15<sup>th</sup> to October 21<sup>st</sup> which will still require a permit.
  - b. Owners of the building that do not live in the building and are onsite during foliage season do not qualify for the "foliage "season rental and are limited to the 6 rental times per year.
2. I understand the property owner shall designate a local representative who permanently resides within 30 Minutes of the rental property.
3. I understand a short term rental permit is issued to a specific owner of the building/unit and that when the permit holder sells or transfers the real property the permit will be revoked, requiring the new owner to apply for and receive a short term rental permit before using the dwelling as a short term rental.
4. I understand in the event that the Police/Fire Department are not able to contact the local representative in a timely manner more than twice during the term of the annual permit, this shall be considered a violation.
5. I understand I am responsible to post the Short -Term Rental Permit within the dwelling, adjacent to the front door. At a minimum, the permit will contain the following information:
  - a. The name of the local representative and a telephone number where the representative can be reached.
  - b. The name and number where the property owner can be reached.
6. I understand unless otherwise provided, any person who shall commence or continue to operate a short term rental for which a permit is required by any provision of this title without first procuring the same shall be deemed guilty of an infraction and, upon conviction thereof, may be fined up to eight hundred dollars (\$800.00).
7. An infraction is a civil public offense, not constituting a crime, for which no period of incarceration is imposed. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

*I hereby certify that I have read and examined this application and know the same to be true and correct. I will comply with all provisions of applicable laws and ordinances. I understand that the granting of a permit does not give authority to violate provisions of any state or local laws regulating construction or the performance of construction.*

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Name

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Date

The following information shall be provided by owner(s) of Short Term Rental property on or in conjunction with the Short Term Rental Registry form (note: proof of ownership may be required if the person submitting the Short Term Rental Registry form is not the record title holder, as indicated by documentation maintained in the Woodstock Land Records):

1. Physical address(es) of all property advertised, offered for use, or used as a Short Term Rental.
2. Contact information for property owner, including: name, mailing and/or physical address, telephone number, email address.
3. Contact information for any person present at and residing on the property and authorized to act on the owner's behalf, including: name, mailing and/or physical address, telephone number, email address. contact information for any property manager, including: name mailing address, telephone number, email address.
4. If applicable, a copy of the written property management agreement or contract stating the duration/term of any contract.
5. If not a whole building rental, the number of Short Term Rental dwelling units located within the building and the 911 addresses assigned to the units (if separate from the building).
6. A sketch plan depicting the Short Term Rental property and all proposed on-site parking spaces, including guest parking.
7. A floor plan of the Short Term Rental depicting the location of all proposed sleeping areas and fire exits, including egress windows.
8. Proof of home owners insurance with a short term rental endorsement.
9. Proof of Vermont tax account for room & meals and/or sale tax purposes.
10. Proof of Certificate of Occupancy, for both new and existing buildings, by Division of Fire Safety or its designee.
11. Copy of any Short Term Rental rules applicable to the rental property.