

Short Term Rentals Commercial Worksheet

DEFINITION OF SHORT TERM: Each calendar stay can be: One weekend, one week, two weeks, three weeks. (Any period of LESS than 30 days).

To be complete, your application must include the following items:

- ✓ Application Form & Fee
- ✓ Short Term Rental Commercial Conditional Use Support Statement
- ✓ Building Floor Plan
- ✓ Photograph of the outside of the rental property including parking area
- ✓ Site Plan drawing showing parking plan

PLEASE NOTE:

1. Renting out a residence on a short or long term basis changes your home to a public building.

All public buildings require a change of use application from the Vermont Division of Fire Safety.

To download the application visit: www.firesafety.vermont.gov

2. Contact State Fire Marshal, Jay Moody for inspection:

Jay.Moody@vermont.gov

(802) 777-1748 (cell)

(802) 885-8965 (office)

3. Check with your homeowner's insurance company.

Current by-laws:

Village - Section 522; Village Zoning Regulations

Town – Section 526; Town Zoning Regulations

Woodstock Planning & Zoning Application

All applicants must be the owner, the owner's attorney, or authorized agent of property described herein. A person holding a binding agreement to purchase property may sign application by providing written proof of such agreement. If an agent or attorney will represent or speak on owner's behalf, owner must complete the agent portion of this application.

Applicant: _____ Phone: _____ Email: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Co-Applicant: _____ Phone: _____ Email: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Signature(s): _____

***What is the best way to contact you? Phone or Email** _____

***What address would you like your Notice of Hearing/Permit mailed to?** _____

Agent Authorization

(a representative speaking on behalf of the owner/applicant)

I, _____ owner of property located at _____ Woodstock, Vermont, hereby designate as my agent.

Name of Agent: _____ Phone: _____ Email: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Agent may be accepted as though made by me personally, and I understand that I may be bound by an official decision made based upon such representation

Signature: _____

Parcel ID Number(s): _____ Address: _____ Zoning District: _____ Overlay District: _____

Proposal of project: _____

----- Planning & Zoning Office Only -----

Village Design Review Hearing Date: _____ Village Development Review Hearing Date: _____

Town Development Review Hearing Date: _____ South Woodstock Review Hearing Date: _____

Planning Commission Hearing Date: _____ Conservation Commission Hearing Date: _____ Administrative: _____

Date Recvd: _____ Date Complete: _____ By: _____ Application #: _____

Review Fee: _____ Itemized Fee: _____ Recording Fee: _____ Total Fee: _____

Paid: cash _____ check _____ MuniPay: _____ Payment Date: _____

FY24 Zoning Permit Fees (Effective July 1, 2023)

GENERAL REVIEW FEES

- Administrative Review: \$125
- Minor Village Design Review: \$200
- Village Development Review Board Hearing: \$350
- Village Design & Development Review Hearing: \$375
- Conservation Commission & Village Development Review Hearing: \$375
- Town Development Review Board: \$375
- Conservation Commission Pre-Application Consultation (non-binding): \$125
- Conservation Commission & Town Development Review Hearing: \$400
- So. Woodstock Design & Town Development Review Hearing: \$375
- Advertising fee (Review Boards): \$15 (base fee) + \$15 per abutter.
- Regulatory Amendment Draft for Planning Commission Review: \$500
- Recording Fee-This fee is a State of VT mandatory fee that must be paid in addition to Administrative or Board Fees for all applications: \$15

RESIDENTIAL CONSTRUCTION FEES

- New One-, two-, three-, and multi-household buildings: See charts*
- Residential Additions and Alterations to Habitable Structures:
 - \$6.50 per \$1,000 estimated project cost (\$100 minimum)
 - Examples:
 - Conversion of garage into a bedroom
 - Addition of a bathroom
 - Interior kitchen/bathroom/structural renovations
- Residential Additions and Alterations to Non-habitable Structures:
 - \$3.50 per \$1,000 estimated project cost (\$50 minimum)
 - Examples:
 - Addition/expansion of deck/porch/gazebo/patio
 - Construction of a barn/garage

COMMERCIAL / INDUSTRIAL FEES

- New Commercial Construction: \$10 per \$1,000 estimated project cost (\$300 minimum)
- Commercial Additions and Alterations: \$8.50 per \$1,000 estimated project cost (\$200 minimum)
- Conversion to Hotel/Inn/Bed & Breakfast: \$450 per Guest Room
- Conversion from Residential to Commercial: \$550

SIGNS

- \$50 for 20 SF or less
+ \$5 per SF > 20 SF

MISCELLANEOUS

- Minor Subdivision (one new lot created): \$325 per new lot created.
- Major Subdivision (more than one new lot created): \$450 per new lot created.
- Lot Line Adjustment: \$285
- Stand-alone, non-commercial excavation, addition, removal, or redistribution of 10 or more cubic yards of soil: \$250 (base) + \$1.25 per cubic yard over 10 cubic yards (ex. Septic, pond, pool, plunge pool, driveway culvert, etc.)
 - *10 cubic yards of excavation, addition, removal, or redistribution that is related to a permitted development is already included in that development's overall fee. \$1.25 per cubic yard over 10 cubic yards.*
- Commercial extraction of sand, gravel, and minerals: \$500 (base fee) + \$ 2.50 per cubic yard of disturbance over 25 cubic yards.
- Demolition: \$200 per structure.
- Certificate of Occupancy: \$100 (Includes inspection – required on all new commercial and residential buildings).
- Fences: \$ 0.40 per linear foot
- Appeals of Administrative decision or Review Board Permit(s): \$450

SHORT TERM RENTALS

- Development Review Board Fee + Conversion from Residential to Commercial Fee = Total

Refund Policy

Permit application fees are non-refundable. In unusual or compelling circumstances, the Zoning Administrator may adjust or waive any fee.

Non-profit (certified 501(c)(3)):

The administrative review cost shall be waived for any certified 501(c)(3), but still requires payment of the recording fee and any associated building or itemized fees.

After-the-fact permit fee:

The fee that would have been charged for the permit, had the applicant applied before-the-fact, shall be doubled for any applicant who has commenced land development without a permit.

SHORT TERM RENTAL
COMMERCIAL - CONDITIONAL USE SUPPORT STATEMENT

Parcel ID Map _____ Block _____ Lot _____

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

E. Mail Address: _____

1. 911 Location: _____

☐ Village:

☐ Town:

2. Owner/manager must be present during foliage rental period.

3. Name, address, phone number of Manager (must be kept up-to-date)

4. Changes in ownership requires a new permit.

5. Existing By-laws

Village: Section 522, page 41 of Village Zoning Regulations

Town: Section 526, page 50 of Town Zoning Regulations



Woodstock, Vermont

The Shire Town of Windsor County

TOWN - VILLAGE MANAGER GOVERNMENT

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

BE IT ORDAINED by the Board of Trustees that the Woodstock Village Ordinances are hereby revised as follows:

VILLAGE OF WOODSTOCK SHORT TERM RENTAL ORDINANCE

- I. **Authority.** This Ordinance is adopted pursuant to the authority set forth in Act 82 – An Act Incorporating the Village of Woodstock – approved November 11, 1836, and as amended from time to time thereafter, 24 V.S.A., Chapters 59 and 61, and 24 V.S.A. § 2291(14) and (15). This Ordinance is designated a civil ordinance under Chapter 59 of Title 24, V.S.A.
- II. **Purpose.** The Woodstock Village Trustees hereby find that unregulated short term (i.e., less than 30 day) transient occupancy of dwelling units in residential neighborhoods presents a threat to the public welfare relating to compatibility with residential uses and preservation of the character of the neighborhoods in which they are located, and to the availability of housing stock in the Village, as evidenced in a 2019 study of short term rentals in Woodstock. Unregulated short term rentals have negative secondary effects on residential areas, with such areas experiencing heightened adverse impacts from parking, garbage, noise and outdoor/nighttime activities. These negative effects, when left unchecked, injure and degrade the community as a whole and constitute a public nuisance. The majority of short term rentals are located in the Village. The purposes of this Ordinance are: (a) to balance the desire of property owners to rent their residential properties to short term rental guests for compensation against the desire of residents to preserve the traditional peace and quiet of their residential neighborhoods; (b) to preserve and protect residential neighborhood character and livability from the nuisance impacts that are often associated with short term rentals; (c) to limit or prevent long term rentals from being replaced with short term rentals; (d) to ensure the safety of occupants of short term rentals and the well-being of the community; and (e) to promote the public health, safety and welfare of the Village, its residents and visitors.
- III. **Definitions.**
 - A. Words, terms and phrases specifically defined in the Village of Woodstock Zoning Regulations shall have the same meaning in this Ordinance unless another meaning is specifically indicated.

- B. "Short Term Rental" or "STR" shall mean any rental of residential property, including single-family, two-family, multi-family dwellings, attached and detached apartments, whether accessory or not, and/or any dwelling unit or room located therein containing living quarters, but specifically excluding motels, hotels/inns, bed and breakfast, tourist homes, clubs, group homes, sober-living houses, schools, hospitals or similar facilities, for a term or period of time that is less than thirty (30) days.
- C. "Owner Occupied" shall mean that the owner of the Short Term Rental, or another person authorized by the owner to act on his, her or its behalf, will be present at and residing on the property where the Short Term Rental is located during the rental period.
- D. "Compliance Officer" shall mean a person or persons designated by the Village Board of Trustees to administer and enforce this Ordinance and to serve as a representative of the Village in any associated legal proceedings.
- E. "Foliage Period" shall mean the period of time running from September 15 up to and including October 21 of each year. As provided below, during the Foliage Period there is no limitation on the number of times that an Owner Occupied Short Term Rental property may be rented.

IV. **Compliance with Law.** The owner of any Short Term Rental property shall comply with all other requirements of federal, State and local law pertaining to rental housing, including, without limitation, relevant provisions of the Vermont Rental Housing Health Code and the Village of Woodstock Zoning Regulations, as amended from time to time. A building in which people rent accommodations, whether as a Short Term Rental or for a term of 30 days or more, constitutes a "public building" under 30 V.S.A. §2730(a)(1)(D) and may be subject to the authority of the State of Vermont Division of Fire Safety or its designee.

V. **Short Term Rental Registry & Annual Report.**

To provide Village officials, including designated Compliance Officers, with up-to-date emergency contact, identification, occupancy, and pre- and post-incident planning and compliance information for Short Term Rental properties in the Village, the Village will utilize a "Short Term Rental Registry and Annual Reporting Program." The Short Term Rental Registry and Annual Reporting Program shall include all Short Term Rental properties, whether or not Owner Occupied.

WOODSTOCK VILLAGE REGULATIONS
SECTION 522 SHORT-TERM RENTALS

Short-term rentals in all districts require a permit. The following provisions shall apply to ensure that the commercial use of residential property does not adversely affect the neighborhood in which short-term rentals are located.

- A. Conditional Use Approval is required for rental periods of fewer than thirty days.
- B. Short-term rentals are allowed no more than six times a calendar year, excluding foliage season.
- C. All associated parking shall be on site.
- D. Garbage service shall be provided and garbage containers shall be maintained out-of sight.
- E. Notice to renters of regulations pertaining to parking, garbage, noise, parties etc. shall be visibly displayed in the dwelling.
- F. Name, address and telephone number of a manager shall be filed with the application and kept up to date.
- G. Prohibitions:
 - 1. Parties and/or catered events etc.
 - 2. Signs and other outside indications that dwelling is used as a short-term rental.
 - 3. Outdoor activities between 9 PM and 7 AM.
- H. A change in ownership shall require a new permit.
- I. Exception: No permit is required during foliage season (September 15 - October 21) if the owner or primary tenant is in residence throughout the rental period and provisions C., D., E. & G. above are met.

ACT 10 (SPECIAL SESSION) 2018 LEGISLATION RELATING TO SHORT-TERM RENTALS

POSTING INFORMATION

Starting July 1, 2018, all short-term rental operators are required to post the corresponding meals and rooms tax account number on any advertisement for the short-term rental. Act 10 of 2018 (Spec. Sess.), Sec. 2; 32 V.S.A. § 9282(a).

Operators who advertise through an online platform that has an agreement with the Department to collect and remit tax, like Airbnb, can post the tax account number used by that platform. Those operators are not required to open a meals and rooms tax account for locations where a platform is collecting tax on their behalf. For any rentals handled off of the platform, however, operators must maintain a meals and rooms tax account and post that account number on any advertisement for the short-term rental.

Short-term rental operators are also required to post within the unit a telephone number for the person responsible for the unit and the contact information for the Department of Health and the Department of Public Safety's Division of Fire Safety. Id., Sec. 1; 18 V.S.A. § 4467.

EDUCATIONAL MATERIALS

Act 10 directs the Department of Taxes to disseminate an information packet prepared by the Department of Health, in collaboration with the Department of Public Safety's Division of Fire Safety, pertaining to the health, safety, and financial obligations of short-term rental operators, including information regarding the importance of reviewing options for property and liability insurance with the operator's insurance company. Act 10 of 2018 (Spec. Sess.), Secs. 1, 2; 18 V.S.A. § 4468(a); 32 V.S.A. § 9282(b). The information packet will include a self-certification form relating to health and safety precautions that short-term rental operators must take into consideration prior to renting a unit. Act 10 of 2018 (Spec. Sess.), Sec. 1; 18 V.S.A. § 4468(b). The operator will be required to retain the form, and need not file it with the Department of Health or the Department of Taxes. Id.

Before July 1, 2019, the Department of Taxes will provide the information packet to short-term rental operators who already had an existing meals and rooms tax account number with the Department prior to July 1, 2018. Act 10 of 2018 (Spec. Sess.), Sec. 2; 32 V.S.A. § 9282(b). For any operators who first register with the Department for a meals and rooms tax account after July 1, 2018, the Department will provide the information packet at the time of registration. Id.

SHORT TERM RENTALS

Annual Section 526 Report

- ☐ Name, address, phone number & e.mail address of OWNER:

- ☐ Name, address, phone number and e.mail address of MANAGER:

- ☐ Dates, duration & number of guests per short term rental.
Definition of duration: weekend, week, 2, 3 or 4 weeks (up to 30 days)

Date:	Duration:	Number of guests:
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- ☐ FOLIAGE (unlimited during 9/15 - 10/21). Was the owner in residence during this period?
- ☐ Compliance with State rooms & meals tax.
- ☐ Copy of house rules. Please attach copy.

As owner of this property, I attest that these facts are true:

Owner name

Date

Short Term Rental Safety, Health and Financial Obligations

Contact Information

Department of Health: 802-863- 7221

Division of Fire Safety: 802 479-7561

Instructions

The short term rental operator shall post within the unit a telephone number for the persons responsible for the unit and the contact information for the Vermont Department of Health and the Vermont Division of Fire Safety. This form shall be completed by the short-term rental operator and retained on site. The form need not be filed with the department.

SHORT TERM RENTAL OPERATOR INFORMATION

Operator(s) Name (Print):		Number of Rooms Rented:
Physical 911 Address of Property:		Type of Heating System:
Mailing Address:		Public or Private Water:
Cell phone number:	E- Mail:	Tax Account Number:

Division of Fire Safety General Checklist (www.firesafety.vermont.gov)

- ☐ Smoke and carbon monoxide alarms are provided in accordance with the attached fire safety info sheet.
- ☐ GFI Outlets are provided in locations identified on the attached fire safety info sheet.
- ☐ Every sleeping room is provided with a secondary means of escape (see attached fire safety info sheet).
- ☐ Heating systems (fuel and wood) have been inspected by a certified fuel service technician (see info sheet).
- ☐ Landings, decks, porches and balconies higher than 30 inches from grade are provided with guards and rails.
- ☐ Stairs must be provided with graspable handrails (see attached fire safety info sheet).

Health Department General Checklist (www.healthvermont.gov)

- ☐ Appliances are operational and in good repair and hot and cold potable water have been supplied.
- ☐ Guest rooms have been serviced and cleaned before each new guest.
- ☐ Refuse containers are available and emptied at least once each week or more frequently, if necessary.
- ☐ Swimming pools, recreational water facilities, and hot tubs are kept sanitary and in good repair.
- ☐ Sewage system and toilets function and are in good repair.
- ☐ Toxic cleaning supplies are properly labeled, safely stored and used according to the manufacturer's directions.
- ☐ Guest rooms are free of any evidence of insects, rodents, and other pests.

Tax Department General Checklist (www.tax.vermont.gov)

- ☐ Meals and rooms taxes are filed and paid by a third party. I do not need a Vermont tax account.
- ☐ Meals and rooms taxes are **NOT** filed and paid by a third party. I have a Vermont tax account.
- ☐ The Vermont Meals and Rooms Tax license is displayed in each rental unit.
- ☐ My income from these activities is included on my income tax return.
- ☐ I file and pay Vermont Sales Tax for any tangible items I sell.

Signature of Short Term Rental Operator

Date



Fire Safety Considerations for Short-Term Rental Operators

For detailed information on providing and maintaining a safe short-term rental, please visit our home page www.firesafety.vermont.gov

Smoke Alarms

- Photoelectric type smoke alarms are required in the immediate vicinity of sleeping rooms, inside each sleeping room, and on all floor levels including the basement. All newly installed smoke alarms must be hard wired into the buildings electrical system.
- Smoke alarms in sleeping rooms of buildings constructed prior to 1994, may be of the 10-year photoelectric lithium powered tamper resistant type.

Carbon Monoxide Alarms

- Outside each sleeping area in the immediate vicinity of the bedrooms. An additional detector shall be installed in each sleeping room that contains a fuel- burning appliance.
- Carbon Monoxide alarms installed or replaced in a dwelling after July 1, 2005 must be directly wired to the building electrical service and have a battery backup.
- Existing One and Two family dwellings constructed prior to July 1, 2005 may use plug in style alarm with battery backup or battery power or you may hardwire.

Guard and Handrails

- Landings, decks, porches or platforms more than 30 inches of grade must be provided with guards and intermediate rails spaced no more than 4 inches apart.
- Graspable handrails must be provided on all stairs.

Electrical Safety:

Ground Fault Current Interrupters (GFCI) are required in the following areas;

- Bathrooms, garages and accessory buildings having a floor located at or below grade level, not intended as a habitable room and limited to storage. Work areas, outdoors, crawl spaces, unfinished portions or areas of the basement not intended as a habitable room. Kitchen, where the receptacles are installed to serve countertop surfaces and sinks and where the receptacles are installed within 6ft from the top inside edge of the bowl of the sink. Boathouses and bathtubs or shower stalls, where receptacles are installed within 6ft of the outside edge of the bathtub or shower stall and laundry areas.

Secondary Means of Escape from Sleeping Rooms

- Every sleeping room must be provided with a primary and secondary means of escape.
- A window meeting rescue and ventilation requirements can satisfy the secondary means of escape.

Heating System Safety

- Oil, gas, wood, wood pellet and kerosene fuel fired heating systems shall be cleaned and maintained in accordance with manufacturer's installation instructions and shall be inspected at least once during any 2-year period by a certified fuel service technician or Chimney sweep in the case of solid fuels.

For additional details and information, visit the Code Information & Hot Topic Fire Safety Sheet section of our web page.

<https://firesafety.vermont.gov/buildingcode/codesheets>

For detailed information on maintaining a clean, sanitary and healthy short-term rental, please see the Health Department's [Licensed Lodging Establishment Rule](#).

Appliances

- Make sure each appliance provided for guest use is operational and in good repair.
- Clean all cooking appliances, including microwaves and stoves, before each new guest.

Hot and Cold Potable Water

- Supply hot and cold potable water under pressure in sufficient capacity to meet the needs of the rental.
- Make sure the water source is constructed and operated pursuant to the Vermont Department of Environmental Conservation (DEC) requirements.
- Make sure private water supply systems meet the [State's drinking water quality standards](#).

Sewage System and Toilets

- Dispose all sewage through a public sewage treatment plant or an individual sewage disposal system that is constructed, maintained, and operated according to DEC requirements.
- Make sure each toilet is sanitary, in good repair, and operational at all times.

Guest Rooms

- Sweep or vacuum, and wet-clean all floors.
- Clean and sanitize all toilets, sinks, bathtubs, and shower areas appropriate manner and keep them free of hair, mold, and mildew.

Toxic Cleaning Supplies

- Store all poisonous or toxic materials used, including detergents, sanitizers, insecticides and rodenticides, separately from items used by guests to prevent contamination.
- Label containers of poisonous or toxic material with a legible manufacturer's label or the common name of the material.

Insects, Rodents and Other Pests

- Make sure guest rooms are free of any evidence of insects, rodents, and other pests since they may not be rented until any infestation is eliminated.
- Make sure all infestations are treated by a commercially-certified structural pest control operator.
- Use all pest control measures, both mechanical and chemical, in accordance with the manufacturer's recommendations.

Refuse Containers

- Keep the refuse storage area free of debris and clean it to prevent pests and minimize odors.
- Make sure containers have adequate capacity to store all refuse that accumulates between pickups and are emptied at least once a week or more frequently, if necessary, and between guests.

Swimming Pools, Recreational Water Facilities, and Hot Tubs

- [Maintain each swimming pool, recreational water facility, and hot tub](#) to provide for continuous disinfection of the water with a chemical process that leaves a measurable residual in the water.
- Maintain the water at a pH between 7.0 and 8.0, and keep it free of scum, algae, dirt and foreign material.

Linens, Dishware and Utensils

- Clean all linens, including towels, washcloths, bathmats, and bed linens, if provided.
- Make sure all dishware and utensils designed for repeat use are made of safe, durable, and nonabsorbent material, kept in good repair, stored so that they are protected from contamination, and cleaned between guests.

Renting Your Room with a View?

The Vermont Meals and Rooms Tax: What You Should Know about Short-Term Rentals

Many Vermonters and others who own property in the state are renting rooms in their homes or other types of lodging to guests. In many cases, Vermont law requires property owners to collect Vermont Meals and Rooms Tax on their rentals and pay the tax to the Vermont Department of Taxes. If you are renting some form of lodging to guests, you should learn about the taxes you must file and pay.

To learn more about the Vermont Rooms and Meals Tax, please visit our website. We encourage you to read the fact sheet “Vermont Meals and Rooms Tax” and check out the Business Center. All are available online at tax.vermont.gov.

Should you collect the Meals and Rooms Tax?

You may view your venture as small scale compared to a larger bed and breakfast, inn, or hotel. However, Vermont law requires you to collect, file, and pay tax, just like any other business operating in Vermont.

Vermont Meals and Rooms Tax applies to a rental when a private person, entity, institution, or organization:

- offers a room or other type of lodging to the public in exchange for rent, meaning payment of money or other forms of payment
- rents out the lodging for a **total of 15 or more days in any one calendar year**

Note: If you rent your room or other type of lodging to the same person for 30 or more consecutive days, the person is then considered to be a permanent resident, and different rules apply.

The following is a (noninclusive) list of types of lodging rented or owned by the host which fall under the law:

- House or room(s) in a house
- Cabin, cottage, condominium, ski lodge
- Barn, bunkhouse, tree house, camper, tent, yurt

New requirements for operators of short-term rentals advertising through internet platforms

Beginning July 1, 2018, operators of short-term rentals located in Vermont who advertise on an internet platform are required to post their Vermont Meals and Rooms Tax account numbers on any advertisements. If, however, the operator uses an internet platform such as Airbnb.com, which has an agreement with the Department of Taxes to collect and remit tax on behalf of its operators, then the operator may post the meals and rooms tax account number used by the platform. When using the platform's tax account number, there is no need to obtain a Vermont meals and rooms tax account.

For any rentals offered off of the platform, the operator must have a Vermont Meals and Rooms Tax account and post the number on any advertisements for the short-term rental.

Operators must post within the unit a phone number for the person responsible for the unit. In addition, the operator must post contact information for the Vermont Department of Taxes, the Department of Health, and the Department of Public Safety's Division of Fire Safety.

For more information, visit tax.vermont.gov.

You are personally responsible for collecting and paying the tax to the Department of Taxes. If your rental falls within the provisions of the law, then you must charge your guests the 9% Vermont Meals and Rooms Tax. In addition, if you are providing meals to your guests and billing them separately, those meals are also subject to tax.

Selling merchandise? Vermont Sales Tax Applies

If you sell merchandise to your guests, such as your homemade candles or soap, you must collect and pay the 6% Vermont Sales Tax on these items. If you

Disclaimer: The information provided here is intended to be an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information presented here.

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purchase items for your business and no sales tax is charged, such as purchases made online or in a state that does not have a sales tax, you must file and pay the applicable 6% Vermont Use Tax.

Local option tax also may apply

In addition to the state business taxes, you must collect and pay any local option tax. A Vermont town may choose to charge a local option tax on any one or all of the following: 1) meals and alcohol, 2) rooms, or 3) any items subject to sales tax. If your business is located in a town with a local option tax, you are responsible for collecting and paying any local option tax to the Department along with state business taxes.

Be sure to calculate local option tax as 1% of the total amount billed and add the result to the 9% meals tax. For more information, including a current listing of towns with local option taxes, visit the Department's website.

What if you owe taxes?

You are personally responsible for collecting and paying tax. If you are subject to tax and have not been collecting and paying it, you may be responsible for up to seven years of tax, interest, and penalty. Coming forward voluntarily through the Department's Voluntary Disclosure Program may reduce your exposure to three years of tax and interest. Call the Department's Audit Division at (802) 828-2514 for more information.

Vermont Business Tax Account and license

Businesses must register for a Vermont Business Tax Account and license prior to collecting the tax. Registration is free. All businesses must display their licenses for customers at each location as authorization to collect tax on behalf of the State of Vermont. Register online for a business tax account at myVTax.vermont.gov.

Maintain good records

We highly recommend that you maintain good records for your business, including dates of rental, names of tenants, the dollar amount charged for the rental, and tax charged and collected.

Know tax law and regulations

Business owners are expected to be familiar with state tax laws and regulations applicable to their businesses. For more information, please see the following:

32 V.S.A. Chapters 225 and 233

<http://legislature.vermont.gov/statutes/title/32>

Regulations for Meals and Rooms Tax & Sales and Use Tax

tax.vermont.gov/regulations

Technical Bulletins on Meals and Rooms Tax

tax.vermont.gov/bulletins

Fact Sheets

tax.vermont.gov/fact-sheets

Other resources

Vermont Secretary of State's Office

sos.vermont.gov

Vermont Small Business Development Center

www.vtsbdc.org

To learn more about Vermont business taxes, visit tax.vermont.gov. If you have questions, contact the Department's Business Tax Section at tax.business@vermont.gov or (802) 828-2551.



Town & Village of Woodstock
Short Term Rental Application/Annual Registration

Please choose one:

- ☐ New
- ☐ Renewal

Location/Use of permit:

- ☐ Village
- ☐ Town
- ☐ Town – Owner Occupied
- ☐ Town – Residential Five Acre & Forestry

Owner Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Short Term Rental Information:

Physical address of rental: _____

Parcel ID: _____ Number of people: _____ (max 6)

Name of local property manager: _____

Address of local property manager: _____

Cell phone & house phone numbers for manager: _____

Email of manager: _____

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

Short term rental application fees

Village - \$200

Town - \$75

Date: _____ Check/cash: _____

If this is a new registration, please provide the following documents listed on the next page. Renewals do not need to provide this documentation again, but the Short Term Rental Yearly Report must be completed.

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 submitted 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, and 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 homeowners 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 property.

I acknowledge I have reviewed and agree to abide by the Town and/or Village of Woodstock Short Term Rental Ordinance(s).

For Village rentals:

1. I agree this Village vacation rental property, shall be rented for not more than six times per year. This excludes owner-occupied buildings during "foliage" season which runs from September 15th to October 21st which still requires the permit.

For Town rentals:

2. I agree that the short term rental of Town property shall occur no more than 10 times with a two-night minimum, excluding foliage season. When the owner is in residence, five additional rentals are allowed during the permit period a 12 month period.
3. In Residential Five Acre and Forestry zones, short term rentals are allowed no more than 15 times in a calendar year with a two-night minimum stay. When the owner is in residents, short term rentals are unlimited.

All rentals:

4. I understand the property owner shall designate a local representative who permanently resides within 30 minutes of the rental property.
5. 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.

6. I understand in the event that the Police/Fire Department is 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.
7. 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.
8. 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, shall be fined \$100. 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 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 provision 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.

Signature: _____

Date: _____

Yearly Report (for renewals only)

The owner of a short term rental property shall annually complete and submit a report form to the Village or Town. Said report shall be approved by the Board of Trustees or Select Board and may be modified or amended from time to time with the approval of the Trustees or Select Board. The following information shall be provided by owner(s) of short term rental property on the annual report form.

Owner/on-site manager contact information: _____

Building address: _____

Property manager contact information: _____

Date, duration, and number of guests for each short term rental period/stay; use another page if needed.

Date	Duration	Number of Guests

Photographic proof that the telephone number of the person(s) responsible for the short term rental and contact information for the Vermont Department of Health Officer and the Vermont Division of Fire Safety or the permit is conspicuously posted in each dwelling unit of the short term rental.

Photographic proof that the Vermont Meals and Rooms tax license is conspicuously posted in each dwelling unit of the short term rental.

Date of last inspection by the Vermont Division of Fire Safety or its designee: _____

Identification of any municipal complaint tickets issued and/or fines paid in the preceding 12 months in connection with any short term rental property: _____

Please mail or email completed application to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091