



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Community Development Department

1095 Duane Street • Astoria OR 97103 • Phone 503-338-5183 • planning@astoria.gov • www.astoria.gov

HOMESTAY LODGING PERMIT APPLICATION PACKET

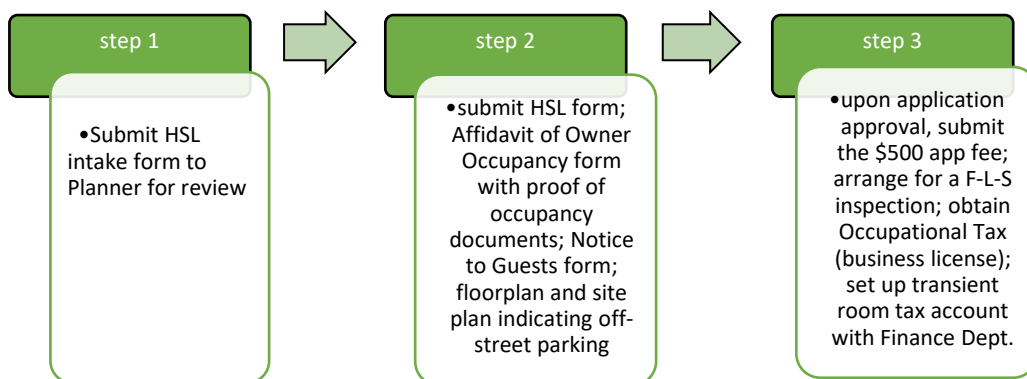
*Rental of a home or dwelling for less than a month is called a short-term rental (STR) or a “vacation rental,” and these types of uses are **prohibited** in all residential districts. Astoria only allows “vacation rentals” in commercial zones, such as where hotels/motels are located. This helps prioritize housing stock in residential areas for long-term residences and limits the number of vacant second homes in town.*

Astoria allows homestay lodging under certain conditions. These short-term rentals require a license to allow one or two bedrooms for rent for less than 30 days, while the homeowner is onsite. This includes rentals known as AirBnB, VRBO, or similar “vacation rental” advertising platforms. Rooms used by guests may not include a separate kitchen.

It is unlawful for any person to operate a homestay lodging or list a homestay lodging on an advertising platform without first obtaining a license from the City.

The City’s purpose in regulating homestay lodgings is to allow for economic use of underutilized bedrooms in dwellings and provide financial assistance to preserve both the housing stock and historic properties. The license process ensures that facilities are appropriately located; meet zoning requirements; adhere to safety regulations; and don’t reduce the number of potential long-term housing units.

This packet contains application materials and information to aid in complying with Homestay Lodging requirements for the City of Astoria. Please use the checklist below as a step-by-step guide to complete the application. Depending on the location of the home, additional permits may be required. To streamline the application process, please complete the steps in the recommended order.



HOMESTAY LODGING LICENSE INTAKE FORM

Property Address: _____

Property Owner / Applicant Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Total Number of bedrooms at the property: _____

Number of Bedrooms to be rented to Guests: 1 2

Number of **off-street** parking spaces provided: _____

Located in the R-1 zone? Yes No

Is there an Accessory Dwelling Unit on the site? Yes No

If yes, do you have an ADU permit? Yes No

Briefly address each of the following standards and how the proposed homestay use complies (additional pages required):

1. *Only one Homestay Lodging facility is allowed per lot, parcel, or the aggregate of contiguous lots held in a single ownership. In the case of a condominium facility, as allowed by Covenant, Conditions and Restrictions (CC&Rs), each condominium unit may have a Homestay Lodging facility in compliance with all other requirements. A Homestay Lodging facility may not be located in an accessory structure on the lot or parcel, or the aggregate of contiguous lots held in a single ownership.*

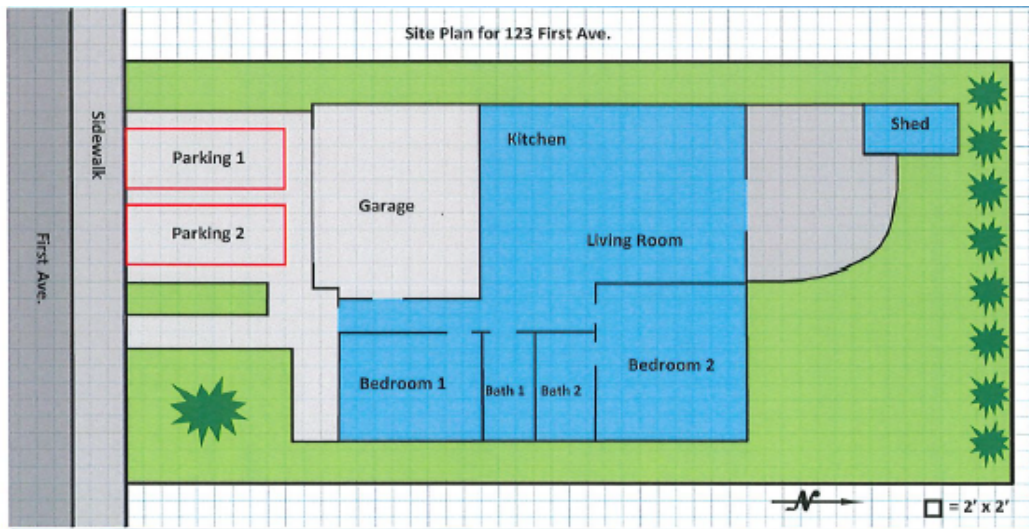
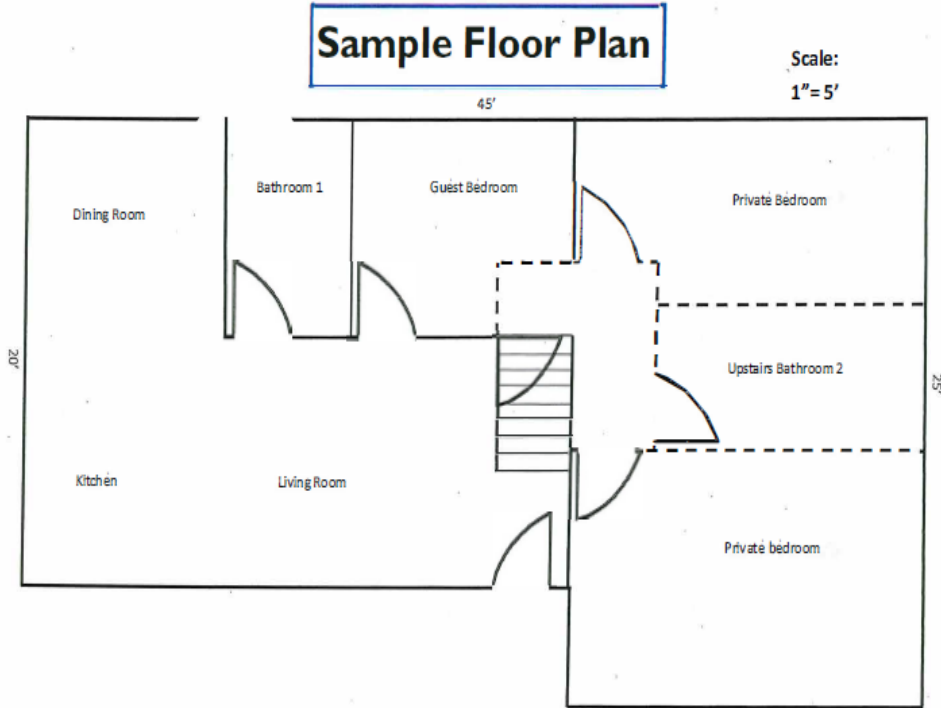
2. *The facility must be the owner's primary residence and occupied by the owner at the same time as the guest occupancy. In the case of multiple dwelling units in one building such as a duplex or triplex, etc., the owner shall live in the same unit as the guest rental space.*

- I've attached a site plan indicating the location of the lodging facility *and* off-street parking spaces
- I've attached a floor plan indicating where the owner will reside

**SUBMIT THIS INTAKE FORM TO THE
PLANNING DEPARTMENT FOR REVIEW**

Date Submitted: _____

Examples



Fee Paid Date: _____ method _____

HSL License \$500

HOMESTAY LODGING LICENSE

A Homestay Lodging License is non-transferable.

Please confirm acknowledgement that any change in property ownership shall require new Homestay Lodging License approval.

Initials: _____

Acknowledgement from the Community Development Department that use of the property as a Homestay Lodging is allowed by the Astoria Development Code is required.

Attach the Conditional Use permit approval and/or obtain signature on this form by the Community Development Department at the time of application.

Conditional Use Permit Approval attached: _____

Signature: _____ Date: _____
City of Astoria, Community Development Department

CODE DEFINITIONS:

HOMESTAY LODGING: A transient lodging facility with no more than two (2) bedrooms available for transient rental, and which is owner occupied. This includes any accommodation meeting these requirements including facilities known as Airbnb, VRBO, or other such transient lodging identification. Such facilities may or may not provide a morning meal. Rooms used by transient guests shall not include a kitchen.

OWNER OCCUPIED: Occupancy of a residence by an individual owner.

OWNER: For purposes of this chapter the term owner only includes individuals, holding fee simple title to property, the beneficiaries of a revocable living trust, or a purchaser under a recorded instrument of sale. This does not include corporations, limited liability companies or similar organizations, an authorized agent of the owner, or those holding easements, leaseholds, or purchasers of less than fee interest.

PRIMARY RESIDENCE: Dwelling maintained as the permanent residence of the owner for not less than six months of the year.

*By signing this application, I, the property owner, certifies that all information is correct, that the **owner** will reside in the dwelling as their **primary residence**, and that use of the property as a **homestay lodging** facility will comply with all requirements of the License, as defined by Code.*

Signature of Property Owner: _____ Date: _____

STAFF USE:

If applicable:

VAR# _____ ADU# _____

CU# _____ Sign Permit# _____

PN Date Sent: _____

Expiration/Renewal Date: _____



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AFFIDAVIT OF OWNER OCCUPANCY

HOME STAY LODGING LICENSE - HSL _____

Property Address: _____

Property Owner / Applicant Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

City Code Section 8.755. Definitions.

***OWNER:** For purposes of this chapter the term owner only includes individuals, holding fee simple title to property, the beneficiaries of a revocable living trust, or a purchaser under a recorded instrument of sale. This does not include corporations, limited liability companies or similar organizations, an authorized agent of the owner, or those holding easements, leaseholds, or purchasers of less than fee interest.*

***OWNER OCCUPIED:** Occupancy of a residence by an individual owner.*

***PRIMARY RESIDENCE:** Dwelling maintained as the permanent residence of the owner for not less than six months of the year.*

City Code Section 8.765. License Requirements.

(1) *Application.*

At least two documents to show proof of owner occupancy such as voter registration, Clatsop County Tax Assessor records, ID/driver's license, and income tax information.

City Code Section 8.775. Standards.

(1) *The facility shall be the owner's primary residence and occupied by the owner at the same time as the guest occupancy. In the case of multiple dwelling units in one building such as a duplex or triplex, etc., the owner shall live in the same unit as the guests.*

Affidavit:

In accordance with City Codes noted above, I certify that I am the property owner and shall reside in the same dwelling unit and at the same time as the guests as my primary residence. I have attached copies of the following documents as proof of my residency:

Signature of Property Owner: _____ Date: _____



NOTICE TO GUESTS

HOME STAY LODGING LICENSE - HSL _____

Property Address: _____

THIS NOTICE MUST BE POSTED WITHIN THE GUEST ENTRY OR WITHIN EACH GUEST BEDROOM.

Municipal Code Section 8.775 Standards.

A. The facility shall be the owner's primary residence and occupied by the owner at the same time as the guest occupancy. In the case of multiple dwelling units in one building such as a duplex or triplex, etc., the owner shall live in the same unit as the guests.

Municipal Code Section 5.025 Unnecessary Noise.

No person may make, assist making, continue or cause to be made any loud, disturbing or unnecessary noise that annoys, disturbs, injures or endangers the comfort, repose, health, safety or peace of others. Loud, disturbing or unnecessary noises in violation of this section include but are not limited to the following: (A complete list of "unnecessary noises" may be found on the City's web site at www.astoria.or.us, Municipal Code, Article 5, Section 5.025.)

Municipal Code 8.775(G) Standards.

- 1. The owner shall notify every guest / renter in writing of the required off-street parking and other parking spaces available to serve the transient rental guest.*
- 2. Parking shall not, under any circumstances, hinder the path of any emergency vehicle.*
- 3. Renters may be cited and fined under existing State and/or City law in the event they park illegally.*

Guests shall park only in parking spaces identified on this map.

Parking in violation of City Code may result in a citation to the guest by the City.

Any code violations may result in fines and/or penalties to the property owner and result in HSL license revocation.

Site plan indicating Guest Parking:

Municipal Code 8.765(C)(2) License Requirements, License Renewal Procedures.

"The City may deny a request for [license] renewal upon finding . . ." of a "Violation of any State law or City ordinance by the applicant or violation of any State law or City ordinance by a transient guest at the Home Stay Lodging facility."

Signature of Property Owner: _____

Date: _____

Print Name: _____

Phone #: _____ Email: _____