



Town of Tropic
20 North Main
Tropic UT 84776
Telephone: 435-679-8713
Fax: 435-679-8505

Vacation Rental - Short Term Rental Application/Permit

Date application submitted: _____ Application Approval Date: _____

Applicants Name: _____ Email: _____

Business Name: _____ Telephone: _____

Physical Address: _____ Owner Occupied: Yes _____ No _____

The Tropic Town Council may allow a Business located within any district in which the particular conditional use is permitted by the Use Regulations of the Zoning Ordinance of Tropic Town. In authorizing any business license, the Town Council shall not authorize a permit unless following conditions are met:

1. The dwelling unit is located in an existing single-family dwelling and requires a building inspection; at the owner's expense; and filed at the Town office.
2. All applications must have signatures of neighbors within three hundred (300) feet from the exterior boundaries of the property involved. Signatures must indicate that neighbors are aware of the home use. (Acknowledgement Documentation - Attached)
3. The use of the dwelling as short term rental shall not change the appearance of the dwelling or property for residential purposes.
4. Privacy fence is required on adjoining property(s), unless both landowners are in agreement not to build a fence.
5. The owner or operator shall ensure that occupants of the short term rental do not:
 - a. Create noises that by reason of time, nature, intensity or duration are out of character with noises customarily heard in the surrounding residential neighborhood.
 - b. Disturb the peace of surrounding residential property residents.
 - c. Trespass on surrounding residential property.
 - d. Allow pets to do anything listed in items a through c.
 - e. Engage in any disorderly or illegal conduct, including consumption of drugs and alcohol.
6. Maximum Occupancy ~ 2 guest per bedroom
7. Notification informing guests of all regulations shown above must be posted in a prominent location in the house.

8. License holders and owners of short term vacation rental property shall display in a Town approved location on the exterior of the short term rental property an approved sign containing the name and 24-hour a day, 365 day per year telephone number of the responsible party who will take and resolve complaints regarding operation of the property and the conduct of its occupants and guests; and must respond within 15 minutes to the property.
9. Contact information shall also be mailed by the person responsible annually to surrounding property owners within three hundred feet (300') of the property line of the residential vacation rental except that mailing is not required for an owner-occupied business.
10. The requirements of this section shall be in effect throughout the time a vacation rental license is in effect on the property, notwithstanding that such property may be occupied by the owner or non-paying guest of the owner. The Town finds that given the practical difficulty of determining whether or not the occupants are paying guests, enforcement of the requirements shall be based on whether the property is licensed as a vacation rental; utility services will be billed as listed or advertised.
11. Violation of any section of this section regulating vacation rental properties shall constitute a separate violation for each day it occurs or continues. Operation of a vacation rental property without a valid Tropic Town business license is considered a violation and each day of operation shall be considered a separate offense. Evidence of operation shall not require verification of the presence of guests, but may be determined by the existence of advertisements of any kind offering the property for short term vacation rental.
12. The owner and operator of a permitted vacation rental property found in violation of this section shall be issued written citations containing a description of the nature of the violation and the amount of fine levied in accordance with the fee schedule for an infraction, but never less than \$250.00.
13. The business license for a short term rental will be revoked for three violations within any 12-month period.
14. Provide a copy of State issued sales tax license.

In addition to the denial, suspension, revocation or refusal to renew a license as outlined in 1 through 14, any licensee who shall operate a transient lodging facility in violation of this permit, and/or any person designated by the licensee as the manager or person in charge of daily operation of said facility who shall permit or allow said facility to operate in violation if this permit, shall be guilty of an infraction and shall be punished for each offense by a fine of _____.

Signatures:

Business Owner/Manager

Mayor

Town Clerk



Town of Tropic
20 North Main
Tropic UT 84776
Telephone: 435-679-8713
Fax: 435-679-8505

**Vacation Rental - Short Term Rental
Renewal Permit**

Applicants Name: _____ Date application submitted: _____

Business Name: _____ Telephone: _____

Physical Address: _____ Email: _____

The Tropic Town Council may allow a Business located within any district in which the particular conditional use is permitted by the Use Regulations of the Zoning Ordinance of Tropic Town. In determining whether or not a renewal shall be authorized, the following conditions have been met:

1. The nightly rental has been properly managed. Each and every one of the following conditions has been observed at all times by the holder of a Nightly Rental business license:
 - a. The responsible party is a property management company, realtor, owners, or other individual(s) who reside within the Bryce Valley area. The responsible party has properly manage the rental; and has been available by telephone, or otherwise, 24 hours per day and has responded to telephone inquiries within fifteen-(15) minutes of receipt of such inquiries.
 - b. Contact information was mailed and received by surrounding property owners within three hundred (300) ft. Advertising and contract has included the business license number, number of sleeping rooms available, the maximum number of people allowed occupying the vacation rental, whether pets are allowed and the conditions associated therewith; and the number of legal off street parking spaces allowed for use.
 - c. Parking for nightly rent use has not resulted in an obstruction to traffic, pedestrian or neighborhood circulation or public safety. Access and layout of the vacation rental, has been such that noise and physical trespassing has not been an intrusion to the adjoining properties.
 - d. Signage: A placard is displayed in the interior of the home listing 24/7 contact information, regulations addressing noise, trespassing, illegal activity and conduct. Commercial signage on the exterior of the home is in harmony with the neighborhood and no electric messaging sign.
 - e. The licensee/owner of the rental has regulated the occupancy of the unit and noise created by the occupants. There has been:
 1. No Violation of the noise ordinance.
 2. No Violation of occupancy loads.
 3. No portion of the property outside the residential vacation rental has been used for tents, trailers, camper, etc. for sleeping purposes.

4. No Failure to use designated off street parking.
5. No illegal conduct or any other abuse which violates any law regarding use or occupancy of the premises.
6. Applicant has provided the Federal & State Tax ID# and has collected and deposited required sales tax.

I do hereby confirm that the above information is correct and true reflection of the applicant and the business. I agree to conduct business in accordance with the provisions of the most recently adopted Vacation Nightly Rental ordinance and any other ordinances or statutes governing operation of said business. I understand that this application may be subject to fines, suspension, revocation or refusal of a Business License Conditional Use Permit and/or License.

Applicant's Signature: _____ Date: _____

Approved this _____ day of _____, 2019

Mayor: _____

Town Clerk: _____

<i>Lodging Accommodations</i>	Fee	Size
Small * 0-5 Rooms	\$50	S
Medium* 6 – 15 Rooms	\$100	M
Large* 16 + Rooms	\$150	L

<i>Branch Establishments</i>	Fee
Each Separate Location	\$25

NOTIFICATION OF A VACATION RENTAL BUSINESS LICENSE
TO CONDUCT A NIGHTLY RENTAL BUSINESS

The following acknowledge _____ is conducting a Nightly Vacation Rental business, based from the residential address _____, Town of Tropic, Garfield County, Utah. I understand that the business must comply with all ordinances pertaining to running a Nightly Vacation Rental and my acknowledgement does not grant the business applicant the right to violate any portion of the ordinance.

Name	Address	Date	Signature

I do hereby confirm that the above information is correct and true reflection of the applicant, and the business. I agree to conduct business in accordance with the provisions of the most recently adopted Vacation Nightly Rental ordinance and any other ordinances or statutes governing operation of said business. I understand that this application may be subject to fines, suspension, revocation or refusal of a Business License Conditional Use Permit and/or License.

Applicant's Signature: _____ Date: _____

Approved this _____ day of _____, 2019

Mayor: _____ Town Clerk: _____

Licensing Fee:

<i>Lodging Accommodations</i>	Fee	Size
Small * 0-5 Rooms	\$50	S
Medium* 6 – 15 Rooms	\$100	M
Large* 16 + Rooms	\$150	L

Dear Business Owner:

Thank you for applying for a business license from the Town of Tropic. The following is a list of taxes that must be charged related to services provided within Tropic Town limits.

Municipal Room Tax	1.00%
Tropic Town Sales Tax	6.95%
Tropic Town Resort Tax	1.00%
Transient Room Tax	4.25% (this applies to ALL nightly rental facilities, i.e. (Motel/Hotel rooms, vacation rentals, bed and breakfasts, cabin rental, etc.)
Restaurant Tax	1.00%

Just as a reminder the official tax rates for the Town of Tropic can be found on the Utah Sales Tax Commission website: <http://tax.utah.gov/sales/rates>. Please contact the Sales Tax Commission directly to set up the appropriate tax accounts related to your business. They can be reached at 1-800-662-4335.

Examples:

If you operate a nightly rental business, please ensure the total tax being charged is 13.20%
(Municipal Room Tax 1.00%, Sales 6.95%, Resort 1.00%, Transient Room Tax 4.25%)

If you operate a restaurant your total tax on food should be 8.95%
(Sales 6.95% +Resort 1.00% Tax, Restaurant Tax 1.00%)

Any other business related sales of goods/services should be charging 7.95%, however please keep in mind there are exemptions to these rates. This is just a summary to help clear up confusion on what rates to charge within town limits.

All questions related to exempt items or reporting can be directed towards Cassie Chynoweth @ the Tropic Town Office (435) 679-8713, Garfield County Offices (435) 676-1160, or the Utah State Sales Tax Commission 1-800-662-4335