

24- Hour Point of Local Contact Information (If different from Owner) :

Company (if applicable):

Mailing Address:

City: State: Zip:

Phone Number: Email:

- The Property Owner and the 24- Hour Point of Local Contact listed in the application shall receive legal notices from the City pertaining to the operation and maintenance of the Short-Term Rental Unit.
- The Applicant shall immediately notify the City in writing of any change in contact information.
- The 24 Hour Point of Local Contact shall respond to the property within 24 hours after receiving notice of an issue on the property.

Property Information

Number of Dwelling Units to be Rented as Short-Term Rentals:

Number of Guest Bedrooms in each Dwelling Unit:

- A Dwelling Unit is a house, apartment, or similar space designed for the use of a single family that has a kitchen or kitchenette.
- Each dwelling unit requires a separate Short-Term Rental License.
- Each dwelling unit can only be occupied by one party of Short-Term Rental users at the same time, meaning that guest rooms in a single dwelling unit cannot be individually rented out.
- In a multi-family property with more than 4 units, Short-Term rental licenses can be obtained for no more than 60% of the units, up to 19 units in total.

Off-Street Parking

Number of off-street parking spots for the Short-Term Rental:

Do the off-street parking spaces currently exist? Yes No

If new parking spots are being created, where will they be located?

Rear yard Side Yard Front Yard

- The standard parking requirement for a Short-Term Rental is 1 ½ to 2 off-street parking spaces per dwelling unit (1 ½ spaces if the building is a multi-family building, 2 spaces if it is a single-family building). However, the City of Hamilton recognizes that many existing homes in Hamilton do not have this many off-street parking spaces, so parking will be evaluated on a case-by-case basis.
- New parking spaces must be on paved surfaces. Parking on grass and new gravel parking spaces are not permitted.

Certifications

- I certify that my that I will operate my short-term rental in accordance with all provisions set forth in Chapter 758 of the Municipal Code and those identified below.
- The unit is not operated as a “boarding house,” “rooming house,” or “hotel” as defined by the Hamilton Zoning Ordinance.
- This rental unit is in conformance with Building Codes and shall be maintained and operated that way moving forward.
- This rental unit is in conformance with Zoning Codes and shall be maintained and operated that way moving forward.
- This rental unit is in conformance with Health Codes and shall be maintained and operated that way moving forward.
- This rental unit is in conformance with Fire Codes and shall be maintained and operated that way moving forward.
- This rental unit will remain current on all existing tax liabilities to the city, including submitting any relevant 1099-MISC forms to the City of Hamilton Tax Department.
- This rental unit will have active utilities and remain current on all utility payments.
- I acknowledge that the rental must at all times maintain compliance with applicable federal, state, and local laws, regulations, ordinances, or other rules or codes governing this rental.
- I acknowledge that it is unlawful for the Property Owner, Applicant and Host (to the extent they are different individuals) to withhold, deny, curtail, limit, or discriminate concerning the full use of the Short Term Rental Unit by any individual because of the individual’s race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, or age.
- Operator does not have any other revoked or suspended short-term rental registrations.
- I certify that this rental unit has proof of liability insurance.
- I certify that this rental unit does not have any property maintenance violations, orders, or citations from any city department.
- I certify that this unit has not been declared a chronic nuisance.
- I certify that this rental unit has not had been engaged in prostitution or human trafficking, felony drug related activity, criminal gang activity, and/or documented history of repeated offenses of violence.

I have read these certifications and will operate my short-term rental in accordance with them.



Planning Department
345 High Street, 3rd floor
Hamilton, Ohio 45011

Payment Due

| | |
|----------------------------------------------|------|
| Accessory Short-Term Rental License | Free |
| Large & Commercial Short-Term Rental License | \$50 |

Please call the Building Department at 513-785-7360 to submit payment over the phone or send a check to The City of Hamilton at:

Attn: Liz Hayden
Planning Department
345 High Street 3rd Floor
Hamilton, Ohio 45011

Property Owner Signature:

Each Short-Term Rental License shall be valid for a period of two (2) years from the date of issuance.

License applications will be turned into the City of Hamilton Planning Department via email at planning@hamilton-oh.gov. For questions, please email the Planning Department at the email above or call 513-785-7350.