

Instructions for 2011 Business License and Short Term Rental Permit Forms

2011 Business License applications and Short Term Rental Permits are due by February 28, 2011.

BUSINESS LICENSE

In all circumstances, the 2011 Business License application and payment must be returned by February 28, 2011. The renewal form is attached.

SHORT TERM RENTAL PERMIT

For 2011, rental agents or property owners that rent are required to return a Short Term Rental Permit by February 28, 2011. If there is not one presently on file.

SHORT FORM

If all of the following statements are true, property owners or their rental agents can complete the 2011 STR Permit Short Form. No other forms will be required. If any of the statements are false, skip down to the requirements listed under FULL PACKET.

- A completed STR Permit was submitted in 2009 or 2010.
- There have been no structural modifications to the rental property, i.e. added rooms and/or parking spaces.
- The property is still rented by the person/rental agent indicated on the 2009 or 2010 STR Permit.
- The contact information remains the same as reported on the 2009 or 2010 STR Permit.

If the above statements are true, the property owner or their agent will only be required to return the 2011 Short Term Rental Permit Short Form (A) This form is attached for your convenience.

FULL PACKET

If any of the above statements are false, you must return the following forms:

- 2011 Short Term Rental Permit (not the Short Form)
- Rental Residence Data Sheet
- Rental Specification Sheet
- Violation Acknowledgement
- Authorization to Apply for STR Permit (if your rental agent will be completing the permit applications)

These forms are available at www.kiawahisland.org or you may request them to be faxed or mailed to you by calling Juan Martin at (843) 768-9166.

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Rental property owners and agents should also be aware of the following requirements as established by Ordinance 2003-6.

- Rental Specification Sheet. Must be posted in the rental unit. Lists property address, name and contact information for owner or rental agent, and maximum number of overnight occupants and vehicles.
- Rules and Regulations. Must be provided to each rental guest and be posted in the rental unit.

These forms are available at www.kiawahisland.org or you may request them to be faxed or mailed to you by calling Rusty Lameo at (843) 768-9166.

If you have any questions about the Business License Renewal or Short Term Rental Permit Requirements, please contact Juan Martin or Rusty Lameo at (843) 768-9166 or jmartin@kiawahisland.org.

Short Term Rental Permit 2011

Kiawah Property Address: _____

Town of Kiawah Island Ordinance 2003-6 provides that property owners, or their agents, must obtain a Short-Term Rental Permit for each calendar year that the residential property is used for short-term rentals. The following criteria must be met before a Permit is issued:

All solid waste collection fees have been paid in full for the current year (2010-2011). _____ (initial)

Attached is a copy of the owner's written authorization for the below signed rental agency to apply for the Short-Term Rental Permit for the property identified above. Note: this authorization is not needed if the owner is applying for the permit. _____ (initial)

Attached is a written acknowledgement that owner understands that a violation of the Town's Short-Term Rental Permit provisions, either by the applicant, property manager, or rental guest, shall be considered a violation by the owner. _____ (initial)

I certify that the information provided is correct.

Authorized Signature

Date

Print Name or Rental Agency Name

Rental Residence Data Sheet

This form must be completed and returned to the Town of Kiawah Island along with the Short-Term Rental Permit and Business License Applications.

Rental Property

Address: _____

Phone: _____

Property Owner

Name: _____

Phone: _____ Fax: _____

Email: _____

Rental Agent

Name: _____

Address: _____

Phone: _____ Hotline/24-Hour Phone: _____

Rental Property Specifications

Number of Bedrooms: _____ Number of Baths: _____ Full _____ Half

Maximum Overnight Guest Occupancy (2 per bedroom plus 2) - Total: _____

Vehicle Parking Capacity

Number of Garage Bays: _____; Vehicle Capacity: _____

Number of Driveway Bump outs: _____; Vehicle Capacity: _____

Rental Specification Sheet

This form must be completed and returned to the Town of Kiawah Island along with the Short-Term Rental Permit and Business License Applications.

In addition, a copy must be posted in a clearly visible location within the rental unit. Failure to post in the unit is a violation of Section 4-801 of the Kiawah Island Municipal Code and is punishable by a fine of not less than \$100 or more than \$500. Each day of violation shall be considered a separate offense.

Rental Property

Address: _____

Phone: _____

Rental Agent/Owner

Name: _____

Address: _____

Phone: _____ Hotline/24-Hour Phone: _____

Rental Property Specifications

Maximum Overnight Guest Occupancy (2 per bedroom plus 2) - Total: _____

Maximum Vehicles Allowed: _____

Location: Trash Container Storage: _____

Beach Gear and Other Storage: _____

Short-Term Rental Permit Violation Acknowledgement

Town of Kiawah Island Ordinance 2003-6 provides:

Section 4-803, Short-Term Rental Permit: To ensure that residential neighborhoods are not disrupted by renters, the Town shall notify the owner of a residential rental unit of all instances in which nuisance behavior of the rental guest, or the conduct of his agent or property manager, results in a conviction for a Code Violation. Points for such convictions shall be assigned to the owner according to the following schedule (Note: only convictions in the Kiawah Island Municipal Court will trigger assignment of points):

	First Offense	Second Offense	Subsequent Offenses	All Offenses
Noise Violation (15-306)	2	4	8	
Exceeding Maximum number of overnight occupants (12A-319)	2	4	8	
Exceeding Maximum number of overnight vehicles (12A-404)	2	4	8	
Screening (8-118)				1
Lighting (15-216)				1
Storage of Bicycles, beach and personal gear (8-119)				1

When an owner has accumulated 16 (or more) points for a particular property within a period of twelve (12) consecutive months, or 24 points within a period of twenty-four (24) consecutive months, the Town shall suspend the Short-term Rental Permit for that property for a period of twelve (12) consecutive months subject to the right of appeal set forth in Section 4-804. Further, the Town shall not issue a new Short-term Rental Permit during the period of suspension. However, twenty-four (24) months after the date of conviction, the Town shall

expunge all points associated therewith, and outstanding points relating to the subject property, if any, shall be recalculated to indicate the reduction.

Section 4-804, Appeals to Town Council

1. A person aggrieved by the Town's decision to revoke, suspend or deny a Short-Term Rental Permit, may appeal the decision to the Town Council. The appeal must be filed in writing within thirty (30) calendar days after the revocation, suspension or denial, and it shall set forth a concise statement of the reasons for the appeal. Timely filing of an appeal shall stay the revocation, suspension or denial pending a decision on the appeal by the Town Council.
2. The Town Council shall consider the appeal in an open hearing at a regular or special meeting within thirty (30) calendar days after receipt of a request unless otherwise agreed to, in writing, by the Town and the aggrieved party. The Town Council shall prescribe the rules of evidence and testimony and the procedures applicable to the conduct of the hearing. All interested parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The proceedings shall be electronically recorded and transcribed at the expense of the party so requesting. The Town Council shall render a decision by a majority vote of members present. The decision shall be in writing based upon findings of fact and the application of relevant standards. The decision shall be served upon all parties or their designated representatives and shall be final unless appealed to a court of competent jurisdiction within ten (10) days after service.
3. No person shall be subject to prosecution for doing business without a license and/or a Permit until the expiration of ten (10) calendar days after notice of denial or revocation which is not appealed, or until after final judgment of a circuit court upholding denial or revocation.

NOTE: Use only this form if all the requirements listed on the instruction sheet, under the Short Form Section, are met.

Short Term Rental Permit 2011

Short Form (A)

Kiawah Property Address: _____

Town of Kiawah Island Ordinance 2003-6 provides that property owners, or their agents, must obtain a Short-Term Rental Permit for each calendar year that the residential property is used for short-term rentals.

Property owners, or their agents, who submitted a Short Term Rental Permit in 2009 or 2010 may fill out the Short Form for 2011 provided that (1) the property has not been modified, e.g., rooms added; (2) the property is still rented by the person/rental agent indicated on the 2009/2010 STR Permit; and (3) the contact information remains the same as reported on the 2009/2010 STR Permit.

The following criteria must be met before a Permit is issued:

All solid waste collection fees have been paid in full for the current year (2010-2011). _____ (initial)

An authorization form for the below signed rental agency to apply for the Short-Term Rental Permit for the property identified above was previously submitted. Note: this authorization is not needed if the owner is applying for the permit. _____ (initial)

Owner acknowledges that a violation of the Town's Short-Term Rental Permit provisions, either by the applicant, property manager, or rental guest, shall be considered a violation by the owner. _____ (initial)

The structure of the property has not been modified in any way, e.g. addition of rooms and/or parking spaces, since the submittal of the last Short Term Rental Permit. _____ (initial)

I certify that the information provided is correct.

Authorized Signature

Date

Print Name or Rental Agency Name