

# SHORT-TERM RENTAL CHECKLIST

1. Completed application
2. Self-Compliance Certification
3. Neighbor Notice Forms/Return Receipts
4. Printed/Posted map of STR property
5. Printed/Posted Evacuation Routes with emergency contact numbers.
6. Flyers:
  - (A) Sublette County Good Neighbor
  - (B) Be Bear Aware
  - (C) Sublette County Safe Outdoor Fire (where variance is granted)
7. Fee: The fee shall be \$200.00 for the first 24-month period, and \$ 100.00 for each subsequent 24-month period.

**\*\*\*\*\* Please note: Each structure used for short-term rental purposes requires a permit. \*\*\*\*\***

## SUBLETTE COUNTY PLANNING AND ZONING DEPARTMENT

21 S. Tyler Ave. \*\* P.O. 506 \*\* Pinedale, Wyoming \*\* 307-367-4375

### **SHORT-TERM RENTAL PERMIT APPLICATION**

#### PROPERTY INFORMATION

PIDN _____	Zoning District _____
Physical address _____	

#### APPLICANT INFORMATION

Name of Owner(s) _____	Email _____
Mailing Address _____	Phone _____
City _____	State _____ Zip _____

#### CONTACT / AGENT INFORMATION (THIS IS THE PERSON TO BE CONTACTED ABOUT MATTERS PERTAINING TO THIS PERMIT APPLICATION)

Name of Contact/Agent _____	Email _____
Mailing Address _____	Phone _____
Name of Alternate _____	Email _____
Mailing Address _____	Phone _____

#### ADDITIONAL INFORMATION

# of bedrooms proposed in the STR _____	Maximum Occupancy _____
# of on-site parking spaces available _____	Type of garbage service _____ # of cont. _____
# and location of fire extinguishers and smoke and carbon monoxide alarms _____	
Is a variance to open campfire requested? Yes ___ No ___ Rental Unit Type _____	
* Attach a completed STR Self inspection Safety Checklist and evidence of adjacent property notification *	

#### PERMIT CERTIFICATION ( Must be signed by all owners or a signed and notarized agent authorization provided)

1. I have examined this application and attachments and known the same to be true and correct, and certify that this application is being made with the full knowledge and consent of all owners of the affected property.

Signature(s) \_\_\_\_\_ Printed name(s) \_\_\_\_\_ Date \_\_\_\_\_

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### **SHORT-TERM RENTAL SELF-COMPLIANCE CERTIFICATION FORM**

NAME OF OWNER \_\_\_\_\_ PIDN \_\_\_\_\_

Physical address \_\_\_\_\_ # of bedrooms \_\_\_\_\_ Occupancy \_\_\_\_\_

***Please Note: All statements listed below must be initialed.  
Failure to initial any question will delay your registration issuance***

**I have examined and understand the Short-Term Rental Resolution requirements.**

#### **Safety and Operational Standards:**

\_\_\_\_\_ Buildings, structures or rooms shall not be used for purposes other than those for which they were designed or intended for all STR properties.

\_\_\_\_\_ All posting requirements have been met. It is the responsibility of the owner to prevent nuisance behavior.

\_\_\_\_\_ The street address, local agent and property owner contact information is posted conspicuously in the interior of all STR properties.

\_\_\_\_\_ Property address is required to be visible from the street at all STR properties. Approved white numbers on red background are available at the P&Z Office.

\_\_\_\_\_ Smoke detectors, in good working order shall be installed in each bedroom and at least one alarm on every habitable level.

\_\_\_\_\_ Carbon monoxide detectors shall be installed outside each bedroom, and within each bedroom containing a fuel-burning appliance. Carbon monoxide detectors shall be installed on every habitable level, and all detectors shall be installed in accordance with the manufacturer's specifications.

\_\_\_\_\_ Fire extinguishers in good working order shall be located at a readily available location near the kitchen, and on every level within the STR. Type 3-A:40-B:C are required.

\_\_\_\_\_ The sewage disposal system conforms to all standards established by the Wyoming DEQ.

\_\_\_\_\_ Open campfires will be prohibited unless a variance for such is granted.

\_\_\_\_\_ Accumulation of trash will not be permitted.

**By completing and signing this form I affirm that I have inspected the property and that they comply with all applicable laws, and codes.**

\_\_\_\_\_  
Property Manager/Owner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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### **SHORT TERM RENTAL NEIGHBOR NOTICE**

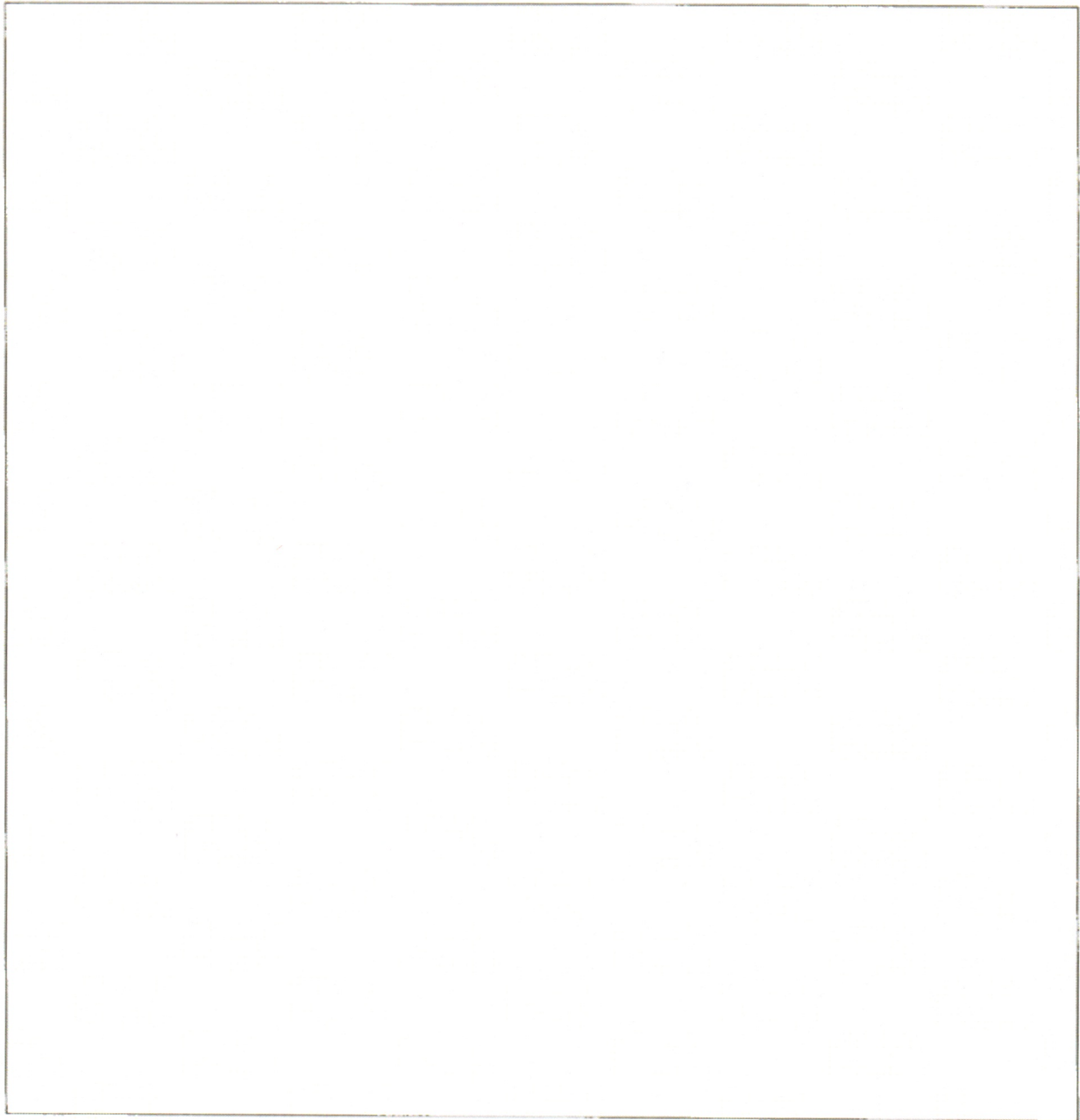
Sublette County regulations require that property owners or their agents (prior to lawful permitting), **must** provide notice to the owners of adjacent parcels regarding the operation of a short-term rental on the applicant's property.

Rental physical address _____
Owner _____
City _____ State _____ Zip Code _____
PIDN _____

**FOR QUESTIONS OR CONCERNS REGARDING RENTAL OPERATIONS FOR THIS PROPERTY PLEASE CONTACT:**

<b><u>Owner or Managing Agent</u></b> (Required to be available 24/7 and have the ability to be physically present at the rental within 90 minutes.)
Name _____
P.O. Box _____ City _____ State _____ Zip _____
Phone Number _____ Fax/email _____
<b><u>Alternate</u></b> (Required to be available 24/7 and have the ability to be physically present at the rental within 90 minutes )
Name _____
P.O. Box _____ City _____ State _____ Zip _____
Phone Number _____ Fax/email _____

# EMERGENCY EVACUATION ROUTES



**For all emergencies call- 911**

For information on seasonal fire bans visit <http://www.sublettewyo.com/>





**ONLY YOU**  
CAN KEEP NEIGHBORHOODS

*Neighborly*

KEEP DOGS SECURED ON  
PROPERTY AT ALL TIMES.

&

KEEP YOUR SPEEDS  
AND DUST LOW.

**OUTDOOR CAMPFIRE  
& FIREWORKS**



are *Prohibited*

\*CAMPFIRE MAY BE PERMITTED WITH SPECIAL VARIANCE

**QUIET HOURS**



**11 PM - 7 AM**

**CONTACT INFORMATION  
FOR THIS RENTAL:**

PRIMARY: \_\_\_\_\_

\_\_\_\_\_

ALTERNATE: \_\_\_\_\_

\_\_\_\_\_

MAXIMUM OCCUPANCY FOR  
THIS SHORT TERM RENTAL: \_\_\_\_\_

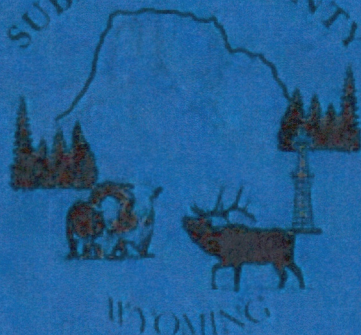


**KNOW YOUR  
BOUNDARIES**



WELCOME

SUBLETTE COUNTY



SUBLETTE  
COUNTY

## *Wildlife Guidelines:*

**YOU** CAN PREVENT WILDLIFE  
CONFLICTS: DON'T FEED!  
DON'T APPROACH! DON'T HARASS!



### **KEEP AWAY FROM MOOSE**

Moose are frequently seen throughout Sublette County. They are great to watch from a distance, but up close moose can be very dangerous. ALWAYS keep your distance and never allow dogs to bark at or chase moose! Moose may charge and attack aggressively when they feel threatened.

### **NEVER, EVER FEED A BEAR**

Bears have an excellent sense of smell and a great memory. Feeding or allowing one to eat your trash can be an automatic death sentence. Bears that seek food from human sources will need to be killed. Secure your trash by locking dumpsters, using bear-proof trash cans, ONLY put trash out the morning of pickup and don't leave food in your vehicle.

## WHEN IT COMES TO WILDLIFE

*Be Responsible, Be Ethical, Be Bear Aware*