

Short-Term Rental Application



Please fill out this form completely and submit it to planning@bellavistaar.gov. Your application will not be processed until the application is complete and submitted to the correct email. All

application fees are non-refundable.

**Initial Fees: \$100.00 per request for non-owner occupied (\$50 for renewal)
\$50 per request for owner occupied (\$0 for renewal)**

PRIMARY CONTACT (select one):

☐ Responsible Agent

☐ Property Owner

PROPERTY INFORMATION

Property Address:		# of Bedrooms:	
Non-Owner Occupied:		Owner Occupied:	

PROPERTY OWNER INFORMATION

OWNER CERTIFICATION: By my/our signature below, I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application. I/we have read this application and consent to its filing. Further, I/we authorize the agent listed below to represent me/us in proceedings with the City of Bella Vista regarding this application. (See reverse for additional acknowledgements)

Name:	Property Owner Signature:		
Living Address:	City:	State:	Zip:
Phone:	Email:		
Name:	Property Owner Signature:		
Living Address:	City:	State:	Zip:
Phone:	Email:		

RESPONSIBLE AGENT INFORMATION

RESPONSIBLE AGENT ACKNOWLEDGEMENT: By my signature below, I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval. I understand that I must live within 50 miles of the subject property. (See reverse for additional acknowledgements)

Name:	Responsible Agent Signature:		
Living Address:	City:	State:	Zip:
Phone:	Email:		

This application is not valid unless signatures on both the front and back of this form have been provided.

APPLICATION CHECKLIST

☐	1. A completed application with appropriate fee, including the items below. Applications will not be accepted for review unless all required items are provided, including signatures, and the fee is paid.
☐	2. Certificate of Compliance from the Advertising and Promotion Commission

SHORT-TERM RENTAL REQUIREMENTS

Ordinance No. 2023-37 sets forth the following requirements that must be adhered to by any and all applicable parties including but not limited to: the responsible agent, the property owner, and guests.

1. A short-term rental shall not have an occupancy greater than three guests per bedroom. The term "bedroom" shall have the same meaning as provided in the Arkansas Fire Prevention Code.
2. The short-term rental shall have a minimum of two off-street parking spots.
3. On-street parking is specifically prohibited for short-term rental guests at any time.
4. Applicants are required to provide proof that they are compliant with the A&P Commission (Certificate of Compliance).
5. The proposed short-term rental shall have posted within the structure, in a clearly visible location, the city-issued short-term rental permit, the contact information, to include a telephone number for the property owner and the local point of contact for the short-term rental, a copy of the City noise ordinance requirements, a copy of the City parking ordinance requirements, and a notice to all persons that on-street parking is prohibited and that guests, local points of contact, or property owners may be cited and fined for violations of applicable city ordinances.
6. The maximum number of active, short-term rental permits shall not exceed 600 at any time. Owner-occupied short-term rentals do not count towards the cap. To be considered an owner-occupied short-term rental, the owner of the property must physically occupy a portion of the structure at the same time as a guest.
7. Permits shall be effective for a period of one (1) year from the date of issuance and is non-transferable.

ACKNOWLEDGEMENTS

By my signature below, I hereby acknowledge and understand the above requirements and the following:

1. The fee for any application is non-refundable.
2. Violations: any person operating a short-term rental in violation of this Ordinance shall, for a first offense, be fined not less than \$250 nor more than \$500. For a second offense, a violator shall be fined an amount not less than \$500 nor more than \$1000. For a third or subsequent offense, in addition to a fine not less than \$1000 nor more than maximum fine allowed by state law, any short-term rental permit issued shall be revoked by the court. No applicant for property subject to a short-term rental revocation shall be granted another short-term rental permit for a period of twelve (12) months from the date of revocation. For purposes of this ordinance, a "person operating a short-term rental" shall be the owner, short-term rental applicant, or the local point of contact.
3. A short-term rental shall not be operated except upon issuance of a permit by the City in accordance with the requirements of the Ordinance. Said permit shall be effective for a period of one (1) year from the date of issuance and are non-transferable.
4. Any applicant denied a permit may appeal the denial to the Mayor within ten (10) days of the notice of denial. The Mayor shall provide the applicant an opportunity to provide information relevant to the determination and render a final decision based on the requirements of this ordinance within thirty (30) days of the date of appeal. Any appeal not ruled on by the Mayor within thirty (30) days of filing shall be deemed granted.
5. The granting of a short-term rental permit pursuant to the ordinance shall not be deemed to permit occupancy, nor shall it, or the ordinance as a whole, be deemed to supersede or abrogate any requirements of the Arkansas Fire Prevention Code or any other local, state, or federal law with regard to construction or occupancy.
6. I understand that I must abide by any permit requirements if this application is to be issued a permit.

Owner / Agent Signature:

Date:

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