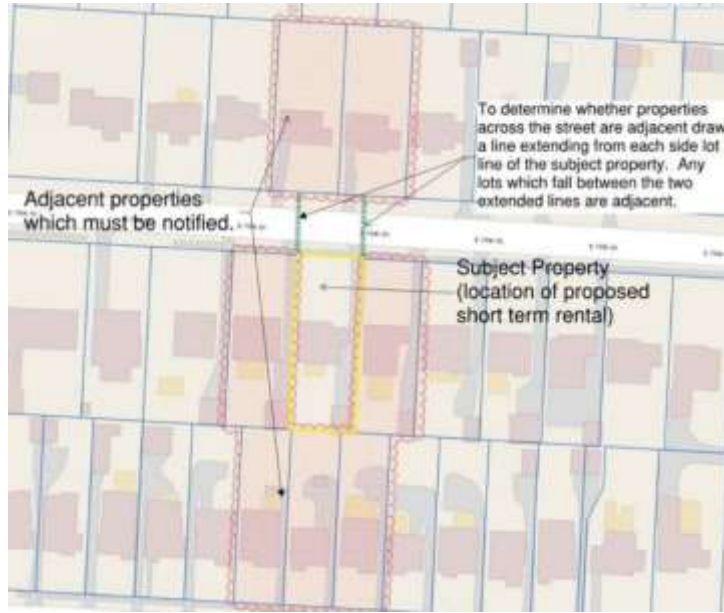

Neighborhood Notice

Short-Term Rental Permit – Type 1

Hello Neighbors, Neighborhood Representatives, and Property Owners,

The City Of Kansas City, Missouri's Zoning and Development Code (Section 88-321) allows me to rent my residence up to 95 days per year to overnight guests on a nightly basis. You are receiving this notice because as part of the permit application I am required to mail this notice to the neighborhood or homeowners association in which my home is located; the property owner, if not me; and all property owners with properties abutting my property, including those that are behind or directly across the street from my residence. (see figure below for permit notice area)



Below is a brief description of my proposed short-term rental – including number of bedrooms rented and guests accommodated along with a copy of the city's regulations pertaining to my short-term rental (see attached). I have also included relevant information you might find useful (parking, guest access, etc.)

Address of Proposed Short-Term Rental: _____

Contact Information

Applicant/Resident _____

Phone number (required): _____

Manager, if not the resident: _____

Phone number (required): _____

This notice is provided as a courtesy to make you aware of the short-term rental. There will be no public input or public hearing held.

88-321-02 - SHORT TERM RENTAL OWNER OCCUPIED REGULATIONS (TYPE 1)

A short term rental owner occupied is a principal residential dwelling unit that is occupied by the resident (who may be either the owner or the tenant/lessee of the owner authorized by the owner to offer the unit for short term rental) for a cumulative minimum of 270 days per calendar year.

88-321-02-A. STANDARDS AND CONDITIONS FOR OWNER OCCUPIED PROPERTIES AS PERMITTED IN ALL APPLICABLE ZONING DISTRICTS

1. Short term rental owner occupied regulations are applicable to all properties in zoning districts which allow short term rental and may be further regulated by provisions of any approved development or project plan.
2. The dwelling unit to be rented may be within a single family, two-family, or multi-family structure or certain carriage houses.
3. A carriage house, as defined in 88-810-280 and permitted in accordance with 88-305-05, may be approved as short term rental owner occupied if the principal building for such property is owner occupied.
4. During the possible 95 days the resident is not present, the property or unit may continue to be used as a short term rental.
5. While not present, the resident may not enter into a contract with more than one party during any given period. While present, the resident may enter into a contract with two parties, provided there shall be at least one bedroom in the dwelling for the resident.
6. No more than 2 persons per each bedroom being rented plus one additional person per dwelling unit, not to exceed 8 guests per dwelling unit, may occupy the dwelling unit.
7. Except for units within a carriage house or two-family structure, guests shall live in common with the family, sharing a common entrance, kitchen facilities, and living areas.
8. The unit must be located within the principal building on the property and may not be located within an accessory building.
9. The unit may not be rented or offered for use as reception space, party space, meeting space, or for other similar events open to non-resident guests.
10. No food service may be provided by the resident.
11. The city-issued short term rental permit for such dwelling unit shall be on display in the interior of the unit.
12. No exterior evidence that the property is being used as a short term rental shall be allowed, including signs.

88-321-02-B. APPROVAL REQUIRED FOR OWNER OCCUPIED PROPERTIES AS PERMITTED IN R DISTRICTS

1. In R-10 and R-7.5 districts, short term rental is allowed only as follows:
 - a. Property that is designated as a historic landmark or located in a historic district may qualify for an owner occupied permit, upon issuance of a special use permit in accordance with 88-525.
 - b. If the resident host has been operating a short-term rental at the property prior to the passage date of this ordinance and can provide documentary evidence to the satisfaction of the director of the city planning and development department of such

use, the resident host may continue to operate a short-term rental upon issuance of a special use permit in accordance with 88-525.

2. In other R districts, prior to accommodating any guest on the property, the resident host of an owner occupied short term rental must submit, initially, an administrative approval application for and obtain the approval of the city planning and development director. If the host residing in the short term rental unit is not the owner of such unit, the application must include a notarized affidavit from the owner allowing the unit to be used by the host for short term rentals.
3. The resident host shall submit a notarized affidavit stating that notification of short term rental use was provided by certified or registered mail and by regular mail to:
 - a. All adjacent property owners (including those adjoining and immediately across the street).
 - b. In the case of a short term rental unit within a multi-family structure (condominium or otherwise), the affidavit must also state that such notification was provided to any condominium association and to all condominium unit owners and tenants of units adjoining and immediately across a hallway and those immediately adjacent on floors above or below the short term rental unit.
 - c. Any applicable homeowner's association and neighborhood and civic organizations registered with the city.
4. Upon approval, the resident host will receive a permit number, indicating that the property is eligible for short term rental use and listing on a short term rental intermediary platform.
5. Thereafter, annual registry is required (but not a new administrative approval application or affidavit).

88-321-02-C. APPROVAL REQUIRED FOR OWNER OCCUPIED PROPERTIES IN AG-R, B, D, UR, MPD AND M1 DISTRICTS

There are no approval requirements, but registration of the short term rental unit with the city planning and development director and issuance of a short term rental permit with annual renewal is required.

(Ord. No. [170771](#), § 1, 2-22-2018)

88-321-04 - GENERAL REQUIREMENTS

88-321-04-A. ELIGIBILITY FOR PLATFORM

1. The city planning and development director shall prepare and maintain a list of all short term rentals that are eligible to be listed on a short term rental intermediary's platform. The list shall be made available to all short term rental intermediaries, the public, and all regulatory authorities in a form and manner prescribed by the director.
2. The city planning and development director shall notify the short term rental intermediaries in the case of a suspension or revocation of a short term rental unit on the city's registry of short term rentals.

88-321-04-B. RECORD-KEEPING AND MONITORING OF COMPLAINTS

1. The short term rental host and/or the applicable short term rental intermediary's platforms shall maintain records of each short term rental as required by the city and permitted by law.
2. The short term rental host shall monitor, and the host and the applicable short term rental intermediaries' platforms (as permitted by law) shall record, any complaints each may receive from guests, local residents, or others regarding any nuisance activity or sanitary, health, or life safety conditions observed on the property.
3. Pursuant to valid legal process, all records and information regarding each short term rental and any information on complaints received shall be made available by the short term rental host or short term rental intermediaries' platforms, as each has such records or information, to the city planning and development director.

88-321-04-C. PERMIT DENIAL, SUSPENSION, OR REVOCATION

1. A short term rental permit may be denied, or once issued, suspended or revoked when, in the determination of the city planning and development director, the rental of the short term rental property is ineligible under, or fails to comply with, this chapter or other provisions of the Code of Ordinances.
2. Upon determining that a short term rental is ineligible to be listed under this section, the director shall notify the short term rental host or proposed host, in writing, of such fact and of the basis for the determination of ineligibility. Such notice shall include a statement of information advising the short term host or proposed host that the host is entitled to a hearing to contest the determination of ineligibility for listing, suspension, or revocation by filing an appeal of administrative decision in accordance with 88.575.
3. If a short term rental host or proposed host fails to request a hearing within the prescribed time, the short term rental shall be deemed to be ineligible to be listed on any short term rental intermediary platform for 12 months.

88-321-04-D. OTHER REQUIREMENTS AND LEGAL DUTIES

Each short term rental host shall:

1. Provide to the city planning and development director a notarized affidavit from the owner of record of the property or unit (unless the host is the owner of record) consenting to the short term rental of the property.

2. Comply with all applicable federal, state, and local laws, including but not limited to collection and certification of payment of taxes and procurement of any required licenses and permits.
3. Comply with the Code of Ordinances, unless specified in this section, and provide certification that the property is in compliance with all property maintenance, building, electrical, mechanical, and plumbing codes.
4. Post, within each unit, contact information for the owner, host, and/or other local emergency contact information.
5. For a short term rental within a multi-family structure, post a map depicting all (minimum of two) evacuation routes by doors in the event of an emergency. The map shall be posted on or immediately adjacent to every required egress door from each unit, but is not required when a door leads directly to the outside of the building at grade level.
6. Install and maintain smoke and carbon monoxide detectors in locations as specified for dwelling units by the Building Code.
7. Place in each short term rental dwelling unit a working fire extinguisher and a working battery powered portable flashlight or lantern or other emergency lighting device that is workable during an electrical power outage.
8. For purposes of sending notices to and obtaining consents from adjacent property owners under this section, utilize owners' names and addresses as provided in current county tax assessors' records.
9. Agree, as part of the short term rental application approval process, to allow inspection of the short term rental dwelling unit by the city for compliance with 88-321 and for fire, public safety, health/sanitation and other city code compliance purposes upon reasonable prior notice (which may be oral or electronic) at times that such unit is not occupied by a short term rental guest; and further agree that if the host for any reason does not allow requested city inspection of such unit, the short term rental permit for such unit may be suspended by the director until such inspection is allowed by the host.
10. Provide evidence to the city planning and development director that there is at least \$300,000 of liability insurance for the proposed short term rental dwelling unit in question, which insurance may be provided by a short term rental intermediary; provided that no short term rental intermediary shall have any obligation or liability to the city with respect to whether such insurance is so provided. Said \$300,000 minimum amount of liability insurance shall be subject to adjustment by the city planning and development director for changes in the consumer price index as described in 88-620-B.6 for adjustments to fees by the city manager. Proof of insurance shall be provided at the time of application and with annual registration.

88-321-04-E. PENALTIES

Any penalty for violation of this section shall be as stated in 88-615.

(Ord. No. [170771](#), § 1, 2-22-2018)