

Vacation Home Rental (VHR)

License Application

Pennington County Planning & Zoning Department

P.O. Box 6160

Rapid City, SD 57709

(605) 394-2186 | www.pennco.org

Email: plz@pennco.org



License Number: COVHR: _____

ADDRESS AND PARCEL INFORMATION		
Owner Name:		
Physical Address:		
Mailing Address:		
Parcel ID:	Owner Phone:	Owner Email:
Parcel Zoning:	Acres:	Legal Description:
REQUESTED OCCUPANCY (<i>Subject to County Approval</i>)		
NO. OF BEDROOMS:	OCCUPANCY (NO. OF GUESTS):	MIN NO. OF PARKING SPACES:
FEES:		Every 3 Years
License:		\$150

AUTHORIZATION AND ACKNOWLEDGEMENTS (<i>PLEASE INITIAL EACH</i>)	
	I have read and agree to comply with all of the VHR rental requirements as outlined in PCZO § 319.
	VHR Licenses are issued for the period of time beginning on the date of approval and shall conclude December 31 st of the third year. <i>Application fees will not be prorated.</i> A new application is required every third year.
	A fine of \$200.00 per day (from the date of notice) will be assessed for advertising a VHR without a License.
	A fine of \$250.00 per day (from the date of notice) will be assessed for violating any other requirements of PCZO § 319.
	I understand the <i>effective date</i> of the VHR License is 21 days following the County approval date.
SIGNATURE OF OWNER:	DATE:
APPROVED BY PLANNING DIRECTOR:	DATE:

VACATION HOME RENTAL (VHR) LICENSE CHECKLIST

- Property Zoned Agriculture, Commercial, or Residential (includes some PUDs).
- Site and Utility Plan showing the layout of the property, including all existing and proposed structures, with setbacks, wells and/or water lines, onsite wastewater treatment system and/or sanitary sewer lines, and propane tanks.
- Interior diagram/floorplan of the dwelling to be used as a VHR.
- Number of on-site parking spaces: _____
- Number of bedrooms in the dwelling to be used as a VHR: _____
- Maximum occupancy allowed based on the existing on-site wastewater treatment system: _____
- Copy of current Operating License, if applicable.
- Copy of approval letter from SD DANR for the on-site wastewater treatment system - for existing systems only. ****Contact Planning Department staff first for the OSWTS plans prior to contacting SD DANR**** (SD DANR - 605-773-3351)
- Copy of current VHR Inspection Report performed by the South Dakota Department of Health (SD DOH).
- Copy of a current Vacation Home Rental Lodging License from SD DOH.
- Copy of the South Dakota Sales Tax License from the South Dakota Department of Revenue (SD DOR).
- Copy of any permit(s) issued by South Dakota Wildland Fire or any Fire Protection District, if applicable.
- Only one VHR per lot, per PCZO § 319 (D)(3).
- Proof of property address posted in accordance with Pennington County Ordinance No. 20.
- Fee paid in accordance with PCZO § 319(F).

LOCAL CONTACT INFORMATION:

Name: _____ Primary Contact Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Local Contact Email: _____

Signature of Local Contact

Date

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public for the State of South Dakota

My Commission Expires

VHR REQUIREMENTS:

1. Only one VHR is allowed per lot, per PCZO § 319 (D)(3).
2. VHRs are limited to a maximum of five (5) bedrooms.
3. The maximum occupancy allowed in a VHR shall be no greater than 14 people (guests) or the maximum allowed based on the size of the existing onsite wastewater treatment system (see South Dakota Administrative Rules 74:53:01:20, 74:53:01:25 and 74:53:01:31) serving the VHR, whichever is smaller.
4. The number of on-site parking spaces as determined in accordance with § 310 (one per bedroom).
5. The wastewater system utilized by the VHR must be approved by the SD DANR and/or must comply with § 331.
6. A valid Operating License is required if the VHR is served by an onsite wastewater treatment system.
7. The owner must submit a current VHR Inspection Report performed by the SD DOH at the time of application for a VHR License.
8. The owner, or their designee, must have a current South Dakota Department of Revenue Sales Tax License at the time of application.
9. All owners must have a current SD DOH Lodging License for a VHR.
10. Any VHR located within the Black Hills Area Fire Protection District must obtain all permits as required by South Dakota Law and regulation prior to the use of fire on the property.
11. On any listing for the vacation home rental, the following must be added to the listing: "Approved by Pennington County License Number (License No. _____)."
12. An owner must have a Local Contact and the Local Contact must live within 50 miles of the licensed VHR.
13. VHRs are prohibited in a floodway and no portion of the dwelling can be within the floodway boundaries.
14. Property address must be posted on the residence and where the driveway meets the access road in accordance with Pennington County Ordinance No. 20.

PROPERTY OWNER INFORMATION:

Name: _____ Primary Contact Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Owner Email: _____

Signature of Owner

Date

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public for the State of South Dakota

My Commission Expires