

VACATION HOME RENTAL (VHR)
CHECKLIST and SUPPLEMENTAL APPLICATION

APPLICATION REQUIREMENTS:

- Site plan depicting the layout of the property, including all existing and proposed structures with setbacks, wells and/or water lines, on-site wastewater treatment system and/or sanitary sewer lines, and on-site parking spaces.
- An interior diagram/plan of the VHR.
- Acknowledgement letter from the Owner that the VHR meets all Fire Safety Standards for Vacation Home Establishment requirements in accordance with current SD Codified Laws.
- Specifications of the existing wastewater treatment system.
- Copy of Covenants, if applicable.
- Copy of approval letter from SD DANR for the on-site wastewater treatment system (for existing systems only). **** Contact SD DANR as (605) 773-3351 to obtain this letter ****
- The maximum number of overnight occupants. **** This comes from the SD DANR letter referenced above ****
- Copy of approved Operating Permit, from the Planning Department, for the on-site wastewater treatment system (for existing systems only).
- A copy of the Vacation Home Rental License or Application from the South Dakota Department of Health. At the time of issuance of the Vacation Home Rental License from the South Dakota Department of Health, a copy of the license shall be furnished to the Planning Department.
- A copy of the South Dakota Sales Tax License from the South Dakota Department of Revenue.

LOCAL CONTACT INFORMATION:

Name: _____ Primary Contact Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

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 PERFORMANCE REQUIREMENTS:

1. The maximum occupancy allowed in a VHR shall be no greater than two (2) persons per bedroom, plus four (4) additional persons, but may be fewer based on the capacity of the wastewater system. Children age 5 and under are not counted as occupants.
2. VHRs are limited to a maximum of five (5) bedrooms.
3. The number of on-site parking spaces as determined in accordance with Section 310 (one per bedroom).
4. The Owner/Local Contact shall educate occupants and/or guests of the VHR of Pennington County Ordinance 106. It is not intended that the Owner or Local Contact act as a peace officer or be placed in harm's way through implementation of this directive.
5. Where the Owner does not reside full-time within 50 miles driving distance of the VHR, a Local Contact shall be designated. The Local Contact shall reside within 50 miles driving distance of the VHR. The Owner or Local Contact shall be responsible for responding in a reasonable time to complaints about the VHR. The name, address, and telephone contact number of the Owner and/or Local Contact shall be kept on file at the Planning Department. The Notice of Hearing Letter shall also contain the name and phone number of the Local Contact. Upon change of Local Contact, the owner shall provide to the Planning Department the new information and written notice to all property owners within five-hundred (500) feet via First Class Mail. The list of property owners within five-hundred (500) feet will be provided by the Planning Department.
6. The wastewater system utilized by the VHR must be approved by the South Dakota DENR and/or must comply with Section 204-J.
7. The Owner shall keep records as required per SDCL 34-18-21. The report shall be provided to the Planning Department upon request.
8. Any lights used for exterior illumination shall direct light away from adjoining properties. Lighting shall be pointed/shielded downward to minimize upward glare.
9. Occupancy of recreational vehicles (RVs), camper trailers and tents shall not be allowed. Children under the age of 13 are allowed to "camp out" in a tent on the premises, but count toward the maximum occupancy.
10. The minimum age allowed for the principal renter of a VHR is 21 years of age.
11. Quiet hours shall be from 10 p.m. until 7 a.m.
12. The use of open fires, fire pits, fireworks, charcoal burning grills, gas fired grills, or other devices (as applicable) shall not be allowed without permission from the Local Contact or Owner. The Local Contact or Owner must comply with any and all federal, state and/or local laws, ordinances or rules regarding open burning, burn barrels, fire pits, fireworks, fireplace or the burning of any flammable material. The Local Contact or Owner must provide proof of compliance (refer to Section 319-F-12).
13. The maximum number of day guests allowed, not to include overnight guests, shall be double the maximum occupancy of the VHR.
14. In granting or denying a Conditional Use Permit for a Vacation Home Rental, the Planning Commission and/or Board of Commissioners may consider the provision of a restrictive covenant which expressly and specifically excludes the use of a residence as a Vacation Home Rental.
15. The Owner must obtain a South Dakota Sales Tax License from the South Dakota Department of Revenue. A copy of the license must be provided to the Planning Department prior to operation.

VHR SIGN AND NOTIFICATION REQUIREMENTS:

Interior Informational Signage. Each VHR shall have a clearly visible and legible notice posted within the unit on or adjacent to the front door, containing the following information:

- a. The name of the Local Contact or Owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis;
- b. The maximum number of occupants permitted to stay in the unit;
- c. The maximum number of day guests permitted to visit the unit;
- d. The number and location of on-site parking spaces;
- e. The use of open fires, fire pits, fireworks, charcoal burning grills, gas fired grills, or other devices (as applicable) shall not be allowed without permission from the Local Contact or Owner.
- f. The rules/regulations for pets and applicable leash laws;
- g. The quiet hours;
- h. The trash pick-up day and location of trash disposal;
- i. Notification that the renter and occupants are responsible for the creation of any disturbances or for violating any other provisions of this Section;
- j. Notification that failure to conform to the parking and occupancy regulations of the VHR unit is a Violation of County Ordinance;
- k. A statement that: "Guests are expected to be courteous to all neighbors and to respect property boundaries;"
- l. Local emergency and law enforcement contact information;
- m. The property address; and,
- n. If a Special Flood Hazard Areas (SFHA) is located within one (1) mile of the Vacation Home Rental, then a color map illustrating where the SFHA is located, as determined by the Federal Emergency Management Agency, shall be posted.