



Re: Vacation Rental Home Permit Packet

Enclosed please find the application and information needed to apply for a Vacation Rental Home (VRH) Permit in the City of Grove, Oklahoma.

Included in your packet are all the following:

- √ Ordinance No. 815 (PLEASE READ IN ITS ENTIRETY)
- √ Vacation Rental Home Permit Application
- √ Application for Occupation/Business License
- √ VRH Inspection Checklist

What I will need from you:

- √ Application fee (\$345.00), Business License fee (\$50.00), Proof of ownership, and a Diagram of Parking Areas

Any questions, please do not hesitate to call me at 918-786-6107.

Sincerely,

Karyn L. Pesick

City Clerk

Encl.

ORDINANCE NO: 815

AN ORDINANCE AMENDING CHAPTER 5-13 VACATION RENTAL HOMES OF THE CITY OF GROVE ZONING ORDINANCES BY REMOVING THE SPECIAL USE PERMIT REQUIREMENT AND CREATING NEIGHBORHOOD DENSITY REGULATIONS ON PROPERTIES LOCATED IN RESIDENTIAL ESTATES ZONED DISTRICT AND SINGLE FAMILY RESIDENTIAL ZONED DISTRICTS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GROVE, OKLAHOMA:

SECTION ONE:

Chapter 5 Section 13 Vacation Rental Homes shall be amended to read in its entirety as follows:

SECTION 5-13 VACATION RENTAL HOMES

A. GENERAL INTENT:

Grove is known and promoted as a tourist community; Vacation Rental Homes (VRH) are a popular amenity in many tourist communities throughout the United States.

VRH provide opportunities to increase the number of tourists and visitors to the community, which will increase sales tax revenue. In addition, VRH will create jobs for local residents and provide property owners with another means of income.

The provisions of this Section are hereby established to regulate VRH in a manner that will prevent negative impacts on the community and residential neighborhoods. These regulations shall *only* apply when the property is being used in its VRH capacity and shall not restrict the property owner's personal use of the property.

B. DENSITY OF VACATION RENTAL HOMES:

A maximum of five percent (5%) of the total Households (determined by the U.S. Census Bureau) located within the City of Grove may be utilized as Vacation Rental Homes.

NEIGHBORHOOD DENSITY:

Using a residence as a VRH shall be prohibited if the location is within a three-hundred-foot radius of an existing VRH. For the purpose of this section, the three-hundred-foot radius shall be measured from the entrance facing the street which constitutes the legal address of the proposed VRH.

Neighborhood Density Regulations shall apply *only* to applications submitted on/or after January 1, 2023 and *only* when the property owner is requesting to use a residence located in Residential Estates Zoned District (RE-1) or Single Family Residential Zoned District (R-1 or R-1s) as a VRH.

EXCEPTIONS: The three-hundred-foot radius requirement *does not apply* when the proposed VRH is physically separated from an existing VRH by any of the following barriers:

- ✓ Grand Lake – including big waters and coves.
- ✓ US or State Highway.
- ✓ Designated Primary Arterial Streets (Broadway, Shundi, Sumac, 13th and 18th Street, Leisure Road, State Park Road, O'Daneil – see attached map), or.
- ✓ The VRH is *not* located in a Residential Estates District (RE-1) or Single-Family Residential District (R-1 or R-1S).

C. AGENCY/LOCAL CONTACT PERSON

- a. The property owner or a designated agent must maintain a current occupational license in the City of Grove, and shall comply with the requirements of this chapter, including, without limitations, the filing of an application for a permit, the management of the VRH and the compliance with the conditions of the permit. The permit shall be issued to the *owner* of the VRH. The *owner* of the VRH is responsible for compliance with the provisions of this chapter and the failure of an agent, representative or local contact person to comply with this chapter shall be deemed noncompliance by the *owner*.
- b. Owner of VRH shall designate a local contact person within a twenty (20) mile radius who has access and authority to assume management of the unit and take remedial measures. The local contact person shall be available twenty-four (24) hours per day, seven (7) days per week to respond to occupant and neighborhood questions or concerns. An owner of the VRH may

designate himself/herself as the local contact person. Any change in the local contact person's address or telephone number shall be provided to the City of Grove within ten (10) days of the change.

- c. Upon a VRH permit being issued and prior to any guests occupying the VRH, it shall be the responsibility of the VRH owner to provide residents within three-hundred feet (300') of the VRH property the following:

- 1. A completed copy of the VRH Information Form.
- 2. A copy of the Procedures and Guidelines for VRH Complaints.

Both forms will be provided by the City of Grove. Failure to provide both forms to the neighboring residents prior to any guests occupying the VRH, may result in the VRH Permit being revoked.

D. REQUIREMENTS

Owner or agent shall operate a Vacation Rental Home only under the provisions as set forth herein:

- a. Any VRH that has four (4) or more rooms available for sleeping accommodations and the rooms are rented as individual rooms to transient guests must comply with the Oklahoma State Department of Health Lodging Establishment Provisions, and a copy of the owner's current Lodging Establishment License shall be provided to the City Clerk. A VRH home that is rented as a unit shall be exempt from the Oklahoma State Department of Health Lodging Establishment License.
- b. Any VRH that has a Septic System as the means of wastewater disposal shall provide a copy of a Perk Test or Drip Line Test performed by the Oklahoma Department of Environmental Quality on the septic system.
- c. Submit an application to the City Clerk for an Occupational License for operating a VRH.
- d. Submit an application for a VRH permit (a separate permit is required for each property used as a VRH) to the Building Inspector prior to use or advertisement of the property as a VRH; the Permit shall be renewed annually prior to July 1 of each year.
- e. Shall provide the Building Inspector free access to the VRH and its premises, for the purpose of inspection and examination.
- f. Permit approval is subject to compliance with the Oklahoma State Department of Health Lodging Establishment Provisions (if applicable), submittal of Perk or Drip Line Test on Septic System (if applicable), an inspection by the Building Inspector and issuance of a Certificate of Occupancy.
- g. Owners of properties that are being advertised or used as VRH prior to the passage of this ordinance shall comply with the VRH Regulations and shall submit an application for a VRH permit within sixty (60) days of the approval of this Ordinance.

E. APPLICATION REQUIREMENTS

VRH permit applications shall contain the following information:

- a. The name, mailing address, e-mail address, telephone number of the owner and the physical address of the VRH for which the permit is to be issued.
- b. The name, mailing address, e-mail address and telephone number of the local contact person, and the same information for an agent if applicable.
- c. The number of bedrooms and approximate square footage of the VRH.
- d. A diagram and/or photograph of the premises showing and indicating the number and location of designated on-site parking spaces.
- e. Indicate whether the VRH has a hot tub, spa or pool located on the premises.
- f. Owner's Federal Tax ID number or Social Security number.
- g. Proof of ownership including legal description.
- h. Such other information as the City of Grove deems reasonably necessary to administer this Section.

F. FEES.

- a. A Permit Fee of \$250 shall be submitted with the VRH application, a Permit Renewal Fee of \$100 is due and payable by July 1 of each year.
- b. The permit is non-transferable, upon change of ownership. If the new owner desires to use the property as a VRH, a new application shall be submitted, accompanied by the fees established by City Council.

H. STANDARD CONDITIONS

All owners, agents, local contact person and occupants/guests are required to comply with the following Standard Conditions:

- a. Occupancy.
 - 1. **MAXIMUM OVERNIGHT OCCUPANCY:** The number of overnight occupancies shall not exceed two (2) persons per bedroom, plus four (4) additional persons per residence; excluding children five (5) years of age or younger. (the number of bedrooms in the residence shall be determined by the Building Inspector during the initial inspection)

- b. Parking.
 - 1. All vehicle parking shall be on-site and shall be on asphalt or concrete including driveway(s), garage(s), and carport(s).
 - 2. Vehicle parking on grass or in the yard is prohibited.
 - 3. On-Street parking of vehicles, boat/watercraft trailers or other types of trailers is prohibited.
 - 4. In addition to vehicle parking, a combined total not to exceed three (3) boat or water sports trailers may be parked behind the front yard building line. Blocking of streets, driveways or boat ramps is prohibited.
 - 5. The construction of additional on-site parking that causes the property to exceed the Maximum Lot Coverage Percentage allowed per Chapter 4 – District Regulation Table of the Planning and Zoning Ordinances shall be prohibited.
- c. Use of Vacation Rental Home is Limited.
 - 1. The use of the VRH shall be limited to lodging by the occupants and guests.
 - 2. Using the VRH for any other uses including commercial activities is prohibited.
- d. Noise.

Occupants and guests shall comply with city codes and shall not willfully or maliciously disturb, either by day or night, the peace and quiet of any city, neighborhood, family, or person by loud or unusual noise.
- e. Refuse.
 - 1. Owner shall provide and at all times maintain in good order trash containers of sufficient capacity and in sufficient numbers to accommodate and securely keep all of the refuse created by the occupants and guests. The containers shall be rodent proof with a tight-fitting lid and shall be kept clean and free from the accumulation of any substance remained attached to the containers which would attract flies, mosquitoes, or other insects.
 - 2. Owner or his/her designee shall be responsible for placement of trash containers at the curbside in a timely manner to allow trash to be collected on the scheduled pick-up day for the residence.
 - 3. Occupants and guests shall dispose of trash in containers provided by the Owner.
- f. Sewer Connection/Septic System Capacity.
 - 1. The VRH property owner shall maintain a properly functioning wastewater disposal system such as a septic system, aerobic system, or connection to the public sewer system.
 - 2. Verification of the type of wastewater disposal system and the capacity of the system is required upon the application for the VRH Permit.
 - 3. If the wastewater disposal is a septic system, the VRH property owner shall submit a copy of a Perk Test or Drip Line Test performed by the Oklahoma Department of Environment Quality (ODEQ) on the system with the VRH Permit application.
- g. Advertisement.

All advertisements for the rental and promotion of the VRH must include the following:

 - 1. The number of bedrooms available.
 - 2. The maximum occupancy allowed.
 - 3. The maximum number of boats and watercraft trailers allowed to be parked on the property.
 - 4. The permit number of the City of Grove VRH Permit.
- h. Signage and Notification Requirements.

Each VRH shall have one (1) clearly visible and legible *interior* notice posted on the inside of the front door, containing the following information:

 - 1. A copy of the VRH Permit issued by the City of Grove.
 - 2. A copy of the Standard Conditions.
 - 3. The name of the managing agency, agent, property manager or local contact or owner of the unit, telephone number at which the party may be reached on a twenty-four (24) hour basis.
 - 4. The maximum number of occupants permitted to stay overnight in the unit.
 - 5. The maximum number of vehicles, boat and watercraft trailers allowed to be parked on-site.
 - 6. The location of on-site parking spaces.
 - 7. Notice that on-street parking is prohibited.
 - 8. Notice that violation to conform to all Standard Conditions shall constitute a violation and is subject to fine and penalties by the City of Grove.
 - 9. In an emergency dial '911'.
- i. FILING A COMPLAINT.

Citizens wishing to file a complaint regarding VRH may do so by following the Procedures and Guidelines for Vacation Rental Home Complaints and submitting a Vacation Rental Home Complaint form, both documents are available at City Hall and on the City's website www.cityofgrove.com.

J. VIOLATION AND PENALTIES.

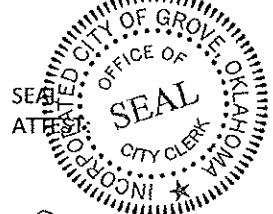
Upon notification to the owner, agent, or local contact person from the City of Grove that occupants or guests of the VRH have created unreasonable noise or disturbances, engaged in disorderly conduct or violated City Code, the Owner shall provide a written response within thirty (30) days of the date of the Notice and describe what action was taken to prevent the re-occurrence of such conduct by those occupants or guests.

Any person violating any provisions of this Chapter shall be guilty of a misdemeanor and upon conviction shall be punished as provided in section 1-108 of the City of Grove Code of Ordinances, and the VRH Permit may be revoked.

SECTION 2: This Ordinance is in no way to affect, alter or change any of the other provisions of the Zoning Ordinances of the City of Grove, Oklahoma.

The provisions of this Ordinance are severable and if any clause, sentence, paragraph, part, provisions or section hereof shall be held void, the decision of the Court shall not affect or impair any of the remaining provisions of this Ordinance.

PASSED AND APPROVED THIS 19TH DAY OF JULY 2022.



Ivonne Buzzard
Ivonne Buzzard, City Clerk

CITY OF GROVE

Ed Trumbull
Ed Trumbull, Mayor

AFFIDAVIT OF PUBLICATION

STATE OF OKLAHOMA

SS.

DELAWARE COUNTY

PHILLIP REID, Publisher, being of lawful age, being duly sworn on his oath, states that he is the Publisher of THE GROVE SUN, a newspaper printed and published semi-weekly in Grove, Oklahoma, County of Delaware, and of general paid circulation in said County and admitted to the United States as second class matter, and which said newspaper has been published continuously and uninterruptedly or more than one hundred four consecutive weeks prior to the date of first publication of the notice hereinafter mentioned and described.

A printed copy of which is hereto attached and made a part hereof, was duly printed and published in the regular issues of THE GROVE SUN for _____ successive weeks.

The first insertion published on the 12 day of August, 2022, and the last insertion published on the 12 day of August, 2022, in the newspaper aforesaid. Affiant further states that said newspaper meets all the requirements of the laws of the State of Oklahoma with reference to legal publications.

Phillip Reid, Publisher

Taken, sworn to and subscribed before me this 19 day of August, 2022.

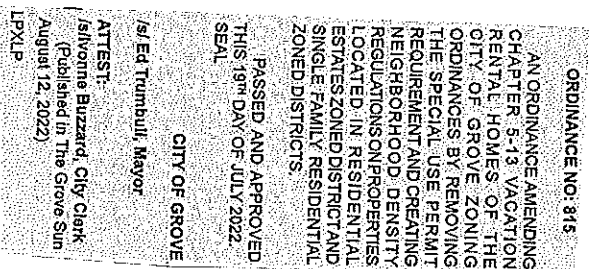
Notary Public

Brenda Haskell

Commission No. 21010196
Commission Expires 8-4-25

BRENDA HASKELL
NOTARY PUBLIC
STATE OF OKLAHOMA
CRAIG COUNTY
COMMISSION NO. 21010196

Publisher's Fee: \$ 14.75





104 W. 3rd Street Grove, Oklahoma 74344
(918) 786-6107 Fax (918) 786-8939
www.cityofgroveok.gov

**VACATION RENTAL HOME
PERMIT APPLICATION**

Initial Application Fee: \$345.00

Annual Renewal Fee: \$ 140.00

Vacation Rental Home street address: _____

Name: _____ E-mail: _____

Daytime Phone: _____ 24-hour Phone: _____

Mailing Address: _____
City State Zip

Contact Person information required:

Name: _____ E-mail: _____

Daytime Phone: _____ 24-hour Phone: _____

Mailing Address: _____
City State Zip

Agent information (if applicable):

Name: _____ E-mail: _____

Daytime Phone: _____ 24-hour Phone: _____

Mailing Address: _____
City State Zip

VACATION RENTAL HOME PERMIT APPLICATION

Type of Ownership: ☐ Individual(s) ☐ Partnership ☐ Trust ☐ LLC ☐ Other
(Describe)

Type of Rental Management: ☐ Owner ☐ Rental Agent & Owner ☐ Rental Agent

Federal Tax ID Number: _____

Vacation Rental Home Legal Description: _____

Type of Septic: ☐ Connected to Public Sewer ☐ Septic System ☐ Aerobic System

Hot Tub: ☐ Yes ☐ No Swimming Pool: ☐ Yes ☐ No Trash pick-up day: _____

Vacation Rental Home Square Footage: _____ Number of bedrooms _____

Maximum number of Overnight Occupants: _____

(Not to exceed two people per bedroom + four excluding children 5 years old and younger)

List websites and Listing # of Vacation Rental Home advertisements: _____

(All advertisements MUST include City of Grove Permit No.)

I hereby certify that I am the owner of the property described above. I further certify that the information provided is true and correct to the best of my knowledge. I certify the operations of this Vacation Rental Home shall comply with all the conditions of the Vacation Rental Home Permit issued by the City of Grove, and all provisions of laws and ordinances, whether specified or not. I certify that I shall comply with all local, state and federal tax laws.

I acknowledge and agree that the City has the right to inspect the property, and it is my responsibility to maintain the property in a condition that complies with the City of Grove Code of Ordinances and Zoning Regulations.

I acknowledge and agree that prior to using this property as a Vacation Rental Home, I must obtain all pertinent inspection approvals, a Vacation Rental Home Permit, an Occupational License, a Certificate of Occupancy, an Oklahoma State Department of Health Lodging Establishment License (if 4 or more rooms are available for sleeping accommodations), pay all fees due and keep all licenses and permits current.

VACATION RENTAL HOME PERMIT APPLICATION

I agree to notify the city of changes to the management, contact information, changes of ownership, etc.

I understand and agree the Vacation Rental Home Permit is non-transferable to a new owner.

Property Owner(s) – Please print

Property Owner(s) Signature

Property Owner(s) – Please print

Property Owner(s) Signature

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

Notary Public

My Commission Expires

☐

**CITY OF GROVE
104 W 3RD STREET
GROVE, OK 74344
(918) 786-6107 – PHONE
APPLICATION FOR
OCCUPATION LICENSE**

Business Name: _____

Owner's Name: _____

Mailing Address: _____

Physical Address: _____

Federal I.D. Number _____

State I.D. Number _____

Phone Number: _____

Fax Number: _____

Any Remodeling/Construction to current facility:

_____ **Yes** (If yes give detail of description)

_____ **No**

Are you going to install a sign: _____ **Yes** _____ **No**

FOR OFFICE USE ONLY

Is the property zoning correct: _____ **Yes** _____ **No**

Permit requirements complete: _____ **Yes** _____ **No**

Cleared by the Grove Fire Marshal:

Cleared by the Building Inspector:

**\$50.00 Per Year
Renewal July 1st of each year**



ADDRESS: _____

OWNER: _____

VRH INSPECTION CHECKLIST

BEFORE SCHEDULING INSPECTION: Owner or agent must initial all Vacation Rental Home Requirements below:

- a. _____ If VRH has four (4) or more rooms available for sleeping accommodations and the rooms are rented as individual rooms to transient guests must comply with the Oklahoma State Department of Health Lodging Establishment Provisions, and a copy of the owner's current Lodging Establishment License must be provided to the City Clerk. A VRH that is rented as a unit shall be exempt from the Oklahoma State Department of Health Lodging Establishment License.
- b. _____ If VRH has a Septic System as the means of wastewater disposal must provide a copy of a Perk Test or Drip Line Test performed by the Oklahoma Department of Environmental Quality. *Call (572) 206-9468*
- c. _____ VRH owner must apply for a yearly Occupational License
- d. _____ VRH owner must be issued a VRH Permit prior to use or advertisement of the property as a VRH; the Permit shall be renewed annually prior to July 1 of each year.
- e. _____ Authorized hard surface parking per approved application. (vehicle + boat on trailer = 2 parking spots)
- f. _____ Covered trash container

- g. _____ Visible house numbers (on home)
- h. _____ Accessible fire extinguisher in visible location
- i. _____ Electrical switch and outlet face plates
- j. _____ Labeled electrical circuit panel by NEC Code
- k. _____ Ground fault circuit interrupter protected receptacles by NEC Code
- l. _____ Required smoke detectors/carbon monoxide detectors by IRC Code
- m. _____ Properly installed wood stove, fireplace or fuel burning heat source
- n. _____ Required handrails and/or Required guardrails by IRC Code
- o. _____ Sleeping area emergency escape and rescue openings
- p. _____ Hot tub barrier or swimming pool barrier
- q. _____ Evacuation Poster and Contact Information must be Posted on all floors

Permit approval is subject to compliance with the Oklahoma State Department of Health Lodging Establishment Provisions (if applicable), submittal of Perk or Drip Line Test on Septic System (if applicable), an inspection by the Building Inspector and issuance of a Certificate of Occupancy.