



Date:

Address:

Re: Vacation Rental Home Permit Packet

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

Included in your packet are all the following:

- √ Ordinance No. 838 (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.

AN ORDINANCE AMENDING CHAPTER 5 SPECIAL CONDITIONS SECTION 5-13
VACATION RENTAL HOMES OF THE ZONING ORDINANCES OF THE CITY OF
GROVE.

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

Section One:

Chapter 5 Special Conditions Section 5-13 Vacation Rental Homes of the Zoning Ordinances of the City of Grove 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'Daniel – 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. OPERATION 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. Submit an application to the City Clerk for an Occupational License for operating a VRH;
 - c. 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.
 - d. 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. INSPECTION REQUIREMENTS

- a. Initial Inspection

Property owner shall provide the Building Inspector free access to the VRH and its premises, for the purpose of the following inspections and testing:

 - 1. Test water pressure;
 - 2. Test HVAC temperature for cooling and heating;
 - 3. Verify the working condition of windows and doors in bedrooms and validate there are adequate escape routes;
 - 4. Verify there are two (2) means of egress;
 - 5. Verify Fire Extinguishers are 5 pounds and Type ABC;
 - 6. Verify the Perk Test or Drip Line Test performed by the Oklahoma Department of Environmental Quality on the septic system is current for any VRH that has a Septic System as the means of wastewater disposal.
- b. Recurring Inspection

Building Inspector shall perform the same inspections and testing required in the Initial Inspection as noted above in every even numbered year (i.e., 2024, 2026, 2028, 2030) the property continues to operate as a VRH.

G. FEES.

- a. A Permit Fee of \$345 shall be submitted with the VRH application, a Permit Renewal Fee of \$140 is due and payable by July 1 of each year;
- b. The permit is non-transferable; upon change of ownership a new application for a VRH permit 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 inspection)
 2. No VRH shall be occupied until the Building Inspector has performed all required inspections and issues a Certificate of Occupancy.
- b. Parking.
1. All vehicle and trailer parking shall be on-site and shall be on asphalt or concrete including driveway(s), garage(s), and carport(s).
 2. The number of vehicles and trailers that are not parked inside a garage are limited to a combined total not to exceed three (3) vehicles and three (3) trailers.
 3. Vehicle parking on grass or in the yard is prohibited.
EXCEPTION: Occupants are allowed to temporarily park vehicles on the grass and in the yard near the entrance of the VRH for loading and unloading their belongings. Temporary parking shall be limited to 30 minutes.
 4. On-Street parking of vehicles, boat/watercraft trailers or other types of trailers is prohibited;
 5. Blocking of streets, driveways or boat ramps is prohibited.
 6. 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.
The Maximum Lot Coverage Percentage shall be calculated using only the property on which the VRH has been assigned a 911 address; vacant lots located within the city limits are not assigned 911 addresses.
- 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 said Chapter 5 Special Conditions of the Zoning Ordinances of the City of Grove.

PASSED AND APPROVED BY THE CITY OF GROVE MAYOR AND COUNCIL ON this 18th day of July, 2023.



Ivonne Buzzard
Ivonne Buzzard, City Clerk

CITY OF GROVE

By: *Ed Trumbull*
Ed Trumbull, Mayor



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: _____

Property owner information required:

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
City State Zip
(Describe)

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

Federal Tax ID Number: _____

Vacation Rental Home street address: _____

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 provide 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



**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

City of Grove – 104 W 3rd St, Grove, OK 74344 (918)786-6107

BUSINESS CONTACT INFORMATION

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code _____

Business Phone: (_____) _____

Fax: (_____) _____

Key holders - After Hours Contacts: (In case of emergency after business hours)

Primary Contact Name: _____

Primary Cell Phone: _____

Secondary Contact Name: _____

Secondary Cell Phone: _____

Alarm Company Name: _____

Alarm Company Phone: _____

Additional Comments: _____



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. **Just call 918-787-5582 for copy of test.**
- 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.