COSV Short-Term Rental Registration Process

Register

- •Fill out the registration and pay the applicable fee
- Provide the name of the local contact
- A list of applicable ordinances such as noise, parking, etc is provided to the applicant.
- •Other information regarding emergency preparedness, etc is provided to the applicant.
- A general inspection of the site is completed by the City staff. A failed inspection requires correction prior to a registration becoming valid.

City Creates a Repository of STR Listings

- •The City creates the registration in the MyGovernmentOnline(MGO) system and tracks the renewal date of the registration.
- The MGO system is also used to track code enforcement complaints associated with each STR.
- •Three (3) code violations per year is grounds for non-renewal.

Bi-annual Renewal

- Renewal recommendations are provided by the Police Department based on investigated/and or resolved complaints.
- Renewals are administratively handled with appeal to the Board of Adjustment for non-renewal.
- Non-Renewals that are upheld are valid for a period of 12 months, meaning no STR registration for that address.
- •Continued violations are handled via municipal court as other code violations.