



CREVE COEUR

COMMUNITY DEVELOPMENT DEPARTMENT

300 North New Ballas Road, Creve Coeur, Missouri 63141

(314) 872-2500/2501 • Fax (314) 872-2505

SHORT TERM RENTAL REGISTRATION FORM

Property Address: _____

Property Owner:	Local Contact (if owner is unreachable):
_____ <i>Name</i>	_____ <i>Name</i>
_____ <i>Address</i>	_____ <i>Address</i>
_____ <i>City State Zip Code</i>	_____ <i>City State Zip Code</i>
_____ <i>Phone #</i>	_____ <i>Phone #</i>
_____ <i>Email:</i>	_____ <i>Email:</i>
<i>Number of Bedrooms</i> _____	<i>Maximum Occupancy (2 adults times bedrooms max)</i> _____
Type of residential dwelling:	
<input type="checkbox"/> Single Family Home <input type="checkbox"/> Townhome <input type="checkbox"/> Condominium <input type="checkbox"/> Other	

Important information for Short Term Rentals:

- Either Owner or Local Contact listed on this form must be available to respond to a call from the Creve Coeur Police or other City Official within 30 minutes of being contacted.
- The home can only be rented out for less than 30 consecutive days to a specific renter.
- The home must be the owner's primary residence. The homeowner need not be present when the property is occupied as a short-term rental; however, total short-term rentals are limited to 180 days per calendar year.
- Maximum occupancy is limited to 2 adults per legally recognized bedroom.
- The property owner must maintain a log of all renters for a period of three (3) years and make this record available to the City upon request.
- Traffic volume, activity levels, and the appearance of the home must be maintained in a manner consistent with the residential setting.
- A sign must be posted near the primary entrance stating as follows: "This property is rented in 'as-is' condition and has not been inspected by the City of Creve Coeur for purposes of any rental."
NOTE Owner responsible for safety and other code compliance.

Registrations must be renewed annually by February 1st of each year. Accurate contact information must be provided to the City of Creve Coeur.

Office Use Only

Affidavit Attached Renewal/Original

Completed Date: _____

Received by: _____

Title: _____

Date: _____

Original To: Applicant

Copy To: Planning, Building, & Police Department

SHORT-TERM RENTAL WITHIN RESIDENTIAL DWELLINGS REGULATIONS

Section 405.120 Definition of Term:

SHORT TERM RENTAL: A rental of any legally permitted owner-occupied dwelling unit, or a portion of such a legally permitted dwelling unit for a period of less than 30 consecutive days to a specific renter.

Section 405.450 Permitted Uses

- C. Short Term Rental. Short term rentals as defined in Section 405.120 are a permitted use subject to registration and the following specific standards:
1. Short term rental shall be permitted only in owner-occupied dwelling units which remain the owner's primary residence and shall be subject to all requirements of City and State building, fire, safety and occupancy codes and limits.
 2. Short term rentals of a property shall be limited to 180 days in any calendar year.
 3. No traffic shall be generated by such residence during any short-term rental in greater volumes than would normally be expected in a residential neighborhood.
 4. Maximum occupancy during a short-term rental shall be limited to two (2) adults times the number of legally recognized bedrooms/sleeping rooms under city building codes.
 5. The residential appearance of the home structure and its lot or site shall be maintained at all times in reasonable conformance with the surrounding neighborhood.
 6. No short-term rental shall occur within any accessory structure.
 7. No exterior displays or signs other than a name plate as exempted in Section 405.930(E) shall be allowed. The owner shall post a legible notice near the primary entrance to the residence stating as follows: "This property is rented in 'as is' condition and has not been inspected by the City of Creve Coeur for purposes of any rental." The owner shall include this disclaimer in any advertising or online posting regarding short term rentals.
 8. The property owner shall maintain a record of the name, address and telephone number of all renters for three (3) years, to be produced upon request by the City.
 9. The owner of the property shall register their intent to engage in short term rentals by filing an affidavit in the form prescribed by the Director of Community Development with the City prior to the first rental, and by February 1 of each succeeding year for further rentals, acknowledging all applicable regulations and stating their name and mobile telephone contact information. If the owner will not be able to appear at the property within 30 minutes of a police request at any time during a short term rental, the affidavit shall include such contact information for a person who will be able to appear within 30 minutes of such a request and who has the owner's authorization to address any issues or problems that may arise at the property.
 10. The owner or alternate contact shall upon notification from the Police Department that any person on the premises is engaged in disorderly conduct or violating any applicable law, ordinance, rule or regulation pertaining to the use and occupancy of the property shall respond in a timely and appropriate manner to immediately halt or prevent reoccurrence of such conduct, in cooperation with the police if necessary.
 11. The Owner shall use reasonably prudent practices to ensure that there are no unreasonable noise or disturbances, disorderly conduct or violation of any applicable law, ordinance, rule or regulation during a short-term rental of their property.
 12. Any ordinance violations shall be subject to general penalties under the City Code of Ordinances. Additionally, in the event of material violations of the foregoing standards, the Director of Community Development may issue notice suspending all rights to use the property for short term rentals for such period of time as deemed appropriate under the circumstances, during which suspension all such uses shall cease. The Director of Community Development may apply such suspension to all properties in the City belonging to such owner or their affiliated persons or entities. Any such suspension may be appealed as provided in this Zoning Ordinance.

Affadavit Page

STATE OF MISSOURI)
)
COUNTY OF ST. LOUIS) *SS*

First being duly sworn, I state that I am over the age of 18 years, am sound of mind, and I have read and understand and will comply with Creve Coeur City Code Section 405.450.C. regarding short term rentals. Further, I have provided accurate contact information with this registration and affidavit.

Signature _____ *Date* _____

On this _____ day of _____, _____, before me personally appeared _____, to me known to be the person described in and who signed this Affidavit, and who acknowledged that they signed it voluntarily as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year above written.

My Commission Expires: _____
Notary Public



Short Term Rentals Information Guide

Department of Community Development

On March 25, 2019, the City of Creve Coeur City Council adopted Ordinance No. 5631 to allow short term rentals within owner-occupied dwelling units. This information guide has been prepared to assist property owners with understanding the requirements for operating a short-term rental in the City of Creve Coeur.

What is considered a Short-Term Rental?

A short-term rental is defined as a rental of any legally permitted owner-occupied dwelling unit, or a portion of such a dwelling unit for a period of less than 30 days to a specific renter. This ordinance applies to all owner-occupied dwelling units such as single-family homes, townhomes and condominiums but does *not* apply to long term traditional residential rental properties or rental apartments. Short Term Rentals are typically advertised through web-based platforms such as AirBNB, Flipkey and VRBO.

How do I establish a Short-Term Rental in the City of Creve Coeur?

Property owners are required to register their property with the Department of Community Development. Short term rental registration forms are available at the Creve Coeur Government Center or via the website: www.crevecoeur.org. The registration process can typically be completed while you wait. The registration form will ask for property ownership information, the name and contact information of the person responsible for the rental unit in case the City needs to get ahold of that person and the number of lawful bedrooms in the home. The property owner will be provided with all of the rules and regulations and will be required to sign an affidavit confirming they have read and understand the rules governing short term rentals. The registration will also be shared with the Creve Coeur Police Department.

What are the key requirements for Short Term Rentals?

There are several important requirements for short term rentals in Creve Coeur:

- The home can only be rented out for less than 30 consecutive days to a specific renter.
- The home must be the owner's primary residence. The homeowner need not be present when the property is occupied as a short-term rental; however, short term rentals are limited to 180 days per calendar year.
- Maximum occupancy is limited to 2 adults per legally recognized bedroom.
- The property owner must maintain a log of all renters for a period of three (3) years and make this record available to the City upon request.
- Traffic volume, activity levels, and the appearance of the home must be maintained in a manner consistent with the residential setting.

Are there inspections or fees associated with a Short-Term Rental?

The City does not perform inspections, issue permits or collect fees for short term rentals; however, the property owner must register their property with the City and sign an affidavit acknowledging they have read and understand the rules. This registration must be renewed every year by February 1st of the following year. In addition, the owner is responsible for providing current contact information to the City in the event that there is an issue with the rental. The owner is responsible for compliance with all safety and other codes.

How will these rules be enforced?

The City will respond to complaints regarding compliance matters and will work with the property owner to resolve them in a timely and fair manner. In instances where repeated violations or significant problems occur, the City may suspend the rights to use the property as a short-term rental or refer the matter to municipal court as an ordinance violation.

Questions?

If you have additional questions or need additional information, please contact the Department of Community Development at 314-872-2501 or by e-mail at planning@crevecouermo.gov.