Application for Short Term Rental Permit

Everyone who operates or plans to operate a short term rental at any location within the A-1, A-2, or H zones of the Village of Corrales must obtain a Short Term Rental Permit (STR) issued by the Village. (Ch.18 Sec. 18-45(g), Codified Ordinances of the Village of Corrales.). To obtain an STR you must follow these procedures:

**Instructions:**

1. Fully and accurately complete the application and attach ALL the following:

   (a) The maximum number of occupants and vehicles that the dwelling unit and any accessory structures can accommodate. There can be no more than six total guest rooms on a residential short-term rental property.

   (b) A Google map or similar map showing the entire property, all roads which abut the property and at least 25 feet of adjacent properties, indicating the on-site parking and areas subject to the short-term rental business.

   (c) Floorplan showing all bedrooms (not just rentals) within the dwelling unit and any casita or other accessory structure(s) on the property.

   (d) Off-street parking as required by Section 18-39 (3) Short term rental lodging establishments. (One and one-half spaces dedicated per guest room.)

   (e) A valid septic permit for the property, showing the number of bedrooms permitted by the State to the septic system on the property.

   (f) The name, mailing address, email address, and contact phone numbers (including 24-hour emergency contact numbers) of the owner of the property for which the permit will be issued.

   (g) The name, mailing address, email address, and contact phone numbers (including 24-hour emergency contact numbers) of the operator and the local contact person for the owner of the residential rental.

   (h) Short-term rental permit application fee.

   (i) A copy of your valid New Mexico CRS ID certificate. An application without these required attachments is not complete.

2. Submit the application, $150.00 fee and nine (9) copies of all required materials, to Planning & Zoning. If the application is complete, the administrator will schedule a hearing by the Planning and Zoning Commission within 40 days of a 100% complete application. If the application is not complete, it will be returned and will not be set for hearing until resubmitted in a complete form.
3. You will post an easy-to-see notice (yellow sign), which you must obtain from the Village, for fifteen (15) days prior to the meeting when your application will be heard.
4. Attend the hearing and be prepared to answer questions.
5. Obtain a Village business registration ($35 fee annually), if your STR is approved by the Commission.

If you have any questions about filling out the form or about the process, please phone, e-mail or make an appointment to see Planning and Zoning. We are here to help.

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### GENERAL INFORMATION

**Address of Short-Term Rental** ___________________________________________________

**Name of Property Owner** ___________________________________ Date ______________

Physical Address:

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
<th>Email</th>
</tr>
</thead>
</table>

Mailing Address __________________________________________ City __________ State ______

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
</tr>
</thead>
</table>

24-hour Emergency Contact Phone _____________________________

**Name of Operator** ______________________________________ Date ______________

Physical Address:

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
<th>Email</th>
</tr>
</thead>
</table>

Mailing Address __________________________________________ City __________ State ______

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
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</table>

24-hour Emergency Contact Phone _____________________________

**STR Property Legal Description:** __________________________ Map No.: ______

<table>
<thead>
<tr>
<th>Lot or tract</th>
<th>Block</th>
<th>Subdivision</th>
</tr>
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</table>

Acreage: ___________ Zoning: ____________________________

Does the owner reside on the property? Yes_____ No_____

If the operator is not the property owner, they MUST attach a letter signed by the owner granting approval for the proposed short term rental use.

**Total Square Footage of Home:** __________________________

(Exclude Garage unless part of STR) ___________ Square Feet

How many square feet of the home will you use for the STR? ___________

Will you use Accessory Structures for your short term rental? Yes______ No______

If yes, how many square feet of Accessory Structures will you use for your STR? ______

What is the name of your business? ____________________________________________

How many guest bedrooms will be rented on the property? __________
Will there be any employees who are not residents of the property? Yes ___ No ___

The statements below track the requirements of the Village Code section governing STR permits. (Chapter 18-45(g)). By initialing these items, you certify that you meet these criteria and will abide by them if your STR is approved. Violating these requirements may result in revocation of your short term rental permit, fines, and/or other penalties.

INITIAL EACH APPLICABLE ITEM. (Do not use “X” or a check mark.)

___ a. There can be no more than six guest rooms on a residential short-term rental property.

___ b. Per Section 18-39 (3) Short term rental lodging establishments must provide one and one half parking spaces per guest room. All parking must be on the property (off street.)

___ c. Short term rental permits are designed to allow overnight accommodations, with or without breakfast service, to registered overnight guests. No property for which a short term rental permit has been issued shall be used as an event center for parties, weddings or other gatherings. This is a condition of the issuance of a short rental permit which the permit holder accepts upon issuance of the permit by the Village. In addition to other penalties under the Village Code, a violation of this condition may result in the revocation of the short term rental permit.

___ d. A business license is required for anyone conducting business within the Village of Corrales.

___ e. A fire inspection will be required, and the property must be compliant with the Fire Code.

___ f. A lodger’s tax registration number for the property will be required and lodger’s tax must be paid.

___ g. Operation of the STR should not create nuisances detectable from adjacent properties.

Commission approval. The Planning and Zoning Commission may approve a short-term rental permit if the Commission finds that the applicant has met the requirements of Section 18-45 (g). The Commission may add such additional conditions or limitations upon the permit which may be appropriate to minimize any potential adverse impacts upon surrounding properties.

Appeal Process. An applicant who is aggrieved by the decision of the Planning and Zoning Commission may appeal the decision to the Governing Body by written notice to the Village Clerk of such appeal, to be made within ten (10) days of the date of the decision by the Planning and Zoning Commission. The matter shall be referred to the Governing Body for hearing at a regular or special meeting in the usual course of business. The decision of the Governing Body made thereof shall be expressed in writing; and the action shall be deemed final.

Penalties for violation of requirements of subsection (g) of Section 18-45.
I certify that I meet the above requirements and will abide by them. I understand that I may lose my short term rental permit and business license if I violate any of these requirements. I also understand and agree that any representation made by me in
connection with this application, whether orally or in writing, is deemed to be a condition of the short term rental permit, and violation of such condition may result in loss of my short term rental permit and business license.

Signature of Applicant: ____________________________ Date: _____________

PLANNING & ZONING OFFICE USE ONLY

Received By: _______________ Date Received: ___________ File No.: STR ____ - ____

Amount Paid: _______ □ Cash □ Check No.: __________ Credit Card ______
Receipt No.: __________
Application Reviewed and certified complete by: ______________ Date: __________

Planning and Zoning Commission Approval/Denial:

APPROVED with the following conditions, if any:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Village Approval: ____________________________ Date: __________
Administrator
(hearing date, if applicable)

Ninety Day Business License Application Deadline: ____________________________

DENIED with the following findings:

______________________________________________________________________________
______________________________________________________________________________

Denial: ____________________________ Date __________
Administrator
(hearing date, if applicable)