

Short-Term Rental License RENEWAL Checklist

- 1. Application:** Form is included in packet or can be obtained at www.conwayarkansas.gov/cityclerk.
- 2. Insurance:** *Current* Proof of Insurance, showing the property is insured as a Short-Term Rental with a commercial liability policy of at least one million dollars (\$1,000,000) of coverage.
- 3. Local Property Representative:** Please update name, address, and telephone number of a designated local property representative.
- 4. Fee:** \$100 annual fee paid to the City of Conway.
- 5. Information Packet:** An information packet provided to renters and posted in a prominent location of the short-term rental: Guidelines and requirements for information packet are found listed in the Ordinance included in this packet. (O-21-94)

Items set forth in #1-4 must be submitted to the City Clerk's office no later than January 31st each year.

City Clerk/Treasurer
1111 Main Street
Conway, AR 72032

Penalties are accrued if renewal requirements are not met by:

March 1	10% late fee
April 1	30% late fee
May 1	Revoked License

Short-Term Rental License Application

☐ Initial Application ☐ Renewal 2024

Conway Zoning Code/Section 601.29 (H)

Use: Short-Term Rentals may only occur in a legally permitted and zoned single-family dwelling. All other transient use and Short-Term Rentals shall meet the applicable standards and requirements for a bed and breakfast, hotel, or motel.

Applicant Information

Applicant Name _____ Phone Number (____) _____

Mailing Address _____ City _____ State ____ Zip _____

Email address _____

24/7 Emergency Contact Information

Name _____ Phone Number (____) _____

**Please complete the attached "Designated Representative Information" form*

Property Information

House Number _____ Street _____ Conway, AR Zip _____

Number of Bedrooms available for rent _____

Number of off-street parking spaces _____

Maximum Occupancy _____

☐ Information Packet is posted in a prominent place within the STR

☐ Payment of \$100 annual license fee is enclosed

Signature

I certify that this information is accurate and complete:

Signed _____ Print Name _____

Date _____

For Office Use Only:

A&P Permit Number _____ Short Term Rental License Number _____

Short-Term Rental Property Designated Representative Information

A local designated property representative shall be available twenty-four (24) hours per day, seven days a week, for the purpose of responding within one (1) hour to complaints regarding the condition, operation, or conduct of occupants of the Short-Term Rental, and taking remedial action to resolve any such complaints.

Property Owner

Name: _____ Phone Number: (____) _____

Address of Property (Short-Term Rental): _____

I certify that this information is correct and current, and I understand that I am required to notify the City Clerk's office should any changes occur.

Signed _____ Date _____

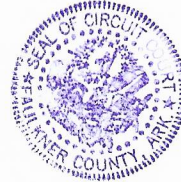
Designated Representative:

Name: _____ Phone Number: (____) _____

I certify that this information is correct and current, and I understand that I am required to notify the City Clerk's office if any changes should occur.

Signed _____ Date _____

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**City of Conway, Arkansas
Ordinance No. O-21-94**



**CERTIFICATE OF RECORD
FAULKNER CO, AR FEE \$30.00**

I hereby certify that this instrument was
Filed and Recorded in the Official Records

In Doc Num **L202120338** 4 Pages

RECORDED: 09-29-2021 01:13:40 PM

CRYSTAL TAYLOR

FAULKNER COUNTY CIRCUIT CLERK

BY: NICOLE SPILLER, D.C.

ORDINANCE

AN ORDINANCE AMENDING THE CONWAY ZONING CODE ESTABLISHING STANDARDS FOR SHORT TERM RENTALS FOR TRANSIENT OCCUPATION:

WHEREAS, it is desirable to establish standards for the regulation of short term rentals and include these regulations in the Conway Zoning Code; and

WHEREAS, The Conway Planning Commission has prepared amendments to the Conway Zoning Code, gave proper public notice in accordance with Arkansas Code Annotated § 14-56-422, held a duly authorized public hearing on August 16th, 2021, and adopted the prepared amendments.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. The Conway Zoning Code be amended as follows:

Section 301.2 DEFINITIONS OF TERMS AND USES.

Bed and Breakfast: A dwelling unit that contains no more than ten (10) guest rooms where lodging, with or without meals, is provided for compensation for a term of less than 30 days.

Short Term Rental: The rental of no more than one entire dwelling with no more than five (5) sleeping rooms to one (1) family or no more than eight (8) persons not related by blood, marriage, custodial relationship, or guardianship for less than thirty (30) days with or without the owner living on the premises.

Section 601.29 SHORT TERM RENTALS

Requirements applying to Short Term Rentals are as follows:

- A. General. The purpose of these provisions are to provide guidelines that balance the right for city homeowners to utilize the benefits of Short Term Rental units while protecting the health, safety, and welfare of the entire community. Additionally, these provisions seek to protect the users of Short Term Rentals.
- B. All Short Term Rentals shall obtain and maintain a Short Term Rental license to operate within city limits. To obtain a Short Term Rental license, application shall be made to the Conway City Clerk's office and the following information is required:
1. Applicant Information: The applicant shall be the property owner or provide written authorization to act on the behalf of the property owner. The applicant shall provide their name, address, applicable business entity information, and authorization of agency.
 2. Insurance: The applicant shall provide an up-to-date certificate of insurance documenting that the dwelling is insured as a Short Term or vacation rental with a general commercial liability policy of at least one million dollars (\$1,000,000) of coverage.
 3. Inspection: The potential short term rental shall be inspected by the Fire Marshal and Chief Building Official or his/her designee for compliance with the Arkansas Fire Prevention Code regarding all applicable provisions including those for transient accommodation.

4. Local Property Representative: The applicant shall designate a local property representative who shall be available twenty-four (24) hours per day, seven (7) days per week, for the purpose of:
- a. Responding within one (1) hour to complaints regarding the condition, operation, or conduct of occupants of the Short Term Rental;

- b. Taking remedial action to resolve any such complaints.

The name, address, and telephone contact number of the property owner and the local property representative shall be kept on file with the Conway City Clerk's office and Conway Police Department. The failure to provide the contact information, failure to keep the contact information current, failure to respond in a timely manner to complaints, or the occurrence of repeated complaints may result in the suspension or revocation of the Short Term Rental license.

5. Fee: An annual fee set according to the fee schedule adopted by the Conway City Council. The fee shall be submitted at the time of application/renewal for the Short Term Rental license. If no fee schedule is adopted, the annual fee shall be one hundred dollars (\$100).

6. A&P Tax Permit: The applicant shall be required to provide proof of a current Conway A&P Tax Permit prior to issuance of a Short Term Rental license.

C. License Renewal: Licenses issued during any part of a calendar year must be renewed the succeeding year. Annual license renewal applications must be submitted to the City of Conway by January 31st. A ten percent (10%) late fee shall be assessed for renewal applications submitted after March 1st. A thirty percent (30%) late fee shall be assessed for renewal applications submitted after April 1st. A license shall be deemed revoked if an application for renewal has not been made before May 1st.

D. Update of Information: If any information changes related to the applicant materials provided, the applicant shall be required to immediately provide an update of such information to the Conway City Clerk's office.

E. Revocation: Any Short Term Rental license may be revoked upon written notice by Certificate of Mailing by the Conway City Clerk for any of the following:

1. A false material statement or misrepresentation has been made in, or in support of, the application;
2. A change occurs in any material fact upon which the Short Term Rental license was issued that has not been reported to the City Clerk as a change to the required applicant materials within thirty (30) days of the change;
3. The Short Term Rental has been the site of a violation of any provision of law, or otherwise fails to meet sanitation standards, Arkansas Fire Prevention Code requirements regarding all applicable provisions including those for transient accommodation, or other applicable standards established by local, state, or federal law.
4. The local property representative failed to timely respond to two (2) or more complaints within any twelve (12) month period.

F. Revocation Appeal: Any holder of a Short Term Rental license which is revoked by the City Clerk may appeal such decision to the Conway City Council within thirty (30) days of issuance by Certificate of Mailing of revocation by the Conway City Clerk. Appeal review by the Conway City Council shall be on the basis of determining factual compliance by the applicant with the provisions of this Code and in

determining if the severity of noncompliance warrants revocation due to consistent lack of effort by the applicant to correct known issues.

G. Information Packet: A packet of information shall be provided to renters and posted noticeably in the common area of the Short Term Rental, summarizing guidelines and restrictions applicable to the Short Term Rental use, including:

1. Information on maximum occupancy;
2. Applicable noise and use restrictions;
3. Location of off-street parking;
4. Direction that trash shall not be stored within public view, except within proper containers for the purpose of collection, and provision of the trash collection schedule;
5. Contact information for the local property representative;
6. Evacuation routes;
7. The renter's responsibility not to trespass on private property or to create disturbances; and;
8. Notification that the renter is responsible for complying with these regulations and that the renter may be cited or fined by the city for violating any provisions of this or any other applicable code.

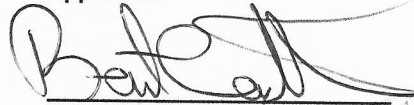
H. Use: Short Term Rentals may only occur in a legally permitted and zoned single-family dwelling. All other transient use and Short Term Rentals shall meet the applicable standards and requirements for a bed and breakfast, hotel, or motel.

I. Parking: One (1) off-street parking space per bedroom rented shall be provided. Where on-street parking is available, up to two (2) spaces may be used to meet this requirement. These parking requirement shall not apply in C-1 or the C-MU district.

Section 2. That all ordinances in conflict herewith are hereby repealed to the extent of that conflict.

PASSED this 14th day of September 2021.

Approved:

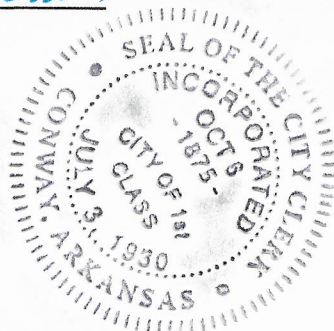


Mayor Bart Castleberry

Attest:



Michael O. Garrett
City Clerk/Treasurer



CERTIFICATE

**STATE OF ARKANSAS
COUNTY OF FAULKNER
CITY OF CONWAY**

I, Michael Garrett, the duly elected, qualified, and acting: Clerk-Treasurer of the City of Conway, Arkansas, do hereby certify that the attached and foregoing is a true and correct copy of an ordinance presented to the City Council of the City of Conway, Arkansas, at a meeting of that body held on the 14th day of September, 2021 same is duly recorded in the minutes of meeting of said Council.

Witness, my hand, and seal of the City of Conway, Arkansas this 16th day of September, 2021.


CITY CLERK-TREASURER

