

Obtaining a 14-day Short-term Rental Permit

City of Cannon Beach

Updated: August 2023



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□ ***Who should read this handout?***

If you own a home in Cannon Beach and wish to rent it for periods of less than 30 days, you should read this handout.

□ ***What is a 14-day short-term rental permit?***

A 14-day short-term rental permit is an authorization to rent a house for periods of less than 30 days, subject to certain conditions. Any property owner may apply for a 14-day short-term rental permit, however, no person shall hold more than one 14-day short-term rental permit. A person who holds a unlimited short-term rental permit is not permitted to hold a 14-day short-term rental permit. The permit must be renewed annually. Upon issuance, the 14-day short-term rental permit allows a property owner to rent the dwelling to one tenancy group in a 14-day period.

□ ***What is the purpose of this handout?***

This handout is intended for those interested in obtaining a 14-day short-term rental permit. It is organized into three sections. Section I highlights the ordinance requirements so that you can determine if you qualify for a 14-day short-term rental permit. Section II provides information to help you fill out the appropriate application forms to obtain the necessary permit. Section III contains the 14-day short-term rental permit application and other required forms.

□ ***When is the deadline to apply for a 14-day short-term rental permit?***

You may apply for a 14-day short-term rental permit at any time. The permit is valid for one year.

□ ***What happens after I submit my application to the City?***

The City will review your application to make sure it is complete and that the operation of the dwelling as a short-term rental will comply with the City's requirements. When the City has verified that your application meets all the requirements for the short-term rental of a dwelling, the City will issue a 14-day short-term rental permit. The permit is valid for one year. The permit must be posted in a prominent location adjacent to the front door of the dwelling.

□ ***How long does it take to get a 14-day short-term rental permit?***

14-day short-term rental permits take a minimum of 30 days to process. Given this, please plan accordingly by submitting a complete application well in advance of the date that you wish to begin the short-term rental of your dwelling. You may not rent your dwelling for periods of less than 30 days without a valid 14-day short-term rental permit.

□ ***What happens after I am issued a 14-day short-term rental permit?***

A 14-day short-term rental permit is valid for one year. You will need to apply for a renewal of the permit annually. The City will notify you of this requirement.

□ ***Do I need business license?***

Yes, permit holders must also obtain a City business license. The business license must be renewed annually.

Section I – Ordinance Requirements

Ordinance 04-09A has several requirements that must be met to qualify for a 14-day short-term rental permit. All requirements must be met without exception. A description of the requirements follows:

Local Representative: The property owner shall designate a local representative who permanently resides within the Cannon Beach urban growth boundary, or a licensed property management company with a physically staffed office within 10 vehicular miles of the Cannon Beach urban growth boundary. The owner may be the designated representative where the owner resides within the Cannon Beach urban growth boundary.

The property owner or the designated local representative shall maintain a guest register for each tenancy of the short-term rental. The register shall include the names, home addresses, and phone numbers of the tenants, and the dates of the rental period. The above information must be available for City inspection upon request.

The local representative must be authorized by the owner of the dwelling to respond to tenant and neighborhood questions, concerns, and complaints. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for short-term rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol or the use of illegal drugs.

The property owner must submit a new local representative form and remit a \$100.00 fee if there is a change in the local representative.

The city will post the name, address and telephone number of the owner or the local representative on the city website.

Occupancy: The maximum occupancy for a short-term rental dwelling shall be two persons per bedroom and two additional persons (e.g., a two-bedroom dwelling is permitted a maximum occupancy of six persons). For the purpose of establishing occupancy, a person is defined as an individual at least two years of age. The maximum occupancy may be further limited by off-street parking requirements. Occupancy of a dwelling shall not exceed twelve persons.

Parking: One off-street parking space shall be provided for each three persons of dwelling occupancy. No more vehicles shall be parked on the property than there are designated off-street parking spaces. Inability to provide the required off-street parking will reduce the permitted occupancy. A site plan shall be submitted with an application for a 14-day short-term rental permit which identifies the location of the required off-street parking. Please see attachment “A” for a sample of an acceptable off-street parking site plan.

Solid Waste Collection: Weekly solid waste collection shall be provided during all months that the dwelling is available for short-term rental occupancy.

Permit Posting: The 14-day short-term rental permit shall be posted within the dwelling adjacent to the front door and contain the following information: (1) the name and telephone number of the local representative; (2) the name and telephone number of the owner; (3) contact information for City Hall and the Police Department in Cannon Beach; (4) the maximum number of occupants permitted to stay in the dwelling; (5) the maximum number of vehicles allowed to be parked on the property; (6) the number and location of on-site parking spaces; and (7) the solid waste collection day. Please see attachment “F” for an example of a permit for posting that will be mailed to you once the application processing is complete.

In addition to the permit, a tsunami evacuation route map shall also be posted within the dwelling. A sample evacuation route map is included in this packet as attachment “G”. To download and print the pedestrian route map for your area, visit the City’s *Emergency Management* page here:
<http://www.ci.cannon-beach.or.us/emergencymgmt/page/tsunami-evacuation-routes-assembly-areas>.

Transient Room Tax: The property owner must agree to comply with the requirements of the transient room tax ordinance. An 8% City room tax is collected from those who rent a short-term rental dwelling by adding it to the basic rental amount. Effective 1/1/2024, that tax rate will go up to 9.5%. It is the responsibility of the 14-day short-term rental permit holder to keep an accurate record of the rent and taxes collected. A quarterly room tax report will be mailed to 14-day short-term rental permit holders and must be filed with the City whether or not the house has been rented during that quarter. Please see attachment “B” for a sample quarterly transient room tax form. Visit the Oregon Department of Revenue website for information regarding additional state lodging tax requirements.

Building Inspection/Reinspection: The short-term rental dwelling must be inspected to determine whether it meets the Oregon State Building Code and to establish its maximum occupancy. Oregon State Building Code requirements cover such items as smoke alarms, adequate escape routes in case of fire, properly operating heating equipment and adequate hot water. Prior to the issuance of a 14-day short-term rental permit, the owner of the dwelling unit shall make all necessary alterations to the dwelling required by the Building Department. Please see the attached 14-day short-term rental permit dwelling checklist (attachment “C”) for the basic requirements that a dwelling must meet. An inspection fee of \$106 will be charged. (This is included in the application fee). Please note, this checklist is not all-inclusive.

Short-term rental dwellings are subject to inspection at any time with proper notice to the owner.

Section II – Application Procedure

General Information: A 14-day short-term rental permit is issued to a specific owner of a dwelling unit. No person shall hold more than one 14-day short-term rental permit. A person who holds an unlimited short-term rental permit may not hold a 14-day short-term rental permit. The 14-day short-term rental permit shall be revoked when the permit holder sells or transfers the real property which was rented and the new owner shall apply for and receive a new 14-day short-term rental permit before using the dwelling as a short-term rental.

Permit Application: A property owner can apply for a 14-day short-term rental permit at any time. It is illegal to rent a dwelling for periods of less than thirty days without the 14-day short-term rental permit. The permit is valid for one year and must be renewed annually.

The City shall issue the permit where it finds the application requirements and the requirements of Section I of this handout are met.

Violations and Penalties: Failure to comply with the 14-day short-term rental occupancy or transient room tax requirements shall constitute a violation of the provisions of this section. Disturbances or nuisances caused by the tenants of a vacation home rental dwelling which violate the City Municipal Code or State law shall also constitute a violation. Penalties for each violation shall be imposed. Penalties for violations become progressively more severe and may result in permit suspension or revocation.

Section III – 14-day short-term rental permit Application Forms & Other Information

The following forms are attached to this handout and must be submitted to the City along with the application fee in order to obtain a 14-day short-term rental permit:

- ❑ *14-day Short-term Rental Permit Application*
- ❑ *Short-term Rental Local Representative Certification*
- ❑ *Transient Room Tax Registration*
- ❑ *Application for a City Business License*

In addition to the above, a site plan which identifies the short-term rental dwelling and the location of the required off-street parking spaces must also be submitted at the time that the application is made. Please see *Attachment "A"* for an example of an acceptable ***Off-Street Parking Site Plan***.

Attachment "B" is a sample of the ***Transient Room Tax Quarterly Collection*** form that will be mailed to short-term rental permit holders for reporting room tax on a quarterly basis.

Attachment "C" is a ***Transient Rental Dwelling Inspection Checklist*** which lists the basic requirements that a dwelling must meet in order to obtain a permit. The checklist is included in this packet in order to help you to begin making the necessary modifications to your dwelling, if needed. Additional requirements to those on the checklist may apply.

Attachment "D" is an ***Example Illustrating 14-day Short-term Rental Occupancy*** and is included in this packet to illustrate how to comply with the permit requirement that the dwelling can be rented to only one tenancy group in 14 days.

Attachment "E" is a sample of a ***Weekly Solid Waste Collection Service Bill*** that must be submitted to the City at the time that the application is made. If you do not currently have weekly service, please contact Recology Western Oregon's residential customer accounts department at (503) 861-0578 to establish weekly service. At your request, Recology Western Oregon will forward a certification form to the City of Cannon Beach to confirm your weekly service.

Attachment "F" is an ***Example of a Permit*** for posting in the dwelling. The permit will be mailed to you once the application process is complete and the permit is issued.

Attachment "G" is an ***Example of Tsunami Evacuation Route Map*** for posting in the dwelling. Please post the appropriate map for your area.

To download this information or the forms noted above (except for the form obtained from Recology Western Oregon regarding solid waste collection) visit the City's website at www.ci.cannon-beach.or.us and click on *Short Term Rentals* under *Services*.

For questions, please contact the Planning Department at (503) 436-8054 or email planning@ci.cannon-beach.or.us. You may also fax forms to (503) 436-2050.

14-day Short-Term Rental Permit Application

City of Cannon Beach

Rental of Residential Dwellings for Periods of Less than 30 Days
Municipal Code, Chapter 17.77

Applicant Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Property Information:

Please print

Short-term Rental Address: _____

Number of On-Site Parking Spaces Provided (see page 2 of handout, *Obtaining a 14-day Short-term Rental Permit*): _____

Garbage Service Collection Day (weekly garbage service is required): _____

Legal Property Owner Information (Name/LLC/Trust/etc):

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Local Representative Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

The local representative must permanently reside within the Cannon Beach urban growth boundary, or be a licensed property management company with a physically staffed office within 10 vehicular miles of the Cannon Beach urban growth boundary. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for 14-day short-term rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs. The local representative must submit a signed statement as part of this application packet. Please see page 2 of the handout, *Obtaining a 14-day Short-term Rental Permit*. **Please note that a fee of \$100 will be applied for each and every change in Local Representative.**

Continued on Reverse Side



The review process takes a minimum of 30 days. 14-DAY SHORT-TERM RENTAL PERMITS ARE NON-TRANSFERABLE. A one-time, non-refundable \$606 fee must be submitted with this application. This fee includes the \$106 dwelling inspection fee. After an application has been processed and the short-term rental dwelling is found to meet the City's requirements, the City will issue a permit and business license that must be posted in a prominent location adjacent to the front entrance of the short-term rental dwelling.

By signing below, the property owner acknowledges that he/she has read, fully understands and agrees to comply with the standards of the City of Cannon Beach ordinances regarding the 14-day short-term rental of dwelling units.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Please be sure your application is complete before submitting. Your application must include the following:

- ☐ 14-day Short-term Rental Permit Application
- ☐ 14-day Local Representative Certification
- ☐ Transient Room Tax Registration

- ☐ Copy of Weekly Solid Waste Service Bill
- ☐ Off-Street Parking Site Plan
- ☐ Business License Application

14-DAY SHORT-TERM RENTAL APPLICATION FEE: \$606

Note: An additional \$200 fee must be submitted for the initial Business License Application.

Please visit our website to obtain additional forms <http://ci.cannon-beach.or.us>

This information can be made in alternative format as needed for persons with disabilities.

For Staff Use Only:

Received on: _____ By: _____

Fee Paid: _____ Receipt No.: _____

Fees:
(705) Building/Inspection \$106
(5) Permit \$500

Short-term Rental Permit
Local Representative Certification
City of Cannon Beach
☐ New ☐ Change

The property owner of a vacation home rental shall designate a local representative who permanently resides within the Cannon Beach urban growth boundary (UGB), or a licensed property management company with a physically staffed office within **10 vehicular miles** of the Cannon Beach UGB. The owner may be the designated representative where the owner resides within the Cannon Beach UGB.

Vacation Home Rental Address: _____

Property Owner: _____

Local Representative Information:

Please print

Name: _____ Telephone #: (day) _____ (night) _____

Physical Address: _____ Email: (optional) _____

Mailing Address: _____

Local Representative Responsibilities:

- ☐ The property owner or the designated local representative shall maintain a guest and vehicle register for each tenancy of the vacation home rental. The register shall include the names, home addresses and phone numbers of the tenants, the vehicle license plate numbers of all vehicles used by the tenants, and the dates of the rental periods.
- ☐ The local representative must be authorized by the owner of the dwelling to respond to tenant and neighborhood questions, concerns, and complaints. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for vacation home rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs.
- ☐ The Police Department must be able to contact the local representative in a timely manner.
- ☐ The guest and vehicle registry information must be available for City inspection upon request.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above.

Local Representative's Signature: _____ Date: _____

Property Management Company (if applicable) _____

(Continued on Reverse Side)

*By signing below, the property owner designates the above noted individual or property management company as the local representative for the vacation home rental property noted above. **Please note that Resolution 06-07 states that a fee will be applied "for each and every change in Local Representative."***

Property Owner's Signature: _____ Date: _____

FEE: \$100.00 (only if filing for change)

For Staff Use Only:

Received on: _____ By: _____

Fee Paid: _____ Receipt No.: _____

Fee:
(803) Planning \$100

Transient Room Tax Registration City of Cannon Beach

Property Owner Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Name(s), Telephone #(s) & Address(es) of Partners:

(1) _____

(2) _____

(3) _____

Property Information:

Please print

Short-term Rental Address: _____

Manager/Local Representative Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Property Owner's Signature(s): _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Please note: it is required that all property owners sign this form. Please use an additional sheet of paper if need. If the property is owned by an LLC, a legal document stating all members must accompany this form.

This information can be made in alternative format as needed for persons with disabilities.



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City of Cannon Beach Business License Application

Fiscal Year July 1, 20__ through June 30, 20__

This application will be returned to you without processing if the below applicable information is not provided.

Business Name: _____ Tax ID (EIN) #: _____

Address of Business: _____ City: _____ State: _____ Zip: _____

Mailing Address of Business: _____ City: _____ State: _____ Zip: _____

Business Telephone: _____ E-Mail Address: _____

Owner Name: _____ Owner Phone: _____

Owner Mailing Address: _____ City: _____ State: _____ Zip: _____

Driver's License state: _____ Number: _____ Owner Date of Birth: _____

Type of Business: _____ Square Footage: _____

(Retail, Roofer, Restaurant, Realtor, Motel, Property Manager, Gallery, etc.)

If Corporation or Partnership, list Officers/Partners:

| <i>Name</i> | <i>Mailing Address</i> | <i>Driver's License Number & State</i> | <i>Phone Number</i> |
|-------------|------------------------|--|---------------------|
| | | | |
| | | | |
| | | | |

Manager's Name (if different than Owner): _____ Phone: _____

Number of Employees (include all working within City limits, full-time & part-time): _____

Monitored Alarm System at business physically located in Cannon Beach? Yes: ___ No: ___

Note any certifications required to conduct your business: _____

**If additional licensing for your business is required by the state or federal government,
please attach a copy of the license(s) to this application. (Municipal Code 5.04.050)**

CONTRACTORS ONLY: General Contractor: ___ Specialty Contractor: ___ Exempt: ___ Non-Exempt: ___

Construction Contractor's Board Registration #: _____ Expiration Date: _____

I _____, doing business as _____, am registered with the State of Oregon

Construction Contractor's Board under the provisions of ORS 701.035 through ORS 701.130 and said registration is in full force and effect.

SHORT-TERM RENTAL APPLICANTS ONLY:

Local Representative Name & Phone Number: _____

Applicant Signature: _____ Date: _____

This information can be made in alternative format as needed for persons with disabilities.

See next page for the Business License Fee Schedule



BUSINESS LICENSE FEE SCHEDULE

1-2 Employees - \$75.00

3-5 Employees - \$125.00

6 or more Employees - \$250.00

Initial Business License Application for a Short-Term Rental \$200.00

Farmer's Market Vendor, June – October \$10.00

3 Consecutive Day License - \$20.00

Dates: _____

Must be submitted with minimum of 10 days' notice.

For Staff Use Only:

Payment Received On: _____

By: _____

Fee Paid: _____

Receipt No.: _____

| Department | Date Reviewed | Reviewed By |
|---------------|---------------|-------------|
| Building | | |
| Planning | | |
| Public Works | | |
| Public Safety | | |
| City Manager | | |

Staff Comments

| |
|--|
| |
| |
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| |

| | |
|------------------|--|
| Finance Director | |
|------------------|--|

Attachment A



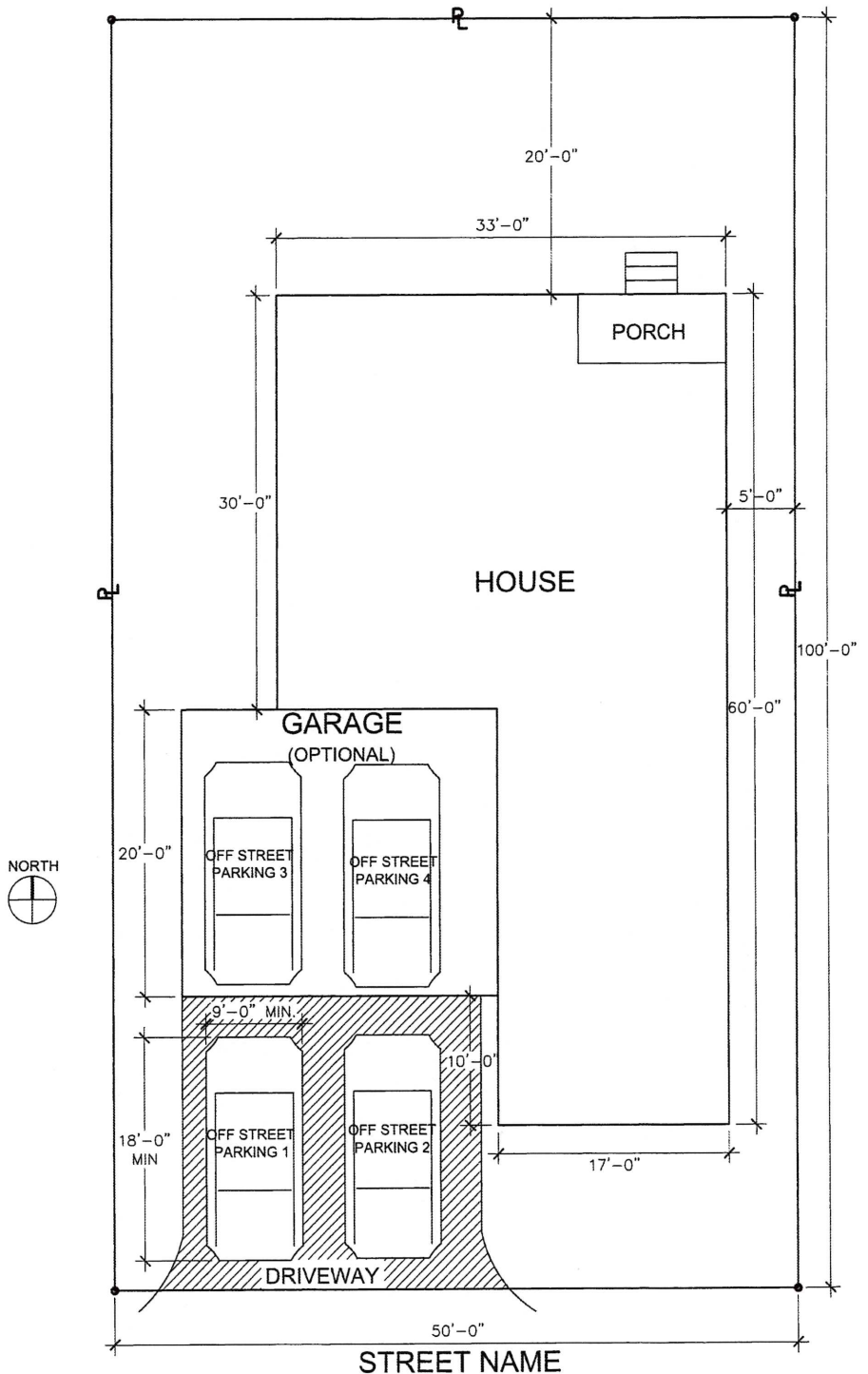
CITY OF CANNON BEACH - SHORT TERM RENTAL

PARKING SPECIFICS TO INCLUDE:

1. ALL OFF STREET PARKING.
LOCATION AND DIMENSIONS OF EACH
PARKING SPACE.
2. NOTE: PARKING SPACE MUST BE A
MINIMUM 9'-0" X 18'-0".
3. LABEL ALL ABUTTING
STREETS TO PROPERTY.

NOTE:

DRAWINGS ARE FOR INFORMATIONAL
USE ONLY. ADDITIONAL
REQUIREMENTS MAY APPLY.
DRAWINGS DO NOT SPECIFY OR
VERIFY DIRECT CODE COMPLIANCE



SAMPLE PARKING PLAN

SCALE USED

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Attachment B

CITY OF CANNON BEACH
PO Box 368, Cannon Beach OR 97110
503-436-8056
TRANSIENT ROOM TAX COLLECTION RETURN

Hotel/Motel Name: _____

Business _____

Address: _____

Location: _____

Address if more than one location: _____

Manager's Name: _____

of Rental Units: _____

Owner's Name: _____

Owner Address: _____

Quarter ending: _____

Account Number: _____

Date Due: _____

Calculation of Tax Due:

1. Gross Room Rent: _____

2. Exemptions: _____

3. Taxable Rent: _____ (line 1 minus line 2)

4. Transient Room Tax: _____ (8% of line 3)

5. Collection Fee: _____ (5% of line 4)

6. Tax Due: _____ (line 4 minus line 5)

Delinquencies:

Tax payments are considered delinquent if paid after the last day of the month in which they are due. Penalties assessed to delinquent accounts are specified in Section 3.12090 of the Cannon Beach Municipal Code.

Please List any exemptions for this quarter.

If there is no activity, a quarterly tax form is still required to be filed showing \$0 income.

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SHORT TERM RENTAL INSPECTION CHECKLIST

CITY OF CANNON BEACH

A short-term rental dwelling must be inspected to determine whether it meets the standards of the Uniform Housing Code (UHC) as adopted by the City and to establish its maximum occupancy. The cost of the inspection is \$106. Prior to the issuance of a vacation home rental permit, the owner of the dwelling shall make all necessary alterations to the dwelling required by the Building Official. Failure to complete the necessary alterations within 30 days of the Building Inspector's notification of required alterations may result in the revocation of the permit.

Property Address: _____ Property Owner: _____ Telephone #: _____

Local Representative: _____ Telephone #: _____

of bedrooms _____ # of parking spaces _____

General Requirements: (not requirements of the UHC, but required by City Code or Oregon Statute)

- ☐ House numbers installed (minimum 2 ½ H, 2 ¼ W) and clearly visible from the street.
- ☐ Smoke alarms installed in all sleeping rooms, outside all sleeping areas, and on each floor of dwelling.
- ☐ No vegetation or hardscape encroaching into the Public Right of Way.
- ☐ Driveway access shall not exceed twenty feet for single ownership or shall otherwise meet the Municipal Code, Section 12.08.040.

Sanitation:

- ☐ Dwelling equipped with functional bathroom facilities consisting of a toilet, sink, and either a bathtub or shower.
- ☐ Dwelling equipped with functional kitchen facilities consisting of a stove, refrigerator, and sink.
- ☐ All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.
- ☐ All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.
- ☐ All sanitary facilities installed and maintained in safe and sanitary condition.
- ☐ No signs of mold or mildew on wall surfaces.
- ☐ No signs of infestation from rodents or insects.
- ☐ Dwelling is equipped with adequate garbage and rubbish storage.

Safety:

- ☐ Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors.
- ☐ All stairs, decks, and balconies over 30 inches in height are provided with approved guardrails.
- ☐ All stairs with three or more risers are provided with approved handrails.
- ☐ Carbon Monoxide detectors shall be located in each bedroom or within 15 feet of the bedroom.
- ☐ Mechanical rooms are not to be used for storage.
- ☐ All solid fuel appliances, flues and chimneys must be inspected and approved by a professional.

- ☐ Hose bibbs must be protected by an anti-siphon device.
- ☐ Lawn sprinkler systems must be protected by a backflow device.
- ☐ The electrical panel must be marked, labeled, and accessible.

Structural:

- ☐ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☐ No split, lean, list, or buckle of dwelling walls, partitions or other vertical supports due to defective material or deterioration.
- ☐ Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.
- ☐ No evidence of decay or damage to exterior stairs or decks.
- ☐ Tank water heaters must be secured for seismic requirements and accessible.

Weather Protection:

- ☐ Dwelling has no broken windows or doors.
- ☐ No broken, rotted, split, buckled of exterior wall or roof coverings that affect the protection of the structural elements behind them.
- ☐ No signs of pooling of run-of water from roof downspouts causing issue on property or to neighboring properties.

Mechanical/Electrical:

- ☐ Every habitable room contains at least two electrical outlets or one outlet and one light fixture.
- ☐ All electrical equipment, wiring, and appliances have been installed and are maintained in a safe manner.
- ☐ Dwelling is equipped with heating facilities in operating condition.
- ☐ All solid fuel burning appliances are installed per applicable codes and maintained in safe working condition.
- ☐ Dwelling has proper ventilation in all rooms and areas where fuel burning appliances are installed.
- ☐ Gas appliances must be listed and labeled and may be required to have outside ventilation.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient rental permit or vacation home rental permit.

Presented to: _____ ☐ Approved Date: _____

Inspected by: _____ ☐ Requires Modifications Date: _____

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Example Illustrating 14-day Short-term Rental Occupancy

Municipal Code, Section 17.77.060, provides that "The fourteen-day permit issued by the city authorizes the owner to rent the dwelling once, one individual tenancy, within fourteen consecutive calendar days." The calendar below illustrates an example of how to comply with the occupancy requirement of a 14-day short-term rental permit.

The first tenant group rents the dwelling for the 2nd and 3rd, as indicated by the first shaded area. The minimum 14-day tenancy period begins on the 2nd and ends on the 15th. The dwelling cannot be rented to another tenant group from the 4th through the 15th. However, the owner may use the dwelling during this period. The second tenancy period could begin on the 16th; however, tenants do not arrive until the 18th, therefore the tenancy period begins on the 18th. This tenant group rents the dwelling from the 18th through the 27th, as indicated by the second shaded area. The second tenant group's minimum 14-day tenancy period ends on the 31st. The dwelling cannot be rented to another tenant group from the 28th through the 31st. However, the owner may use the dwelling during this period. A third tenancy group can begin occupancy on the next day, the 1st.

Please note: Tenancy periods begin on the 1st day your tenancy group arrives.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|---|--|--|----------|
| | | 1 <i>Vacant</i> | 2 <i>Tenants Check-in</i> First 14-day tenancy period begins | 3 | 4 <i>Tenants Check-out</i> Dwelling cannot be rented to a new tenancy group | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 End first tenancy period | 16 Second tenancy period could begin here <i>Vacant</i> | 17 <i>Vacant</i> | 18 <i>Tenants Check-in</i> Second 14- day tenancy period begins | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 <i>Tenants Check-out</i> Dwelling cannot be rented to a new tenancy group | 30 | | 31 End second tenancy period | 1 Third tenancy period could begin here | 2 |

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Attachment "E"

Example of Weekly Solid Waste Collection Service

Please provide a copy of your Recology Western Oregon solid waste collection service bill demonstrating weekly service.

Cannon Beach Municipal Code, Section 17.77.040.A.2.f, Solid Waste Collection. Weekly solid waste collection service shall be provided during all months that the dwelling is available for transient or vacation home occupancy.

Sample

| DAYS OF SERVICE | MONTHLY RATE | Billing No. | Account No. |
|---|----------------------------|-------------|-------------|
| BILLING QUESTIONS CALL: 503-861-0578 | | | |
| PREVIOUS BALANCE | | | |
| PAYMENT | | | |
| 08/19/2015 | | | |
| 09/30/2015 | 1-32G CART-SIDE 1dy/wk SEP | | |
| 10/31/2015 | 1-32G CART-SIDE 1dy/wk OCT | | |
| BALANCE DUE | | | |
| QUESTIONS? EMAIL US AT: RWDINFO@RECOLOGY.COM | | | |
| SIGN UP FOR ESTATEMENTS AT: WWW.RECOLOGYWESTERNOREGON.COM | | | |
| Recology Western Oregon 1850 NE Lafayette Ave Medford, OR 97528 | | | |
| FROM DATE: 09-01-2015 TO DATE: 10/31/2015 | | | |
| BILLING QUESTIONS CALL: 503-861-0578 | | | |
| VISIT US AT: www.recolgywesternoregon.com | | | |
| BALANCE DUE BY THE 15TH OF OCTOBER | | | |
| 000000003151966000000000007622 000000 0110820150000003321712 | | | |

If you do not currently have weekly service, please contact Recology Western Oregon, at (503) 472-3176, to establish weekly service. At your request, Recology Western Oregon will forward a certification form to the City of Cannon Beach to confirm your weekly service.

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Attachment F

City of Cannon Beach
14-Day Short-term Rental Permit
Valid May 20, 2017 – May 31, 2018 *(permit is valid for 1 year)*

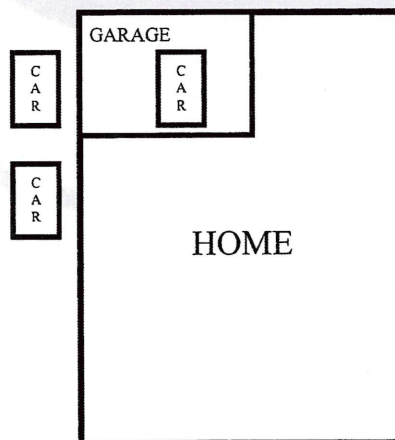
Short-term Rental Address: **123 Street**
Maximum Occupancy: **6**
Maximum # of Vehicles Permitted On-Site: **2**
Weekly Solid Waste Collection Day: **Monday**

Local Representative
Name: **Name of Local Rep Here**
Telephone #: Day **(503) 555-5555**
Night **(503) 555-5555**

Property Owner
Name: **Name of Property Owner(s) Here**
Telephone #: Day **(503) 555-5555**
Night **(503) 555-5555**

City of Cannon Beach Contact #s
Police Dept: Day **(503) 436-2811**
Night **(503) 738-6311**
City Hall: Day **(503) 436-1581**

Approved Parking Locations



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Tsunami Evacuation: Pedestrian Route Presidential Streets-Midtown

ER-4

Final Draft



Tsunami Evacuation Map Legend

- Distant Tsunami
Evacuation zone for a distant tsunami from an earthquake far away from the Oregon coast.
- Local Cascadia Earthquake and Tsunami
Evacuation zone for a local tsunami from an earthquake at the Oregon coast.

0 125 250 500
Feet

Pedestrian Features

- Pedestrian Evacuation Route
- A Assembly Area

City of Cannon Beach, Oregon

163 E. Gower Ave
Cannon Beach, OR
97110

General Information Call: 503-436-1581
Office Hours 8 - 5 Monday - Friday

This map was made on December 21, 2011