



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250
(360) 378-2354 | (360) 378-2116
dcd@sanjuanco.com | www.sanjuanco.com

Land Use Vacation Rental (VR) Permit Application

PROPERTY INFORMATION

| | |
|-------------------------------------|---|
| Tax Parcel Number _____ | Island: _____ |
| Designation _____ | Subdivision/Lot # _____ |
| Water Body _____ | Shoreline: <input type="checkbox"/> YES <input type="checkbox"/> NO Acreage: _____ |
| Street Address (if assigned): _____ | |
| Directions to Property: _____ | |

APPLICANT INFORMATION

| | |
|-------------------------|-------------------------|
| Name of Owner(s): _____ | Email: _____ |
| Mailing Address: _____ | Phone: _____ |
| City: _____ | State: _____ Zip: _____ |

CONTACT/AGENT INFORMATION (THIS IS THE PERSON TO BE CONTACTED ABOUT MATTERS PERTAINING TO THIS PERMIT APPLICATION)

| | |
|------------------------------|-------------------------|
| Name of Contact/Agent: _____ | Email: _____ |
| Mailing Address: _____ | Phone: _____ |
| City: _____ | State: _____ Zip: _____ |

ADDITION INFORMATION

| | | | |
|---------------------------------------|--|--|--|
| # of bedrooms proposed in the VR? | | Is there an accessory dwelling (ADU) unit on the property? | |
| # of guests to be hosted in the VR? | | Do you propose to rent the SFR (home) or ADU? | |
| # of on-site parking spaces proposed? | | What year was the ADU built? | |

PERMIT CERTIFICATION (Must be signed by all property owners or a signed and notarized agent authorization provided.)

1. I have examined this application and attachments and know the same to be true and correct, and certify that this application is being made with the full knowledge and consent of all owners of the affected property. (Attach an additional signature sheet if necessary)

| | | |
|--------------------|-----------------------|---------------|
| _____ Signature | _____ Printed Name | _____ Date |
|--------------------|-----------------------|---------------|

| | | |
|--------------------|-----------------------|---------------|
| _____ Signature | _____ Printed Name | _____ Date |
|--------------------|-----------------------|---------------|

For DCD Use Only Complete Application: YES NO

| DATE STAMP | FOR STAFF USE ONLY | |
|------------|---|---|
| | Amount Paid: _____ | Receipt #: _____ |
| | SEPA Exempt Code Citation: _____ | Inspection Required: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | <input type="checkbox"/> Approved By: _____ | Date: _____ |
| | <input type="checkbox"/> Denied | |

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Vacation Rental Permit Application Checklist

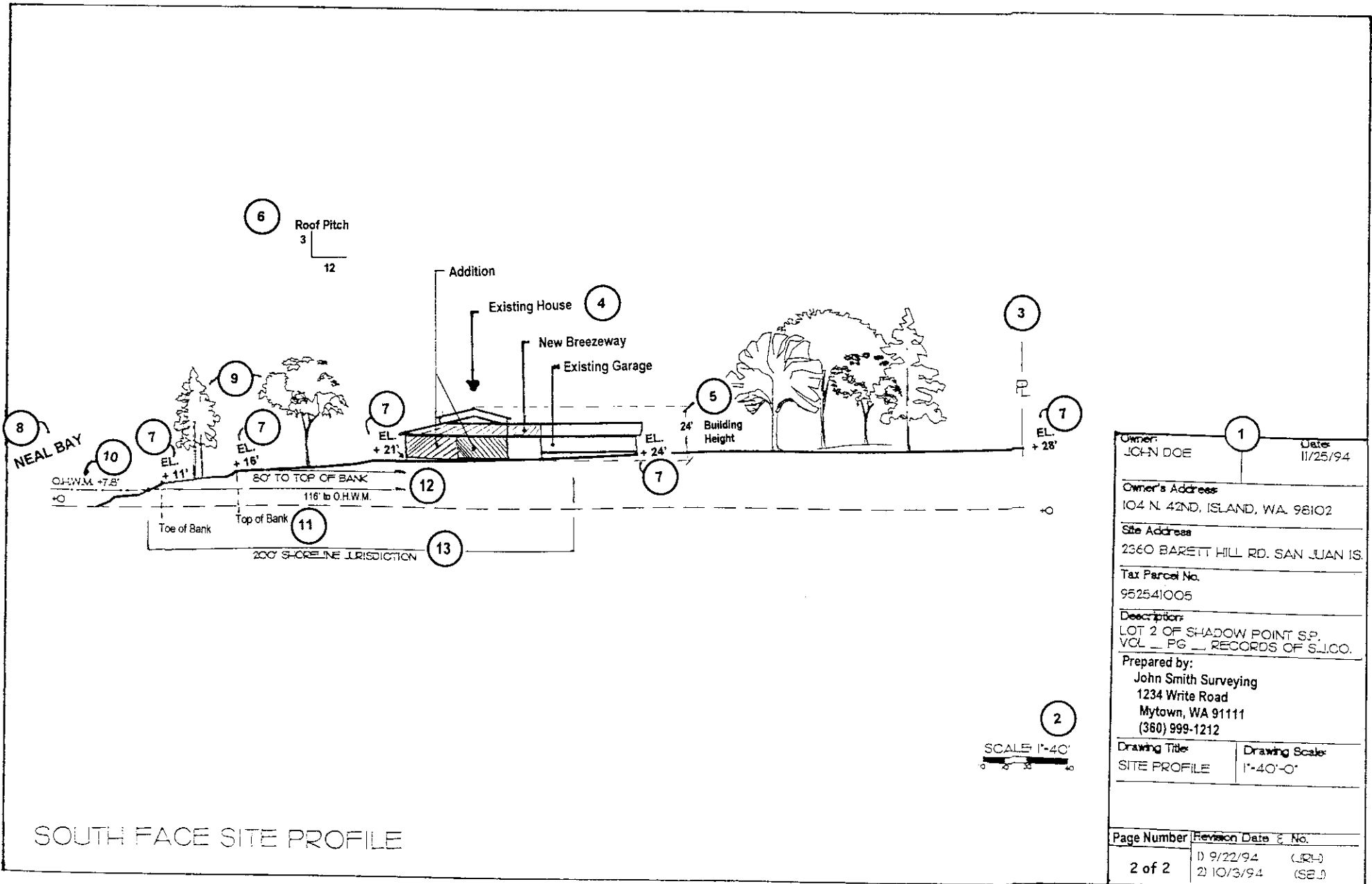
Provisional (administrative) Permit or Conditional Use Permit

Application Checklist

- A completed Vacation Rental Permit Application and Checklist
- A signed and notarized agent authorization letter, if submitted by an agent (see SJCC 18.80.020.C.2);
- A legal description of the site and/or San Juan County Assessor's information for the property (available here <https://sjcgis.org/polaris/>; search address, click on the "I" information icon and then click on your parcel; scroll to links on assessor site and/or recorded documents to find this information.)
- Narrative description of proposal; surrounding land uses; and how the proposal is consistent with the applicable regulations and permit approval requirements.
- A copy of a County approved sewage disposal permit (available here www.sanjuanco.com/432);
- Floor plan(s) showing the use of all of the rooms, including bedrooms, in the structure(s) that will be used for the vacation rental. Plans should be drawn on 11" X 17" or smaller size paper;
- A property management plan including the following (see SJCC 18.40.275(K)(1)):
 - Rules of conduct, see SJCC 18.40.275(C) that address trespassing, noise, off-site parking issues, speeding on access roads, burn ban, and water conservation;
 - Unified Business Identifier number, and the names and addresses of the property owner and agents authorized to act on the property owner's behalf;
 - A designated local property representative who lives on the island where the vacation rental is located and will respond to complaints and emergencies; and
 - A valid telephone number where the local property representative can be reached twenty-four (24) hours per day.
- Applicable fee (www.sanjuanco.com/837); and
- A site plan containing the following information:
 - Site plan printed on 11" X 17" (or smaller) paper;
 - North arrow and drawn to a standard engineering scale (1" = 40' for parcels over one acre in area and 1" = 20' for parcels under 1 acre);
 - Location of all existing structures, driveways, septic system components and significant features on the subject property and on adjacent properties;
 - All structures where vacation rental bedrooms are located should be marked on the site plan;
 - Property lines, adjoining streets, and immediately adjoining properties and their ownership;
 - Location and dimension of required parking spaces; and
 - Title block with the project name and address, drawing title, tax parcel number, and the name/address/phone of the person preparing drawing.

All the above is required for a complete application. If any information is missing, the Department of Community Development will not be able to begin the review process.

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SOUTH FACE SITE PROFILE



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Vacation Rental Permitting Process

The purpose for requiring a permit to conduct land uses is to ensure that they are compatible with County land use and development regulations.

All Permits

After an application, fees, and required attachments and information are submitted, DCD has 28 days to determine whether the application is complete. If it is not complete, the applicant has 90 days to provide all missing information. Once the application is complete, DCD will begin processing it. The County must publish a notice of application in the local paper, and the applicant must post a notice on the property and mail the notice to adjacent property owners.

If approved, prior to operation, the applicant must have the driveway inspected by the SJC Fire Marshal; call (360) 378-3473, or make your request by e-mail to dcd@sanjuanco.com.

An annual certification of compliance is required to maintain the permit (SJCC 18.40.275 (K)(4)).

If you wish to convey the permit upon sale, please follow SJCC 18.40.275 (K)(5).

Your land use designation will determine which permit type you will be required to apply under, Provisional or Conditional. Each is explained below.

Provisional Permit

After the public comment period, DCD staff determine whether the project is consistent with the County land use and development codes and the criteria for approval. At that point the application may be approved, approved with conditions, or denied. There is no public hearing. The decision may be appealed by any party of record to the County Hearing Examiner by filing a written appeal and appropriate fees within 21 days of the decision.

Conditional Use Permit

When all necessary information has been submitted, DCD staff will schedule a public hearing before the San Juan County Hearing Examiner. At least 10 days prior to the hearing staff will issue a staff report analyzing the proposal for consistency with code requirements and the criteria for approval. At the public hearing, the Hearing Examiner will review the staff report, the applicant's presentation, and all public testimony and, after the hearing is closed, determine whether the proposal is consistent with the criteria for approval. The Hearing Examiner may approve, approve with conditions, or deny the application. For shoreline permits a notice of the decision is sent to the Dept. of Ecology and for variance and conditional use permit applications, within 30 days of transmittal they make the final decision. The Hearing Examiner's action on all except shoreline permits may be appealed to Superior Court in accordance with the requirements of the Land Use Petition Act. Appeals of shoreline substantial development permits must be submitted to the Shoreline Hearings Board within 28 days of the transmittal to Ecology, and shoreline variances and conditional use permits, must be submitted within 28 days the Ecology's final decision.

Criteria for Approval

Provisional Use Permits

1. The provisional use permit application shall only be approved by the administrator if the use has been reviewed for consistency with the applicable sections of this code (e.g., Chapter [18.40](#) SJCC, Performance Standards, Chapter [18.50](#) SJCC, Shoreline Master Program, and Chapter [18.60](#) SJCC, Development Standards) and found to meet the requirements set forth by this code; and
 2. Any provisional use application (not including short subdivisions) involving property located within the jurisdiction of the state Shoreline Management Act but not requiring a shoreline permit must conform to the policies in Element 3 of the Comprehensive Plan and the applicable regulations in Chapter [18.50](#) SJCC (the Shoreline Master Program).
-

Conditional Use Permits

1. The proposed use will not be contrary to the intent or purposes and regulations of this code or the Comprehensive Plan;
2. The proposal is appropriate in design, character and appearance with the goals and policies for the land use designation in which the proposed use is located;
3. The proposed use will not cause significant adverse impacts on the human or natural environments that cannot be mitigated by conditions of approval;
4. The cumulative impact of additional requests for like actions (the total of the conditional uses over time or space) will not produce significant adverse effects to the environment that cannot be mitigated by conditions of approval;
5. The proposal will be served by adequate facilities including access, fire protection, water, stormwater control, and sewage disposal facilities;
6. The location, size, and height of buildings, structures, walls and fences, and screening vegetation associated with the proposed use shall not unreasonably interfere with allowable development or use of neighboring properties;
7. The pedestrian and vehicular traffic associated with the conditional use will not be hazardous to existing and anticipated traffic in the neighborhood;
8. The proposal complies with the performance standards set forth in Chapter [18.40](#) SJCC;
9. The proposal does not include any use or activity that would result in the siting of an incompatible use adjacent to an airport or airfield (RCW [36.70.547](#)); and
10. The proposal conforms to the development standards in Chapter [18.60](#) SJCC.