



City of Hamilton, MT

Short-Term Rental Registration Application

Office use only
File #: _____
Submit Date: _____
In-take staff: _____
Date Complete: _____

General Information:

1. Read through submittal requirements thoroughly. **Incomplete applications will be returned.**
2. One hard copy and one electronic copy of the application are required. Email electronic copies to mrohrbach@cityofhamilton.net. Drop or mail hard copies to 223 South 2nd Street Hamilton, MT 59840.
3. Registration is required for all short-term rentals and shall be renewed annually.
4. General information pertaining to zoning, tax ID, etc. can be found on the Hamilton Community Planning Web Map at <http://www.cityofhamilton.net/living/maps>.
5. Short-term rental applications will be reviewed for conformance with the Hamilton Municipal Code, specifically [HMC 17.16.020](#).
6. Prior to submitting this application adjacent property owners and residents (including those across the street) shall be notified, including a description of the proposed use and the name, address, telephone number and email address of the business or person responsible for all maintenance and safety concerns.
7. Signatures below certify that the information contained in this application is true and correct and signifies approval for City staff to be present on the property during the review process.

APPLICANT INFORMATION:

Name: _____ Phone: _____

Address: _____

Email: _____

Signature _____ Date _____

PROPERTY OWNER(S) INFORMATION: (attach additional sheets if multiple property owners)

Name: _____ Phone: _____

Address: _____

Email: _____

Signature _____ Date _____

REPRESENTATIVE RESPONSIBLE FOR MAINTENANCE & SAFETY:

Name: _____ Phone: _____

Address: _____

Email: _____

Signature _____ Date _____

PROPERTY INFORMATION:

Property Address: _____

Unit # _____ Tax ID: _____ Zoning: _____ # Off-Street Parking Spaces _____

Of Existing Short-Term Rentals On Property _____

REQUIRED DOCUMENTS:

Attached

Hard copy and electronic copy of entire application & all supplementary documents

\$150 fee

A copy of the Deed or Notice of Purchaser's Interest, documenting ownership of property

Written statement verifying adjacent property owner(s) and resident(s) have been notified of short-term rental application, including manner notification(s) occurred and when

Certification or copy of Ravalli County's Public Sleeping Accommodation Plan Review and License
