

**Town & Village of Woodstock**  
**Short Term Rental Application/Annual Registration**

**Please choose one:**

- New
- Renewal

**Location/Use of permit:**

- Village
- Town
- Town – Owner Occupied
- Town – Residential Five Acre & Forestry

**Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Short Term Rental Information:**

Physical address of rental: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Number of people: \_\_\_\_\_ (max 6)

Name of local property manager: \_\_\_\_\_

Address of local property manager: \_\_\_\_\_

Cell phone & house phone numbers for manager: \_\_\_\_\_

Email of manager: \_\_\_\_\_

**Additional permits may be required. Contact Woodstock Zoning Office at 802-457-7515.**

**Short term rental application fees**

Village - \$200

Town - \$75

Date: \_\_\_\_\_ Check/cash: \_\_\_\_\_

**If this is a new registration, please provide the following documents listed on the next page. Renewals do not need to provide this documentation again, but the Short Term Rental Yearly Report must be completed.**

The following information shall be provided by owner(s) of Short Term Rental property on or in conjunction with the Short Term Rental Registry form (note: proof of ownership may be required if the person submitted the Short Term Rental Registry form is not the record title holder, as indicated by documentation maintained in the Woodstock Land Records):

1. Physical address(es) of all property advertised, offered for use, or used as a Short Term Rental.
2. Contact information for property owner, including: name mailing and/or physical address, telephone number, email address.
3. Contact information for any person present at and residing on the property and authorized to act on the owner's behalf, including: name, mailing and/or physical address, telephone number, email address. Contact information for any property manager, including name, mailing address, telephone number, and email address.
4. If applicable, a copy of the written property management agreement or contract stating the duration/term of any contract.
5. If not a whole building rental, the number of Short Term Rental dwelling units located within the building and the 911 addresses assigned to the units (if separate from the building).
6. A sketch plan depicting the Short Term Rental property and all proposed on-site parking spaces, including guest parking.
7. A floor plan of the Short Term Rental depicting the location of all proposed sleeping areas and fire exits, including egress windows.
8. Proof of homeowners insurance with a short term rental endorsement.
9. Proof of Vermont tax account for room & meals and/or sale tax purposes.
10. Proof of Certificate of Occupancy, for both new and existing buildings, by Division of Fire Safety or its designee.
11. Copy of any short term rental rules applicable to the property.

I acknowledge I have reviewed and agree to abide by the Town and/or Village of Woodstock Short Term Rental Ordinance(s).

For Village rentals:

1. I agree this Village vacation rental property, shall be rented for not more than six times per year. This excludes owner-occupied buildings during "foliage" season which runs from September 15<sup>th</sup> to October 21<sup>st</sup> which still requires the permit.

For Town rentals:

2. I agree that the short term rental of Town property shall occur no more than 10 times with a two-night minimum, excluding foliage season. When the owner is in residence, five additional rentals are allowed during the permit period a 12 month period.
3. In Residential Five Acre and Forestry zones, short term rentals are allowed no more than 15 times in a calendar year with a two-night minimum stay. When the owner is in residents, short term rentals are unlimited.

All rentals:

4. I understand the property owner shall designate a local representative who permanently resides within 30 minutes of the rental property.
5. I understand a short term rental permit is issued to a specific owner of the building/unit and that when the permit holder sells or transfers the real property the permit will be revoked,

requiring the new owner to apply for and receive a short term rental permit before using the dwelling as a short term rental.

6. I understand in the event that the Police/Fire Department is not able to contact the local representative in a timely manner more than twice during the term of the annual permit, this shall be considered a violation.
7. I understand I am responsible to post the short term rental permit within the dwelling, adjacent to the front door. At a minimum, the permit will contain the following information:
  - a. The name of the local representative and a telephone number where the representative can be reached.
  - b. The name and number where the property owner can be reached.
8. I understand unless otherwise provided, any person who shall commence or continue to operate a short term rental for which a permit is required by any provision of this title without first procuring the same shall be deemed guilty of an infraction and, upon conviction thereof, shall be fined \$100. An infraction is a civil public offense, not constituting a crime, for which no period of incarceration is imposed. A separate offense shall be deemed committed on each day during on which a violation occurs or continues.

**I hereby certify that I have read and examined this application and know the same to be true and correct. I will comply with all provision of applicable laws and ordinances. I understand that the granting of a permit does not give authority to violate provisions of any state or local laws regulating construction or the performance of construction.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Yearly Report (for renewals only)**

The owner of a short term rental property shall annually complete and submit a report form to the Village or Town. Said report shall be approved by the Board of Trustees or Select Board and may be modified or amended from time to time with the approval of the Trustees or Select Board. The following information shall be provided by owner(s) of short term rental property on the annual report form.

Owner/on-site manager contact information: \_\_\_\_\_

\_\_\_\_\_

Building address: \_\_\_\_\_

Property manager contact information: \_\_\_\_\_

Date, duration, and number of guests for each short term rental period/stay; use another page if needed.

Date	Duration	Number of Guests

Photographic proof that the telephone number of the person(s) responsible for the short term rental and contact information for the Vermont Department of Health Officer and the Vermont Division of Fire Safety or the permit is conspicuously posted in each dwelling unit of the short term rental.

Photographic proof that the Vermont Meals and Rooms tax license is conspicuously posted in each dwelling unit of the short term rental.

Date of last inspection by the Vermont Division of Fire Safety or its designee: \_\_\_\_\_

Identification of any municipal complaint tickets issued and/or fines paid in the preceding 12 months in connection with any short term rental property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please mail or email completed application to:**

**Town of Woodstock**

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

**Nikki Nourse**

**PO Box 488**

**Woodstock, VT 05091**