

# **Short-term Residential Rental Permit** **Application Process**

ALSZD Short-term Residential Rental Application & Permit form may be obtained at the ALG&CC Club office or online at [www.alszd.org](http://www.alszd.org) (see Processes, Apps, Forms tab).

The ALSZD Short-term Residential Rental Application & Permit form are to be completed by the owner/representative. If not self-representing, the owner must complete and have the statement appointing a representative notarized.

Per the standard permit review process, permit requests are to be in the ALG&CC office by 3:00 on the Friday prior to the regularly scheduled meeting. The ALSZD Commission shall review the permit application at a regularly scheduled meeting (held the 1st and third Thursday of each month).

ALSZD administrator will document the application data, and prepare the permit in the name of the owner of the property. The Owner/representative must be present at the Regular meeting of the ALSZD, and the Permit will either be issued or not, based on the Commission's vote. Upon payment of the fee, the permit will be issued.

Permit is valid for five years from date of issue. The ALSZD will log the issuance of the permit.

## **CHECKLIST**

	Short-term Residential Rental Application & Permit
	Signed/notarized statement appointing representative/agent (if needed)
	All paperwork to be submitted by 3:00pm the Friday preceding an ALSZD regularly-scheduled meeting (held the 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of each month)
	Owner/Representative/Agent to attend the ALSZD meeting to answer any questions, and if permit is granted, to pay Permit fee. Permit is valid five years from date of issue.

# Letter to Property Owner of a Short-term Rental Property

In October 2017 the ALSZD revised the Zoning Ordinance to include stipulations surrounding a Short-term Residential Rental process. The intent is for all properties used as Short Term Residential Rental properties to be registered through the ALSZD. Non-compliance can result in Code Enforcement action.

Short-term residential rental means one or more dwelling units, including either a single-family detached or multiple-family attached unit, located within the ALSZD, which are rented for the purpose of overnight lodging for a period of not less than 1 night nor more than twenty-nine consecutive days to the same person or persons.

The following are requirements all Short-term rentals must comply by. Minimum vehical parking must fit three vehicals. Two guests per bedroom maximum. The short term rental agreement does not authorize renters to privileges to ALG&CC facilities in any way, nor are property owners authorized to allow renters the use of their memberships.

If this applies to your property, or if you have any questions concerning the process, please contact the Alto Lakes Special Zoning District via email ([info@alszd.org](mailto:info@alszd.org))

The full Ordinance and Application forms may be found at [www.alszd.org](http://www.alszd.org)

Thank you for your assistance and cooperation!

Signature  
Alto Lakes Special Zoning District

# ALSZD Short-term Residential Rental Application & Permit

[www.ALSZD.org](http://www.ALSZD.org)

**SAMPLE**

**123 Main Street**

**Alto, NM**

1. MANAGING AGENCY:

**ABC Realty; Jane Doe**

**Address**

**City, State, Zip**

**Phone:**

**Email:**

2. MAXIMUM NUMBER OF VEHICLES PERMITTED: \_\_\_\_\_

3. MAXIMUM NUMBER OF ON-SITE PARKING SPACES: \_\_\_\_\_

4. NOTICE: You may be cited and fined for creating a disturbance and/or violating local Ordinance/Covenants.

5. Quiet hours are to be observed between 10:00 pm and 8:00 am.

6. Ground fires, camp fires, fire rings and fire pits are strictly prohibited.

7. If pets are allowed at this property, you must comply with all Ordinance and Covenant restrictions, including leash laws. Excessive noise will not be permitted, all waste must be removed, and that nuisance animals will be secured.

8. Be Aware: It is unlawful for any person to discard a lit cigarette, cigar, match or other type of incendiary material.

9. Fireplace ashes must be disposed of properly - NOT DUMPED ON THE GROUND OR MIXED WITH ANY TYPE OF CUMBUSTABLES

**Thank you for your attention to the above items. Enjoy your visit!!**