



SHORT-TERM RENTAL INFORMATION PACKET

The complete text of the Short-Term Rental Ordinance can be found in the Town of Hickory Creek's Code of Ordinances, Chapter 15.

No person shall rent, lease, advertise, or otherwise permit or allow any residential premises to be operated or used as a Short-Term Rental without first obtaining a Short-Term Rental permit. The fee for an annual Short-Term Permit is listed on the Town's Master Fee Schedule and must be submitted at the time of application. Incomplete applications will not be accepted. Once approved, the permit number must be included in all advertising, including but not limited to newspaper, magazine, brochure, website, or mobile application. The permit number is not transferable to another owner, address or premise.

The owner of a short-term rental that was not registered with the Town of Hickory Creek for hotel occupancy tax prior to March 31, 2022, and who is unable to obtain a permit for the same or fails or refuses to obtain a permit for the same following the effective date of this Chapter, shall discontinue the short-term rental use no later than April 15, 2022. If the permit for a short-term rental is not obtained by March 31, 2022, the owner shall discontinue the use no later than April 30, 2022.

Supporting Documents.

Additional documentation required at time of submittal includes, but may not be limited to,

1. The name, address, contact information and authenticated signature for the owner of the premises;
2. The name, address and contact information of the operator, agent if any, and designated local responsible party as required in Section 3.06;
3. The Town registration number for Hotel Occupancy Tax. The Town of Hickory Creek imposes a 7% Hotel Occupancy Tax. Contact the Town Secretary's Office for more information;
4. A plot plan of the premises identifying the location of parking spaces to be used in conjunction with the short-term rental;
5. A dimensioned floor plan identifying bedrooms, other living spaces and emergency evacuation routes;
6. Proof of insurance as required in Section 3.07;
7. The name and contact information for the property owner's association, if any. Property owner shall be responsible for determining if the operation of a Short-Term Rental property is permissible under any applicable deed restrictions;
8. A copy of the proposed host rules for the short-term rental; and
9. Such certifications deemed necessary and proper to ensure compliance with Chapter 15, the adopted International residential Code and the Texas Tax Code and Texas Property Code.

Additional Information & Requirements

- No permit or renewal permit shall be approved for a short-term rental until the Town has inspected the premises and found the premises to be in compliance with minimum health and safety requirements for use and occupancy. If a premises fails to pass an inspection, a reinspection fee may be charged for each subsequent inspection. All provisions of Texas State law regarding health safety and welfare requirements in rental homes shall apply to short term rentals in the Town.

- The security devices required by Sections 92.153 and Smoke alarms and Fire Extinguishers of Section 92.251 of the Texas Property Code shall be installed, and functioning, in all short-term rental property.
- Cooking stoves must have automatic fire suppression systems installed, such as the “Stovetop Firestop” or similar system.
- The minimum stay in a Short-Term Rental property shall be 24 hours.
- Occupancy shall be limited to no more than 2 people per bedroom plus 2 additional people. Owners may not convert a garage to living space, remodel, renovate, enlarge, or otherwise modify premises to add additional bedrooms. Accessory buildings and temporary structures may not be used as a living area.
- Short-Term Rental parking shall be limited to on-site parking. Vehicles may not be parked on an unapproved surface and no parking is allowed in the side yard or rear yard of the property. Approved parking surfaces are asphalt and concrete, which require a permit for installation.
- Parking limits shall be determined by the number of vehicles that may legally park in the garage and driveway area.
- On street parking of vehicles, including but not limited to passenger cars, motorhomes, boats, recreational or commercial vehicles, etc., is not allowed within 100 feet of the boundary of a property containing a short-term rental.
- Vehicles may not be used as a living space either on the Short-Term Rental premises or on a public street.
- Trash may not be placed on the curbside before 7:00 PM Wednesday evening or on a day not scheduled for pickup. Containers must be returned to a storage location behind the front of the house no later than 8 a.m. Friday morning
- Quiet Hours. The use of amplified sound equipment that produces sound audible beyond the property line of the premises is prohibited between the hours of 11:00 p.m. and 6:00 a.m. and occupants may not congregate outside at the premises between the hours of 11:00 p.m. and 9:00 a.m.
- A copy of the host rules and a copy of the approved Short-Term Rental permit shall be conspicuously posted inside front entrance(s). A copy of the host rules shall be supplied to tenants.

Permit Maintenance

- Any change of Contact information must be reported to the Building Department within 10 days.
- A short-term rental permit shall expire on the last day of the month one year after the date of issuance. No short-term rental permit may be renewed without a completed renewal application, payment of the renewal fee and an inspection of the property.
- An application for a short-term renewal permit may be filed beginning thirty (30) days prior to expiration of the current permit.
- An application for a short-term rental renewal permit submitted after the expiration of the most immediate permit for the premises shall be treated as an application for a new permit as described in subsection A of this Section.
- If a complete application for a short-term renewal permit is submitted less than thirty (30) days prior to expiration of the current permit, the Administrator in his or her sole discretion may grant a one-time extension of the current permit not to exceed ten (10) days.
- A Short-Term Rental Permit may be revoked for cause as described in Chapter 15, Section 4.01
- If a permit is revoked, no Short-Term Rental permit shall be issued to the property for 1 year from the date of revocation.
- If a permit is denied or revoked, an appeal may be filed in accordance with Chapter 15, Section 4.02



Date Submitted: _____

SHORT TERM RENTAL REGISTRATION

Property Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ 24-Hour Contact #: _____

Email: _____

LOCAL EMERGENCY CONTACT REPRESENTATIVE (24-HOUR AVAILABILITY)

Name: _____

Mailing Address: _____

Phone: _____ 24-Hour Contact #: _____

Email: _____

SUBMITTAL DOCUMENTS

- Proof of Insurance (\$1 million minimum)
- Parking Site Plan or survey
- Detailed Floor Plan showing bedrooms, living spaces and emergency exit routes
- Proposed Host Rules/Information Sheet
- Hotel Occupancy Tax Number: _____
- Proof of Trash Removal Contract
- Septic Contract, if applicable.

Contractor: _____

Date of last inspection: _____

- Copy of Owner's Driver's License

Number of Bedrooms: _____

Number of Parking Spaces onsite: _____

Proposed Occupancy: _____

I hereby certify that I am the property owner or authorized Agent and that all information provided on this application is, to the best of my knowledge and belief, true, accurate, and complete. I hereby agree to abide by the ordinances applicable to short-term rental properties set forth in Chapter 15 of the Town's Code of Ordinances as a condition of being issued a registration/permit. It is understood that the permit is not transferrable to another person or entity. Any change in information will be reported to the Town's Building Department within ten (10) days.

Owner/Applicant Signature/Date: _____

STATE OF TEXAS:

COUNTY OF DENTON:

Signed (or attested) before me on _____ (date) by _____ (name(s) of individual(s)).

Notary Public, in and for the State of Texas

My Commission Expires On:

FOR TOWN USE ONLY

App Received _____ Fees Paid _____

Reviewed By: _____ Approved Denied Date: _____

Permit Number: _____ Permit Expiration Date: _____

Comments: _____