

Definition

Short-term Rental Housing is defined as a residential use in a dwelling unit designed for such use for periods of time less than thirty (30) days. Short-term Rental Housing may be referred to as vacation rentals or resort dwelling units.

Mission Statement:

“The Flathead County Planning & Zoning Office is committed to providing the highest level of planning services. We will accomplish this through employees who anticipate public needs, and promote a work environment that encourages creativity, communication and cooperation. The Office will also encourage professional development and training for all staff members.”

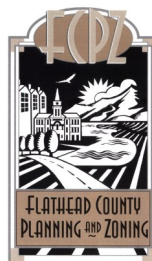
*Flathead County
Planning & Zoning*

Short-Term Rental

**Information on how to apply
for a short-term rental**



For more information, contact:



Flathead County Planning & Zoning
40 11th Street West
Kalispell, MT 59901

Phone: 406-751-8200

E-mail: Planning.zoning@flathead.mt.gov

Website: http://flathead.mt.gov/planning_zoning/

Application Process:

The use of a dwelling as Short-term Rental Housing in a most zoned area requires an administrative conditional use permit as outlined in Section 2.06.045.

Application Instructions:

- A Short-Term Rental Application can be found on the Planning and Zoning website, https://flathead.mt.gov/planning_zoning/zoning.php. A hard copy application can also be obtained from the Flathead County Planning and Zoning Office, located at 40 1st Street W, Suite 220, in Kalispell. This permit is not applicable to Middle Canyon zoning.
- Submit a fee for \$380 and a separate \$75 fee to 'GIS' for the Adjoining Property Owners List.
 - * The Adjoining Property Owner List will be sent directly to the Planning & Zoning office and is valid for a period of 6 months from date generated.
 - * You may also get a certified adjoining landowners list from a title company if you choose.
- It is important to be as detailed as possible when filling out the Short-Term Rental Application, Please be sure to include the following:
 1. Answer all questions listed in the Application with all necessary information provided.
 2. A copy of plot plan/site plan must be submitted with each application, with all existing or proposed structures, driveways, and parking areas shown, be sure to include dimensions for all improvements and setbacks from the property line for all structures.

3. Floor plan for each level of the house showing all rooms in the structure to be short-term rented.

Performance Standards:

- Maximum occupancy shall be the sewage capacity as determined by the Flathead City-County Environmental Health Department or the applicable sewer district.
- The applicant for Short-term Rental Housing approval is responsible for reviewing and adhering to all Covenants, Conditions, and Restrictions in place or any other Homeowner Association documents. Flathead County shall not be responsible for the determination as to compliance with such Covenants, Conditions and Restrictions and shall have no duty to enforce them.
- No additional signage on the property is allowed other than typical address numbers.
- The name and number of a local contact person or management company shall be provided with the application. They shall be available 24 / 7 and be able to arrive at the subject property within one hour should there be an emergency or problem. The contact information for the local contact person or management company shall be sent via certified mail by the applicant to all property owners within 150 feet of the property applying for Short-term Rental Housing.
- All Short-term Rental Housing shall obtain a State of Montana Public Accommodation License for a Tourist Home. This license is administered by the Flathead City-County Health Department and is subject to annual inspections.
- The property being utilized as Short-term Rental Housing shall have adequate off-street parking.

- Should the ownership of the residence approved for Short-term Rental Housing change, the new owner(s) shall apply for an Administrative Conditional Use Permit in their name.

Timeline:

- Notice is sent to neighboring property owners within 150 feet of the subject property. Interested parties have 15 calendar days to submit comments to the planning office regarding the proposed activity.
- Within 10 working days following this comment period, staff provides a written determination to approve, conditionally approve or, if warranted, deny the request.
- If no written opposition is received, and the project meets all review criteria, the Zoning Administrator will issue a Grant of Administrative Conditional Use Permit, with or without conditions.
- If written opposition is received and the concerns are unable to be addressed by the applicant or through appropriate conditions, the Administrative Conditional Use Permit will be scheduled for the next available Board of Adjustments meeting. Additional information and filing fees may be required in this instance.

The full and complete list of Performance Standards can be found in Section 5.11 of the Flathead County Zoning Regulations