



Department of Development
City of Sandusky Code Enforcement Division
222 Meigs Street, Sandusky, OH 44870
(419) 627-5913

TRANSIENT RENTAL PERMIT APPLICATION

“Transient occupancy” means to use, occupy or possess, or the use, occupancy, or possession of a dwelling or other living accommodation as defined by Sandusky City Code 1107.01(h) for a period of 30 consecutive calendar days or less.

“Transient rental” means the renting, letting, subletting, leasing or subleasing of a dwelling for a period of 30 consecutive calendar days or less.

The owner of a transient rental is required to obtain an annual Transient Rental Permit for each dwelling prior to renting any dwelling unit as a transient rental. A Transient Rental Permit is nontransferable. A transfer of ownership of a transient rental shall require the new owner to obtain a new Transient Rental Permit for the transient rental.

Transient Rental Permits are valid for no more than one (1) year, and all Transient Rental Permits expire December 31ST of each year regardless of when issued.

Date of Submittal ____/____/____

First Application Renewal Certificate of Nonconformity

SUBMITTAL REQUIREMENTS

1. Upon submission of this application, an appointment shall be scheduled for an interior and exterior inspection of each dwelling with the Division of Code Enforcement. Any violations discovered as a result of the inspection shall be reported to the owner and operator. All violations shall be corrected and an inspection report shall be received from a Code Enforcement Officer certifying that the dwelling is not subject to outstanding City Code or State law violations before a Transient Rental Permit shall be issued.
2. A floor plan of the dwelling showing number of bedrooms, points of ingress/egress, basement rooms, points of exits, and locations of smoke alarms, as well as a parking plan.
3. Proof of property insurance.
4. Proof of payment of all applicable taxes, including real estate taxes, due as of the date of submission of the application.
5. Annual Transient Rental Permit Fee of \$500.00 per dwelling.
6. Transient Rental Affidavit of Understanding
7. Proof of nonconformity will be required for any dwelling located in a residentially zoned area. If proof of nonconformity is required, the applicant will need to provide both income tax returns and previous rental contracts for verification. The Planning and Zoning Department may require additional documentation.

All the above documentation is required for a complete application. If any of the above is missing, Community Development & Planning shall not issue a Transient Rental Permit. If you have any questions, please ask a staff member and we will work with you to provide the required information.

PROCESS FOR TRANSIENT RENTAL PERMIT APPROVAL

Complete and submit the Transient Rental Permit Application and submit it to the Division of Code Enforcement along with:

- a. A floor plan of the dwelling showing number of bedrooms, points of ingress/egress, basement rooms, points of exits, and locations of smoke alarms, as well as a parking plan. Please see samples of floor plans included in this packet.
- b. Proof of property insurance.
- c. Proof of payment of all applicable taxes, including real estate taxes, due as of the date of submission of the application.

1. Approval from Division of Planning

The Division of Planning will review zoning clearance for each property, floor plan and parking requirements, proof of insurance, and proof that taxes are currently paid. If any more information is required in addition to that which was submitted with the application, or if a Certificate of Nonconformity is required, a City Planner will contact you to provide additional information.

2. Inspection by Division of Code Enforcement

Upon approval of the Division of Planning, an interior and exterior inspection will be scheduled by a Code Enforcement Officer through the Division of Code Enforcement. After the inspection, you will either receive a Notice and Order for Repair (violations exist) or a Certification of Compliance (no violations exist).

- a. If a Notice and Order to Repair is issued, all violations must be corrected before the Transient Rental Permit will be issued. When repairs are completed, call the Division of Code Enforcement at (419) 627-5913 to schedule a re-inspection.
- b. If a Certificate of Compliance is issued, no further action is required.

3. Issuance of Transient Rental Permit

Once all of the requirements above are completed and payment is obtained, a Transient Rental Occupancy Permit will be issued for each dwelling. The permit shall be valid from the date issued and will expire on December 31st of the year issued.

4. Display of Permit and Certificates

The Transient Rental Permit and the Transient Occupancy Registration Certificates (if required) must be visibly displayed outside the main entry of the property.

5. Renewal of Permit

A renewal application and payment of the Transient Rental Registration Fees must be submitted by December 31st of each calendar year. Renewal packets are available in the Division of Code Enforcement. It is highly recommended that you start the renewal process in November of each year if you intend to rent the dwelling during the winter months to ensure there is no lapse in the permit.

IMPORTANT CONTACT NUMBERS

Division of Code Enforcement
Transient Occupancy Registration

Kelly Kromer (419) 627-5913

Division of Planning

Casey Sparks (419) 627-5719

City of Sandusky Tax Information

Jacki Jesberger (419) 627-5834

Section 1: Owner(s) Information - Required

SECTION 1: Owner refers to person or persons with legal title

Type of owner: Individual Sole Proprietorship Partnership Corporation Trust Other

Owner's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Emergency Phone #: _____

Date of Birth: _____

Social Security # (optional): _____ Email: _____

Tax ID # of corporation or partnership: _____

If owner is a partnership, corporation or trust, list the Registered Agent responsible for service of process:

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Section 2: Complete only if owner uses the services of an operator.

Name of operator or contact person: _____ (available 24 hours a day, 7 days a week)

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____ Email: _____

Name of Agency (if applicable): _____

Tax ID # of corporation or partnership: _____

If agency is a partnership, corporation or trust, list the Registered Agent responsible for service of process:

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Transient Rental Permit Fee: \$500.00 per dwelling

Make checks payable to "City of Sandusky" & submit this application and all required information to:
Transient Rental Permit, c/o Division of Code Enforcement, 222 Meigs Street, Sandusky, OH 44870

***NOTE: YOUR REGISTRATION APPLICATION AND PAYMENT MUST BE RECEIVED BY DECEMBER 31.
THANK YOU!***

TRANSIENT RENTAL PROPERTY

Address: _____

Single Family Dwelling

Multi Family Dwelling Number of Units

Zoning:

- Roadside Business
- Downtown Business District
- Commercial Recreation
- Commercial Amusement
- Certificate of Nonconformity Required

Total Registration Fee Due: \$500.00

Invoice No: _____ **Date Paid:** _____

TRANSIENT RENTAL HEALTH AND SAFETY REGULATIONS

1. The maximum number of persons who may occupy the dwelling overnight during a transient occupancy shall be limited to two (2) persons per bedroom, plus three (3) additional persons per dwelling in a dwelling located in a residentially zoned area. The overnight occupancy limit of dwellings located in areas other than residentially zoned areas shall be determined on a case by case basis by the Code Enforcement Division at the time a permit application is submitted.
2. Only one open rental agreement per dwelling is permitted at a time for the purposes of transient occupancy.
3. The owner of a dwelling being utilized for transient occupancy must maintain a copy of all rental agreements for the dwelling being used for transient occupancy for a period of twenty-four (24) months, and provides said agreements to City for inspection upon request.
4. The dwelling being utilized for transient occupancy must have an off-street parking plan approved by the Planning and Zoning Department.
5. No transient rental dwelling shall allow overnight on-street parking, unless approved prior to the issuance of a permit by the Planning and Zoning Department.
6. A property being utilized as a transient rental shall visibly display a transient occupancy permit outside the main entry of the property.
7. The registered owner or local contact for the transient rental shall be within a one-hour arrival of the transient rental unit while the transient rental is being occupied.
8. No person shall sell food to a transient guest while the guest uses the property unless such person has obtained food safety permits.
9. No person shall sell or provide alcoholic beverages to any transient guest while the guest uses the dwelling unless such person obtains an appropriate license from the State of Ohio.
10. No person shall be allowed to transient rent a dwelling that is in violation of the City of Sandusky's health code, building code, or zoning regulations.
11. No person shall display a transient occupancy permit or allow transient occupancy of a dwelling that has had its permit suspended, revoked, or denied.
12. No person shall allow a dwelling to be listed or advertised as a transient rental prior to obtaining a valid transient occupancy permit.
13. No person shall allow a dwelling to be listed or advertised as a transient rental if the transient occupancy permit has been suspended, revoked, or denied.

**CITY OF SANDUSKY
TRANSIENT RENTAL AFFIDAVIT OF UNDERSTANDING**

1. It is the owners' responsibility to know, understand and comply with all City Ordinances regardless of whether or not they contract with an operator or a rental agency.
2. It is illegal to rent or advertise a property for transient occupancy without a current Transient Rental Permit issued by the City of Sandusky and that doing so shall result in criminal and/or civil penalties.
3. Any change in local contact persons must be report to the City at least 14 days prior to the date the change takes effect.
4. All Transient Rental Permits are the property of the City and must be returned to the City when a permit is surrendered or revoked.
5. Transient Rental Permits are **NOT** transferable to a new owner upon sale of a property which held a Transient Rental Permit. The new owner must apply for a new Transient Rental Permit and receive a "transient occupancy registration certificate" within 30 days of the date of the transfer of title to the property.

Each owner is to initial their understanding of each item below. This form is required to be turned in with the application for a transient rental permit.

I have read and agree to all of the above requirements. I have also read and agree to comply with all of the provisions contained in Ordinance 17-088 which pertains to and governs Transient Rentals.

I hereby acknowledge that all claims, requests, objections and arguments not timely raised in this vacation rental permit application are and shall be deemed waived.

I further agree that any and all use of the property for transient occupancy purposes shall cease upon the expiration or revocation of the transient rental permit pursuant to Section 1341.32(g)(4) of the Codified Ordinances of the City of Sandusky.

I hereby certify that the subject property is not party to Homeowners Association Bylaws or CC&Rs that prohibit the use of the property as a transient rental.

I hereby certify that all the statements made and supporting documentation provided in this application are true, accurate and authentic to the best of my knowledge, information and belief, and further, I understand that knowing and willful misstatements or misrepresentations will result in a denial of the application.

_____ DATE _____
Property Owner(s) Signature

_____ DATE _____
Authorized Agent Signature (if applicable)

ALL PROPERTY OWNERS HOLDING A TITLE INTEREST, WHETHER AS JOINT TENANTS, TENANTS IN COMMON, OR OTHER FORM OF JOINT PROPERTY OWNERSHIP, MUST SIGN THE APPLICATION FORM. IF THERE IS MORE THAN ONE, LIST NAME, ADDRESS, PHONE NUMBER AND SIGNATURE ON A SEPARATE SHEET.

1107.01 DEFINITIONS.

For purposes of this chapter, the following words and phrases shall have the following meanings ascribed to them respectively.

(a) Areas.

(1) "Area of buildings" means the area at the ground level of the main building and all accessory buildings (excluding unenclosed porches, terraces and steps), measured from the outside surface of exterior wall.

(2) "Area of lot" means the total horizontal area within the lot boundary line of a zoning lot.

(b) Automotive; Garages, Parking Areas, Service Stations.

(1) "Private garage" means an accessory building or part of the main building, used for the parking or temporary storage of occupants' (of one- or two- family dwellings) passenger automobiles, and in which no occupation, business or service may be conducted for remuneration.

(2) "Storage garage" means an accessory building or part of the main building, other than a private garage, used for the parking or temporary storage of passenger automobiles, and in which no occupation, business, or service, except home occupations, may be conducted for remuneration.

(3) "Repair garage" means a main or accessory building in which general repair work is performed or which is designed to be used for performance of work on motor vehicles.

(4) "Service garage" means a repair garage accessory to an automobile salesroom.

(5) "Accessory parking area" means an open or enclosed area (other than a street or driveway), accessory to a dwelling or other building, and used for the parking of passenger automobiles for occupants, their guests, or customers, of the building.

(6) "Public parking area" means an open or enclosed area (other than an accessory parking area) used for passenger automobile parking, with or without a fee.

(7) "Sales lot" means an open area used for the display, sales, or rental of new or used motor vehicles, in which no repair work (except minor and then only incidental to items sold) is performed.

(8) "Service station" means a building and land including pumps, tanks, and grease racks, used for the retail sale of gasoline, lubricants, batteries, tires, and other automobile accessories, and limited to performing minor services and repairs.

(c) "Block" means an area of land bounded by streets, public parks, railroad rights of way, bulkheads, or shore lines, or by other definite limits.

(d) "Board" means the Board of Zoning Appeals.

(e) "Brewpub" means an establishment where the majority of beer, wine, spirituous liquor, or other alcoholic beverages is manufactured onsite for mainly on premise consumption or is either hand bottled or individually capped in sealed containers to be sold directly to the customer.

(f) Buildings and Structures.

(1) "Structure" means that which is constructed, located more or less permanently on the ground or permanently attached to something located on the ground.

A. Including: buildings, barriers, bridges, bulkheads, coal bunkers, fences, outdoor seating facilities, platforms, pools, poles, tanks, tents, towers, roadside stands, sheds, signs, and walls;

B. Excluding: trailers and other vehicles whether on wheels or other supports.

(2) "Building" means a structure which is permanently affixed to the land, having one or more floors and a roof, being bounded by either open spaces or lot lines, and used as a shelter or enclosure for persons, animals, or property. "Building" shall be used synonymously with "structure" unless otherwise noted, and shall be construed as if followed by the words "part or parts thereof."

(3) "Main building" means the building occupied by the chief use or activity on, or intended for the premises, all parts of which building are connected in a substantial manner by common walls or a continuous roof.

(4) "Accessory building" means a subordinate building detached from, but located on the same zoning lot as the main building, the use of which is customarily incident to that of the main building or use.

(5) "Building line" (synonymous with "setback line") means a line established by this Code, generally parallel with and measured from a lot line, defining the limits of a yard in which no building or structure above ground may be located, except as otherwise provided herein.

(6) "Completely enclosed building" means a building separated on all sides from the adjacent open space or from other buildings, by a permanent roof and by exterior walls or party walls, pierced only by windows, and entrance or exit doors.

(7) "Detached building" means a building surrounded by open space.

(8) "Shed" shall be a non-residential one-story accessory building with a floor area less than 120 square feet and a residential one-story accessory building with a floor area less than 200 square feet.

(g) "Commission" means the City Planning Commission.

(Ord. 15-201. Passed 12-28-15.)

(h) Dwellings and other living accommodations.

(1) "Dwelling unit" means space, within a dwelling, comprising living, dining, and sleeping room or rooms, storage closets, as well as space and equipment for bathing and toilet facilities, all used by only one family.

(2) "Dwelling" means a building occupied exclusively for non-transient residential use (including one-family, two-family, or multi-family buildings).

(3) "One-family dwelling" means a building consisting of one dwelling unit only, detached or separated from other dwelling units by open spaces.

(4) "Two-family dwelling" means a building consisting of 2 dwelling units which are either attached side by side or one above the other, and each unit having either a separate or combined entrance or entrances (including duplex and flats).

(5) "Multi-family dwelling" means a building consisting of 3 or more dwelling units with varying arrangements of entrances and party walls (including apartment house, apartment hotel, and row house).

A. "Row house" means a multi-family dwelling comprising dwelling units attached in a row or group, having party walls, and each unit having at least one separate outside entrance.

B. "Apartment building" means a multi-family dwelling comprising 3 or more dwelling units (apartments), arranged side by side or one above the other, and each unit having a separate entrance or entrances connected to a common outside entrance or entrances.

C. "Apartment hotel" means a unit similar to an apartment house, except that the unit may be used for more or less transient occupancy.

(6) "Accessory living accommodations" means a building, or part thereof, used solely as accommodations for occupants, personal guests, or persons employed on the premises, or nonpaying transients, and in which no cooking or similar housekeeping equipment is provide.

(7) "Rooming house" means a building operated by a resident family, accommodating for compensation 3 through 10 persons.

(8) "Tourist house" means a one-family dwelling, operated by a resident family, in which only overnight guests are lodged for compensation.

(9) "Hotel" means a building containing living and sleeping accommodations (excluding cooking facilities within the rental unit) for transient occupancy, and having a common entrance or entrances.

(10) "Motel" means a building or buildings (detached or semidetached) having separate outside entrance or entrances, and containing accommodations for compensation for automobile travelers and vacationers.

(11) "Transient occupancy" means to use, occupy or possess, or the use, occupancy, or possession of a dwelling or other living accommodation for a period of 30 consecutive calendar days or less.

(Ord. 17-088. Passed 5-8-17.)

(i) "Family" means either an individual, 2, or more persons who live together in one dwelling unit, and maintain a common household, related by blood, marriage, or adoption; or not more than 3 persons not related by blood, marriage, or adoption.

(j) "Fence" means an artificially constructed barrier of any material or combination of materials erected to enclose, screen or separate areas.

(k) Grades.

(1) "Established street grade" means the elevation established by the City, at the roadway center line or curb in front of the lot.

(2) "Natural Grade" means the elevation of the undisturbed natural surface of the ground prior to any excavation or fill.

(3) "Finished grade" means the elevation of the finished surface of the ground adjoining the building after final grading and normal settlement.

(l) "Height of building" means the vertical distance measured from the highest point of the coping of a flat roof, or the distance measured from the mean level between the eaves and ridge of a pitched roof, each of which is measured to the average finished grade across the front of the building.

(m) Home occupations and professional offices.

(1) "Home occupation" means a gainful occupation generally accepted as incidental and secondary to the use of the dwelling for residential purposes, conducted wholly within a dwelling, or in a building accessory thereto, and only by members of the resident family.

(2) "Home professional office" means a secondary office, accessory to and located in the dwelling occupied by a person practicing in any of the recognized professions as set forth in Section [1129.06\(b\)](#).

(n) "Junk or wrecking yard" means land used to dismantle more than one motor vehicle or trailer, or land used to store, sell, or dump partly dismantled, obsolete, or wrecked vehicles or their parts, second-hand building materials, junk, paper, containers, or other salvaged materials.

(o) "Large Brewery" means an establishment where beer, wine, spirituous liquor, or other alcoholic beverage is manufactured on the premises for distribution, retail, or wholesale, on or off premise at a production ration of more than 15,000 barrels per year. The development may include other uses such as tasting room, taproom, or table service restaurant.

(p) "Legislative body" means the City Commission.

(q) "Loading space" means an open or enclosed space (other than a street), used for the temporary parking of a commercial vehicle while its goods are being loaded or unloaded.

(r) Lot.

(1) "Lot of record" means land designated as a separate parcel on a plat, map, or deed in the records of Erie County, Ohio.

(2) "Zoning lot" means a single tract of land abutting a street, occupied or intended to be occupied by a use, building, or group of buildings and their accessory uses and buildings as a unit, together with open spaces as are required by the Zoning Code, which may or may not coincide with a lot of record. Unless the context clearly indicates the contrary, "lot" is used synonymously with "zoning lot" throughout the Zoning Code.

(3) "Corner lot" means a lot abutting on 2 streets at their intersections, where the interior angle of intersections is not more than 135 degrees.

(4) "Interior lot" means a lot other than a corner lot or through lot.

(5) "Through lot" means a lot which has 2 street lines opposite each other, and which are parallel, or within 45 degrees of being parallel to each other.

(6) "Lot line" means the boundary of a lot separating it from adjoining public or private land, including a public street.

(7) "Front lot line" means the lot line separating an interior lot from the street upon which it abuts; or the shortest lot line of a corner lot which abuts upon a street, except when lot lines abutting streets are of equal length, the front lot line shall be considered on the street having the longest frontage within same block.

(8) "Rear lot line" mean a lot line parallel or within 45 degrees of being parallel to the front lot line.

(9) "Side lot line" means a lot line which is neither a front nor rear lot line.

(10) "Lot depth" means the mean horizontal distance of a lot measured between the front and rear lot lines.

(11) "Lot width" means the horizontal distance of a lot measured along the building line at right angles to the mean lot depth line.

(s) "Microbrewery" means an establishment where beer, wine, spirituous liquor, or other alcoholic beverage is manufactured on the premises for distribution, retail, or wholesale, on or off premise. The brewery may produce up to 15,000 barrels per year, beer, wine, spirituous liquor, or other alcoholic beverage annually.

(t) Nonconforming building and use.

(1) "Nonconforming building" means a building existing lawfully at the time this Zoning Code, or an amendment thereto, became effective, but which does not conform to the area, yard, height, or off-street parking regulations of the district in which it is located.

(2) "Nonconforming use" means the use of a building or land existing lawfully at the time this Zoning Code, or an amendment thereto, became effective, but which does not conform to the use regulations of the district in which it is located.

(u) "Occupancy certificate" means an official statement asserting that a given building, other structure, or parcel of land, is in compliance with the provisions of this Zoning Code, and hence may be used lawfully for the purposes designated thereon.

(v) "Paved surface" means a ground surface covered with poured concrete with or without decorative surface materials, blacktop, pavers, or other asphaltic or rubber mixture which may include sand or gravel as an ingredient and which creates a hard surface. A graded natural surface or one covered with rolled stone or overlaid with loose gravel shall not be considered a paved surface.

(w) "Shall" is mandatory and not directory; "may" is permissive.

(x) Signs. (EDITOR'S NOTE: Former subsection (t) was repealed by Ordinance 03-112, passed July 14, 2003. Sign regulations are now codified in new Chapter [1143](#).)

(y) "Street" means an existing public way shown upon a plat heretofore approved by official action and duly filed and recorded and affording the principal means of access to abutting property.

(z) Trailers.

(1) "House trailer" means a self-propelled or nonself-propelled vehicle so designed, constructed, or added to by means of accessories in such manner as will permit the use and occupancy therein for human habitation, whether resting on wheels, jacks, or other foundations, and used or so constructed as to permit its being used as a conveyance upon the public highways.

(2) "Trailer park" mean any premise occupied by, or designed to be occupied by, more than one family in house trailers, tents, camp cars, or similar facilities, and shall include the roadway, structure, vehicle, or enclosure used or intended for use as a part of the facilities of a house trailer park.

(aa) "Trucking depots" means a building or premise in which freight, brought by motor truck, is assembled, sorted, or reloaded for shipment by motor truck.

(bb) Use.

(1) "Use" means any purpose for which buildings, other structures, or land may be arranged, designed, intended, maintained, or occupied; or any occupation, business, activity, or operation carried on in a building or other structure, or on land.

(2) "Main use" means the principal purpose of, or activity in a building, other structure, or land.

(3) "Accessory use" means a use, located on the same zoning lot with the main use of building or land, but incidental to the main use of the main building or land.

(4) "Conditional use" means an uncommon or infrequent use which may be permitted in specific districts, subject to the compliance with certain standards and explicit conditions, and the granting of a conditional use permit.

(cc) "Used for," includes "arranged for," "designed for," "intended for," "maintained for," or "occupied for."

(dd) "Variance" means a modification of the Zoning Code, permitted in instances where a literal application of these provisions would result in undue hardship as a result of some peculiar or unique condition or circumstance pertaining only to the zoning lot in question.

(ee) Yards and courts.

(1) "Yard" means that portion of the open area on a zoning lot extending between a building and the nearest lot line, open and unobstructed from the ground upward, except for projections as permitted in the Zoning Code.

(2) "Front yard" means the yard extending from the front wall of the building to the front lot line across the full width of the lot.

(3) "Rear yard" means the yard extending from the rear wall of the building to the rear lot line across the full width of the lot.

(4) "Side yard" includes:

A. "Interior lot": The yard extending between a side lot line and the nearest wall of the building and from the front yard to the rear yard.

B. "Corner lot": The yard extending between a side lot line and the nearest wall of the building and from the front yard to the rear lot line on the street side.

(5) "Required yard" means the minimum yard required between a lot line and a line or a building, to comply with the regulations of the district in which the zoning lot is located.

(6) "Court" means an open space, other than a yard, bounded on 2 or more sides by exterior walls of the building, or bounded by exterior walls of a building and lot lines.

(Ord. 15-201. Passed 12-28-15.)

1129.06 ACCESSORY USES.

(a) Vehicles in Residential Districts.

(1) Provision of parking facilities. Private or storage garages or open off-street parking areas are required for all residential types, in accordance with the standards set forth in Chapter [1149](#).

(2) Placement, parking, or storing of motor vehicles and trailers. The placement, parking, or storage of motor vehicles, trailers or other vehicles as defined in Chapter [301](#) of the Traffic Code shall be subject to the following restrictions on residentially zoned property:

A. Vehicles or trailers of any kind without current license plates or current validation stickers on their rear license plates thereof or inoperable vehicles (i.e. vehicles unable to move under their own power) shall not be stored on residentially zoned property except in a completely enclosed garage or other completely enclosed permanent structure.

B. Recreational vehicles including campers, motor homes, boats and boat trailers, personal watercraft and personal watercraft trailers, and buses converted for recreational use shall not be parked between the right of way and the front of the main structure on residentially zoned property. On corner lots, recreational vehicles shall also not be parked in the side yard adjacent to the right of way. A minimum setback of three feet in width shall be maintained between recreational vehicles and the lot line of any side yard or rear yard.

C. Buses as defined in Chapter [301](#) shall not be parked, stored, or placed on residentially zoned property.

D. Not more than one commercial vehicle as defined in Chapter [301](#) per dwelling unit may be parked on a residentially zoned property. No commercial vehicle having a net total weight of greater than 5,050 pounds shall be parked on a residentially zoned property.

E. The selling of new, used or previously owned vehicles on residentially zoned property is permitted and subject to the following restrictions:

1. The maximum number of vehicles for sale permitted during a twelve month period is four;

2. Vehicles for sale must be titled to the current resident for the property upon which vehicles for sale are displayed;

3. Only one vehicle for sale may be continuously displayed at any one time for a maximum duration of 14 calendar days;

4. No vehicle displayed for sale shall be located on any landscaped area or within the legal right of way. Vehicles must be parked or stored in conformance with Chapter [351](#); and

5. Vehicles on display for sale shall be properly licensed and operable.

(3) Placement, parking or storing of construction equipment. The placement, parking, or storing of construction equipment including but not limited to road rollers, traction engines, power shovels, tractors, power cranes and other equipment used in construction work including those designed for or employed in general highway transportation, hole-digging machinery, well- drilling machinery, and ditch-digging machinery is not permitted on residentially zoned property except for the parking, placement or storage of construction equipment being used for the construction of a residential unit or permitted accessory building provided that a building permit has been issued for such a project and that the building permit has not expired.

(4) Placement, parking or storing of farm machinery. The placement, parking, or storing of farm machinery including but not limited to trailers used to transport agricultural produce or agricultural production materials, threshing machinery, haybaling machinery, agricultural tractors, and machinery used in the production of horticultural, floricultural, agricultural and vegetable products is not permitted on residentially zoned property except for the parking, placement, or storage of farm machinery being utilized for the following agricultural uses: field crops, gardening, the raising of nursery stock, orchards, and vineyards and located on lots with a minimum area of two acres.

(Ord: 96-057. Passed 2-12-96.)

(b) Home offices.

(1) Group A home professions are classified as accounting, architecture, art, engineering, and law;

(2) Group B home professions are classified as music and medicine;

(3) Such home professions may be permitted in the homes of members practicing the profession in the residential districts as set forth in Section [1129.03](#), provided:

A. Not more than one assistant, other than members of the resident family, work therein;

B. The residential character of the dwelling exterior is not changed;

C. No mechanical equipment is used which will create any dust, noise, odors, glare, vibrations, or electrical disturbances beyond the zoning lot;

D. All automobiles used by clients can be parked in the driveway or along the street curb abutting the premise.

(c) Home Occupations.

(1) Group A home occupations are classified as dressmakers, millinery, selling and taking orders for insurance, merchandise, real estate;

(2) Group B home occupations are classified as home baking, home laundry, interior decorating, beauty shop; repairing furniture, radios, television; sharpening tools; printing; headquarters for plumbing, furnace, and painting work;

(3) Members of a family residing within the dwelling may conduct the gainful home occupation as permitted in the residential districts as set forth in Section [1129.03](#), provided:

- A. Not more than one assistant, other than members of the resident family, work therein, the occupation is conducted wholly within a building, and does not occupy more than 25% of the area of the existing dwelling;
- B. No merchandise is sold or processed except that which is produced or incidental to the services rendered on the premises;
- C. No mechanical equipment is used which will create any dust, noise, odors, glare, vibrations, or electrical disturbances beyond the zoning lot;
- D. The residential character of the dwelling exterior is not changed;
- E. Trucks or other mobile equipment shall not be parked overnight in open yards, and all automobiles used by the customers can be parked in the driveway, or along the street curb abutting the premises.

(d) Renting of Rooms. The renting from a resident family of not more than 2 rooms to not more than 2 persons is permitted in residential districts, provided that:

- (1) No advertising signs are displayed;
- (2) The exterior character of the dwelling is not changed;
- (3) Off-street parking is provided as set forth in Chapter [1149](#).

(e) Tourists' Rooms. The renting, from a resident family of not more than 3 rooms is permitted in residential districts on the lots abutting a state highway provided that:

- (1) The exterior character of the dwelling is not changed; and
- (2) Any advertising sign does not exceed 5 square feet and is located not less than 10 feet from any lot line; and
- (3) Off-street parking is provided as set forth in Chapter [1149](#).

(f) Agricultural Uses. The raising for use or sale of fruits, vegetables or nursery stock, and the keeping of dogs are permitted in residential districts, provided, that more than 4 dogs more than 3 months old may be kept only in structures or enclosures not less than 50 feet from any adjoining residential lot, and on a lot not less than 12,000 square feet in area.

(1980 Code 151.14)

(g) Transient Occupancy Overlay District. The renting from a resident family to other individuals for the purpose of transient occupancy is permitted within an approved Transient Occupancy Overlay District.

(1) Establishment of a Transient Occupancy Overlay District.

A. Initiation of change: Whenever deemed appropriate and in the interest of the general welfare of the city, the City Commission or Planning Commission may initiate a Transient Occupancy Overlay District. The overlay district shall be created to spur investment in a declining geographic area with the goal of increasing property values and maintenance of homes in areas that are close in proximity to commercial and retail areas.

B. Action of Planning Commission: The Planning Commission shall hold a public hearing. The time, place, and purpose of the hearing shall be given by both of the following methods:

- 1. Publication at least once in a newspaper of general circulation in the City at least fifteen (15) days prior to the date of the hearing.
- 2. A printed notice, not less than ten (10) days prior to the date of the hearing, sent to the owners of all property as shown upon the records of the County Recorder within three hundred (300) feet of the area proposed to be changed; and

3. The Planning Commission shall forward their recommendation to the legislative body.

C. Action by the Legislative Body:

1. After the above recommendation is received, the City Commission shall set a date for a public hearing. In a newspaper of general circulation in the City, notice of the time and place of the meeting shall be given at least (30) days prior to the meeting. During the thirty (30) day period, the text or copy of the text of the ordinance, map of the proposed district boundaries and report submitted by the Planning Commission shall be on file, for public examination, in the office of the Clerk of the Planning Commission.

2. After the hearing, the legislative body may approve in whole or in part by majority vote of its entire membership the recommendation submitted by the Planning Commission. The legislative body may disapprove or modify the recommendations by Planning Commission by a vote of not less than three-fourths of its entire membership.

(Ord. 17-088. Passed 5-8-17.)

1133.05 PERMITTED BUILDINGS AND USES; ROADSIDE BUSINESS DISTRICT.

(a) Main Buildings and Uses.

- (1) All stores, services, dwellings, and other uses permitted in Local Business Districts;
 - (2) Additional retail business stores and services conducted wholly within enclosed buildings, or adjoining and operated in connection with an establishment in an enclosed building to the following extent:
 - A. The sale and serving of all beverages, and eating places of all types permitting dancing and live entertainment. Conditional use permits shall be obtained by places selling or serving alcoholic beverages, and by all drive-in establishments;
 - B. Motels, hotels; fraternal and social clubs, and labor union halls;
 - C. Automotive services, repair or service garages, and buildings for the sale of new and second-hand motor vehicles. The parking of vehicles with or without a fee, the sale of gasoline and oil, and the sale of motor vehicles may be permitted on an open lot, providing all requirements for front yards in the Business District as set forth in the Zoning Code are met;
 - D. The sale of boats and other marine supplies; motorcycles, bicycle shops; sports and athletic equipment; pet shops;
 - E. Amusement and recreational services, such as assembly and meeting halls, billiard halls, bowling alleys, dance halls, indoor theaters, skating rinks, and other social, sports, or recreation establishments, provided the services are conducted within a building, sufficiently sound-insulated to confine the noise to the premises;
 - F. Nursery stock, monuments, garden equipment, supplies, and garden furniture may be sold on an open lot, provided the operation is in connection with an established related business conducted within a building not more than 150 feet therefrom, and provided goods are not sold, displayed, or stored in a required yard;
 - (3) Microbrewery.
 - (4) Transient Occupancy.
- (b) Similar Main Uses. Any other business store, shop, or service not listed above or in any subsequent use classification, and determined as similar by the Commission.
- (c) Accessory Buildings or Uses.
- (1) Accessory off-street parking and loading facilities as required and set forth in Chapter [1149](#);
 - (2) Any accessory use, such as the storage of goods and processing operations clearly incident to the conduct of a retail business or service establishment permitted as main uses, provided the use has no injurious effect on adjoining residential districts.

(Ord. 17-088. Passed 5-8-17.)

1133.08 PERMITTED BUILDINGS AND USES; DOWNTOWN BUSINESS DISTRICT.

(a) Main Buildings and Uses.

- (1) Single, two and multi-family residential uses above the first floor.
 - (2) All stores and services permitted in the General Business District;
 - (3) Public uses as follows and as defined in Section [1123.02](#): governmental, civic, education, religious, recreational and transportation.
 - (4) Transient Occupancy.
- (b) Similar Main Uses. Any other business, service or recreation activity not listed above or in any subsequent use classification and determined as similar by the Commission.
- (c) Conditional Uses Permitted: Outdoor recreational facilities such as beaches, waterparks, amphitheaters, marinas, swimming pools, etc.
- (d) Accessory Buildings or Uses:
- (1) Accessory off-street parking and loading facilities as required and set forth in Chapter [1149](#);
 - (2) Any accessory use and building clearly incident to the conduct of a permitted main use, providing the use has no injurious effect on adjoining residential districts.

(Ord. 17-088. Passed 5-8-17.)

1137.03 PERMITTED BUILDINGS AND USES, COMMERCIAL RECREATION DISTRICTS.

(a) Main Buildings and Uses.

- (1) One- and two-family dwellings, boathouses, motels;
- (2) The following amusement establishments, whether open or enclosed:
 - A. Beaches and swimming pools, with accessory bath houses and locker rooms;
 - B. Manufacturing, rental, repair, and storage of boats, marinas; sale of live bait for fishing;
 - C. Hunting and fishing clubs, shooting ranges;
 - D. Arenas, auditoriums;
 - E. Golf courses, driving ranges;
 - F. Riding academies, stables, race tracks;
 - G. Assembly and meeting halls, bowling alleys, dance halls, skating rinks.
 - H. All retail stores, services and offices as permitted in General Business Districts.
 - I. Transient Occupancy.

(b) Similar Main Uses. Any other recreational use not listed above or in any other use classification, and if determined as similar by the commission.

(c) Accessory Buildings or Uses.

- (1) Accessory off-street parking facilities as regulated and set forth in Chapter [1149](#);
- (2) Eating places, sales of equipment or accessories, living quarters, maintenance facilities for caretakers, and any accessory use customarily incident to a permitted main use, provided the use has no injurious effect on adjoining residential districts.

(Ord. 17-088. Passed 5-8-17.)

1341.32 TRANSIENT RENTAL PROPERTY REGULATION.

(a) Purpose and Intent. The purpose and intent of this section is to regulate the health, safety and wellness of the public, including the owners, occupants, and neighboring property owners of properties being utilized for transient occupancy within the City.

(b) Definitions.

(1) "Transient occupancy" means to use, occupy or possess, or the use, occupancy, or possession of a dwelling or other living accommodation as defined by Sandusky City Code 1107.01(h) for a period of thirty (30) consecutive calendar days or less.

(2) "Transient rental" means the renting, letting, subletting, leasing or subleasing of a dwelling for a period of thirty (30) consecutive calendar days or less.

(c) Department of Community Development, Code Enforcement Divisions.

(1) The Code Enforcement Division shall maintain a registry of individuals offering transient rentals and maintaining essential records on licensed transient rentals.

(2) Monitor transient rentals for compliance with building codes, health codes, and provisions of this section.

(3) Inspect the interior and exterior of the dwelling to be used as a transient rental upon submission of a transient rental permit application.

(4) Investigate suspected violations of this section.

(5) Refer suspected violations of the fire, health, building, or tax codes, zoning regulations, or other laws regarding transient rentals to the appropriate City department or the appropriate governmental agency.

(d) Transient Rental Permit Application.

(1) Each operator of a dwelling being used for transient occupancy must apply to the Code Enforcement Division for an annual permit which expires on December 31st of the year the permit is issued, and pay a fee of \$500.00 per dwelling annually.

(2) To obtain a permit, the owner of a dwelling intended on being used for transient occupancy must apply for a permit on a form approved by the Director of Development, which will include the following:

A. A certification from the Director of Development that the dwelling is not subject to outstanding City Code or State law violations;

B. The name, street address, mailing address, and telephone number of the owner of the dwelling to be used for transient occupancy purposes;

C. If the owner does not reside within the City of Sandusky, the name, street address, mailing address, and telephone number of a local contact;

D. The street address of the dwelling to be used for transient occupancy purposes;

E. A floor plan of the dwelling showing number of bedrooms, points of ingress/egress, basement rooms, points of exits, and locations of smoke alarms, as well as a parking plan;

F. Proof of property insurance;

G. Proof of payment of all applicable taxes, including real estate taxes, due as of the date of submission of the application; and

H. Any other information requested by the Director of Development necessary to protect the health, safety, and welfare of the City of Sandusky.

(3) Prior to receiving a transient occupancy permit, the person applying for the permit shall have an internal and external inspection of the dwelling by the Code Enforcement Division.

(4) No person shall receive a transient occupancy permit at a dwelling unless the dwelling passes inspections, which demonstrates that:

A. The dwelling and any common spaces in the dwelling meet health, fire, and building code standards for the type of dwelling which the unit is located;

B. The unit meets any other requirements, which the Code Enforcement Division shall deem necessary to ensure the health and safety of visitors during transient occupancy.

(5) No owner of a dwelling in any Residential Zoned area shall be able to apply for a transient rental permit, unless the City of Sandusky Planning and Zoning Department has determined that the dwelling has been legally provided a legal non-conforming status as transient rental property or the dwelling is located in a Transient Occupancy Overlay District.

(6) The permit shall be valid from the date of issuance and may be subject to a one-time extension of thirty (30) days at the discretion of the Director of Development. All permits expire on December 31st of the year of issuance. If it is found that the operator has been using the dwelling for transient purposes without a permit, there shall be a one year waiting period from the date of such finding for the dwelling to become eligible to apply for a transient rental permit.

(e) Transient Rental Health and Safety Regulations.

(1) The maximum number of persons who may occupy the dwelling overnight during a transient occupancy shall be limited to two (2) persons per bedroom, plus three (3) additional persons per dwelling in a dwelling located in a residentially zoned area. The overnight occupancy limit of dwellings located in areas other than residentially

zoned areas shall be determined on a case by case basis by the Code Enforcement Division at the time a permit application is submitted.

(2) Only one open rental agreement per dwelling is permitted at a time for the purpose of transient occupancy.

(3) The owner of a dwelling being utilized for transient occupancy must maintain a copy of all rental agreements for the dwelling being used for transient occupancy for a period of twenty-four (24) months, and provides said agreements to City for inspection upon request.

(4) The dwelling being utilized for transient occupancy must have an off-street parking plan approved by the Planning and Zoning Department.

(5) No transient rental dwelling shall allow overnight on-street parking, unless approved prior to the issuance of a permit by the Planning and Zoning Department.

(6) A property being utilized as a transient rental shall visibly display a transient occupancy permit outside the main entry of the property.

(7) The registered owner or local contact for the transient rental shall be within a one-hour arrival of the transient rental unit while the transient rental is being occupied.

(8) No person shall sell food to a transient guest while the guest uses the property unless such person has obtained food safety permits.

(9) No person shall sell or provide alcoholic beverages to any transient guest while the guest uses the dwelling unless such person obtains an appropriate license from the State of Ohio.

(10) No person shall be allowed to transient rent a dwelling that is in violation of the City of Sandusky's health code, building code, or zoning regulations.

(11) No person shall display a transient occupancy permit or allow transient occupancy of a dwelling that has had its permit suspended, revoked, or denied.

(12) No person shall allow a dwelling to be listed or advertised as a transient rental prior to obtaining a valid transient occupancy permit.

(13) No person shall allow a dwelling to be listed or advertised as a transient rental if the transient occupancy permit has been suspended, revoked, or denied.

(f) Enforcement Procedures.

(1) Upon the filing of a complaint that a person has engaged in a transient rental in violation of this section, the Code Enforcement Division shall take all steps necessary to determine the validity of the complaint.

(2) The Code Enforcement Division shall independently determine whether a person has offered transient rental in violation of this section.

(3) If while investigating transient rental activity the Code Enforcement Officer discovers suspected violations of the fire, health, building, or tax codes, or the zoning regulations, or other laws, the Code Enforcement Officer shall report such suspected violation to the relevant City department or governmental agency.

(4) To determine if there is a violation of this section, the Code Enforcement Division shall initiate an investigation of the subject property and/or request any pertinent, information from a person offering transient rental, including records required by this section, leases, or other documents.

(5) If the Code Enforcement Division determines that a person has violated any provision of this section, the Code Enforcement Division shall issue a cease and desist order and shall assess the appropriate penalty and fines for said violation.

(6) The Code Enforcement Division's ability to assess penalties and fines for violations of this section, are separate and apart from any civil or criminal violations, penalties, and fines able to be assessed by any other City department, including, but not limited to, the City of Sandusky Fire Department, the City of Sandusky Police Department, and the City of Sandusky Planning and Zoning Department.

(g) Penalties and Fines.

(1) The Code Enforcement Division shall assess the owner for violations of this section as follows:

- A. First Violation - \$500 fine;
- B. Second Violation - \$1,000 fine; and
- C. Third Violation - \$2,500 fine

(2) Multiple violations that arise out of the same set of facts or circumstances, or occur on the same date, may constitute one violation or multiple violations based upon the severity of the violations as determined by the City of Sandusky Code Enforcement Division.

(3) Each day the dwelling owner violates this section shall constitute a separate violation.

(4) The City has the right to revoke the owner's right to use his or her dwelling for transient occupancy after three violations of this section within a period of twelve (12) months. If the City revokes the owner's right to use his or her dwelling for transient occupancy, such revocation shall be for a period of no less than twelve (12) months from the date of the third violation.

(h) Other Remedies.

(1) Civil action. The following parties may seek also injunctive or other relief to prevent or remedy violations of this section:

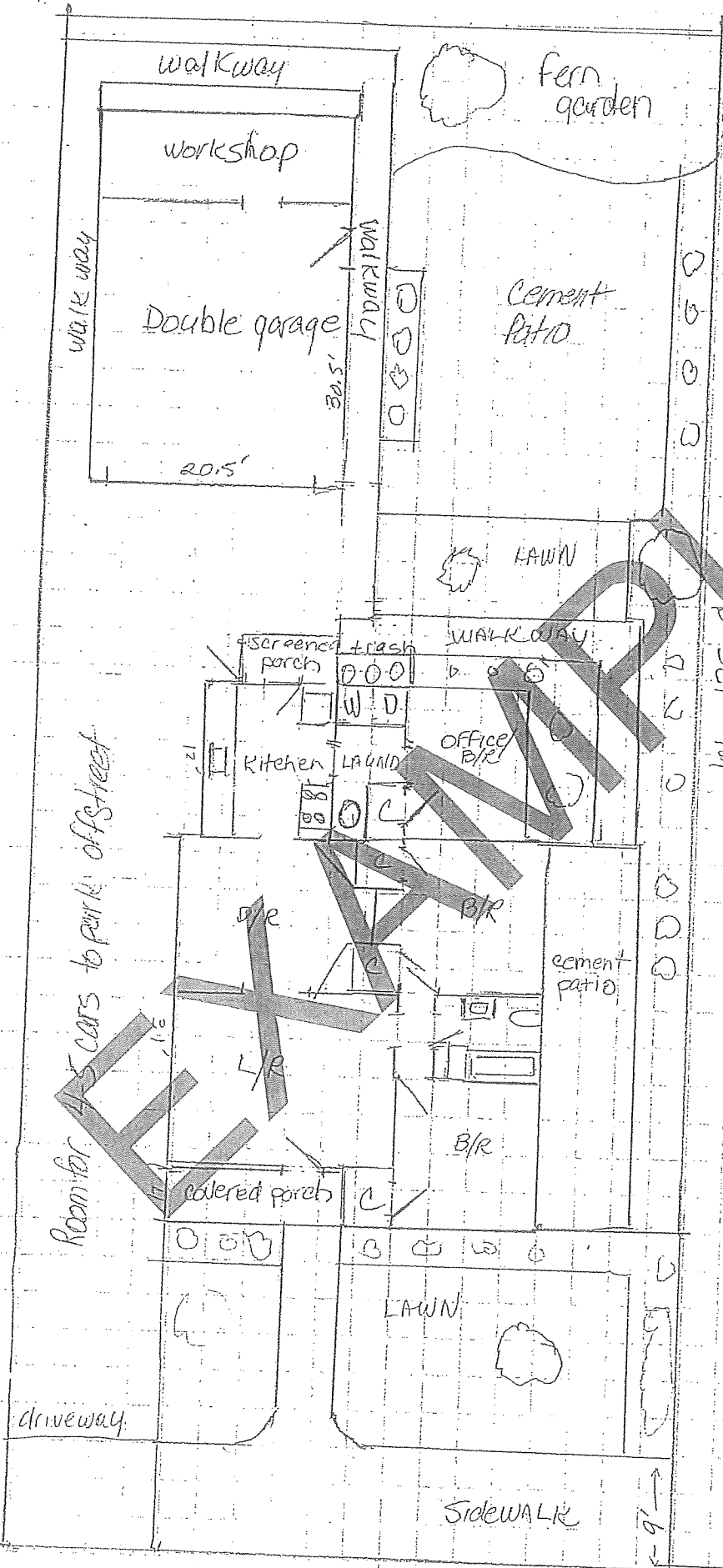
- A. The Law Director for the City of Sandusky;
- B. A neighborhood association whose borders include the property; and

C. Any neighboring property owner or occupant who would be specially damaged by any such violation. The prevailing party in such an action shall be entitled to recover reasonable costs, attorney's fees, and statutory damages.

(2) Criminal action. Any person who violates any provision of this section may be guilty of a misdemeanor of the third degree. Any person convicted of a misdemeanor hereunder shall be punishable by a maximum fine of \$500 for each dwelling offered for transient occupancy in violation of this section, or by imprisonment for a period not exceeding sixty (60) days, or both.

(3) Additional remedies. Any person convicted of violating any provision of this section in a criminal case or found to be in violation of this section in a civil case shall remit all illegally obtained revenue to the City of Sandusky.

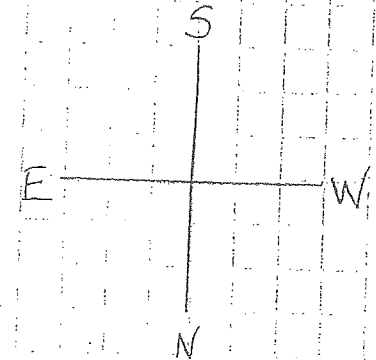
(Ord. 17-088. Passed 5-8-17.)



Room for 4-5 cars to park off street

lot - 125' deep

NAPA-RENTAL
 NAPA, CA 94559
 Owners



Scale = 1/4" = 3'

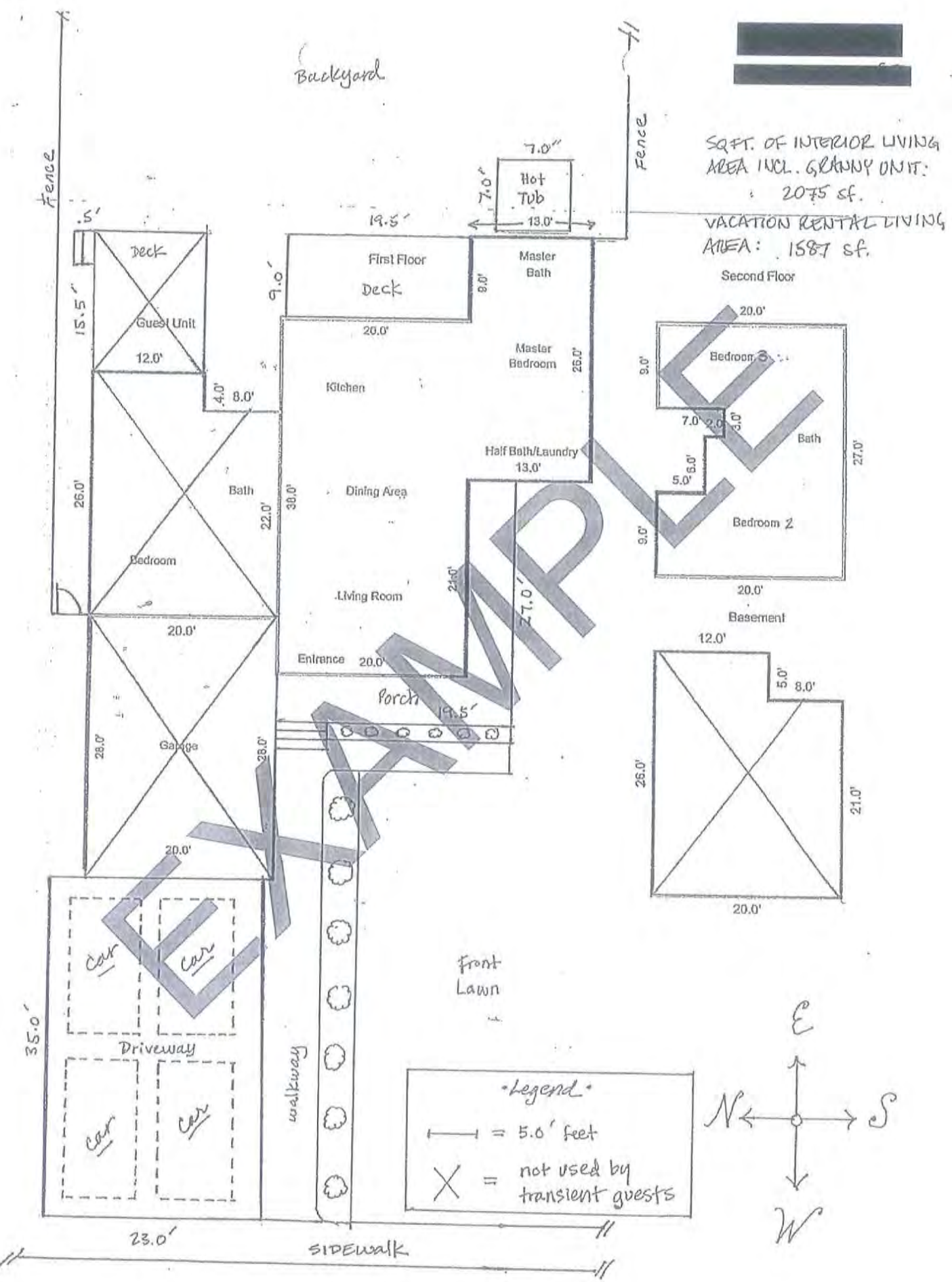
Sidewalk

lot - 125' deep

Backyard

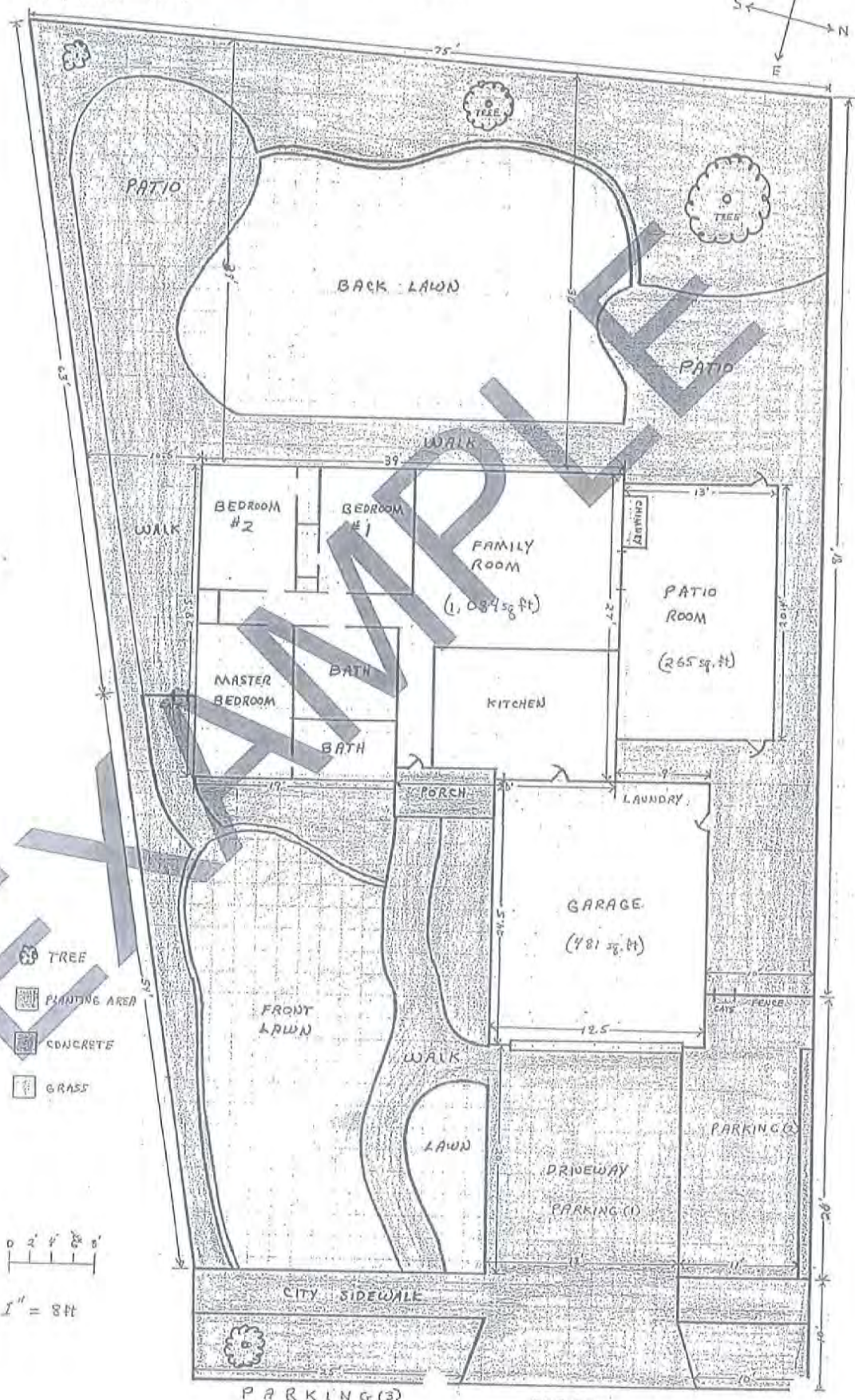
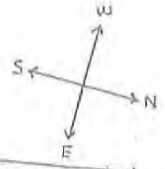
SQ. FT. OF INTERIOR LIVING AREA INCL. GRANNY UNIT: 2075 sf.

VACATION RENTAL LIVING AREA: 1587 sf.

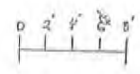


28 MAY 2009

VINEYARD



- TREE
- PLANTING AREA
- CONCRETE
- GRASS



1" = 8ft

PARKING (3)

STREET