

Synopsis of proposed changes to License Applications and Ordinances

Timeline:

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| 11/12/16 | Town Council Meeting. Review current license application forms and current code. Discuss areas for modification |
| 12/10/16 | Town Council Meeting. Review mark-up of application form and ordinances. |
| 1/12/16 | Review draft of application forms and ordinances. Possibly vote to approve. |
| 1/14 -1/15 | Make final changes to forms and ordinances, publish online. Begin mailing license applications. |

RESIDENTIAL RENTAL LICENSES

- Require property owners who rent to complete and sign a Safety Certification Affidavit. The affidavit must be received prior to the issuance of a Residential Rental License. The
- Eliminate the "Non-Rental Declaration"
- Ask whether the rental is long-term and therefore exempt from accommodation tax, and if it is, a copy of the lease must be provided
- Change the due date for applications to March 15 (formerly March 31). This will ensure that applications and payments can be processed prior to the end of the fiscal year.
- The application form includes minor modifications and includes a check box to indicate that sublets are allowed, and has also been modified for formatting.

BUSINESS LICENSES

- Changes to the fee schedule:
 - Package Store: Removed. We have been accepting the large in-town retail fee from the packages store.
 - Landscaper: Removed. Landscaping businesses are charged the same rate, based on number of employees, as any other out-of-town service business

- Transportation Network Company Driver: The State of Delaware passed an amendment that disallows a municipality to require a license for a Transportation Network Company driver.
- Added the option of a one-day business license
- Clarify the code related to due dates.
 - There had been some confusion about whether license fees for in-town businesses are due at the beginning of the license year, or paid prior to opening for business for the season.
 - Clarified that a real estate professional must have a license when they accept a listing vs. at settlement or at the start of a rental period.
- Allow for other verifiable methods of notice delivery in addition to registered mail
- Attachments "A" and "B" for restaurants, bars, and eateries have been removed. These attachments repeated sections of the code and required applicant signatures certifying that they are and will continue to be in compliance.
- Additional minor modifications were made to the application form and it was reformatted for clarity.
- Changes were made to the list of holidays to allow non-disruptive (e.g., painting, cleaning) construction activities on certain off-season holidays (MLK Birthday, President's Day, Columbus Day, Veterans' Day)

COMMERCIAL RENTAL LICENSES

- Modified application form to remove text that refers to rooms, cabins, private houses, etc. as this type of business should use either the residential rental application or the business license application, not the commercial rental application.

"old version"

Town of Dewey Beach Application for Rental License or Non-Rental Declaration
All Rental Properties Must Complete and Return This Form License Year - 4/1/2016-3/31/2017

Return To: Town of Dewey Beach Permit No. _____
105 Rodney Avenue
Dewey Beach, DE 19971 Issued: _____
(302) 227-6363 Fax (302) 227-8319

The Dewey Beach Municipal Code requires that any person, firm or corporation engaged in renting or leasing rooms, cabins, private houses or apartments by any means, including classified websites such as Craigslist, and home-rent websites such as VRBO, AirBnB, and TripAdvisor, shall obtain an annual license for the period which begins April 1st and ends March 31st of each licensing year, for any dwelling in Dewey Beach.

The Map and Parcel will be filled out by Dewey Beach Town Hall:
Property Reference: District 3-34 Map _____ Parcel _____

Physical Street Address (must use the correct 911 compliant address):

Complex Name and Unit Number: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone Numbers: (home) _____ (cell) _____

Owner's Email: _____

*Emergency Contact Name (local): _____ Phone Number: _____

Part A - For Rental Property

License Fee is \$142.00 per unit up to and including 2 bedrooms, plus \$11.00 for each additional bedroom (per Resolution No. 86, adopted 4/14/07). A bedroom is defined as a room divided from the general living area of the house, and containing a sleeping unit such as a bed or pull out couch.

Per Section 112-4 of the Dewey Beach Code of Ordinances, occupancy is limited to two (2) persons per bedroom, plus two (2) in the general living area. Applicants shall not advertise occupancy that exceeds the limits per Section 112-4.

Children 5 years of age and younger are not considered occupants for occupancy limits.

License Certificate must be obtained and a business license sticker must be displayed on the front door or window.

Inspections per Section 117-4 of the Dewey Beach Code of Ordinances, amended December 2015, rental properties will be inspected periodically. Periodic inspections shall be arranged through communication with the Applicant or the Applicant's designated nominee. The Town may make reasonable efforts to conduct inspections when the rental unit (or dwelling) in question is unoccupied. Rental units leased for a period of one (1) year or more shall not be subject to periodic inspections unless sublet for a term of less than one year.

It is the responsibility of property owners to advise their tenants of the Disorderly Dwelling Ordinance (per Town of Dewey Beach Code §85-1301.A; Disorderly Use of a Dwelling), and to have it posted in the rental house.

Number of Bedrooms: _____ Maximum Occupancy: _____ Amount Remitted for rental license: \$ _____

Real Estate Company name or all means of renting: _____

Trash disposal is the responsibility of the property owner. Rental properties are required to have twice a week pickup. Per 153-4 (3) of the Town of Dewey Beach Code: All owners of property or agents thereof which property is the subject of a rental license as described in Chapter 117, § 117-13 shall provide evidence of semiweekly trash removal service or self service during the period commencing the Friday before Memorial Day and continuing twice weekly thereafter through the Tuesday following labor day as a condition of receiving said rental license.

It is the responsibility of the property owner to arrange for recycling to be picked up weekly.

For seasonal or long-term rentals, provide tenant contact information:

Renter's Name: _____ Phone: _____

Any tenant who sublets or subleases a rental unit to a subtenant is required to obtain a rental license. The provisions of §177-9 of the Dewey Beach Code of Ordinances concerning suspension or revocation of license apply equally to licensed property owners and licensed tenants who sublet rental units.

Applicants for a rental license (to sublet) are required to provide the information called for below:

Name: _____ Email Address: _____

Mailing Address: _____

Phone Number (cell): _____ (home): _____

I hereby agree to abide by the Dewey Beach Code as it relates to the rental of my property.

Signature: _____ Date: _____

*Emergency Contact Name (local): An individual designated by the Owner, an Agent of the Owner or local property manager, for the purpose of responding by telephone or in-person to complaints regarding the condition, operation, or conduct of occupants of the Residential Rental, or any agent of the Owner authorized by the Owner to take remedial action and who responds to any violation of this Code.



Town of Dewey Beach Application for Residential Rental License
All Rental Properties Must Complete and Return This Form License Year - 4/1/2017-3/31/2018

TOWN USE ONLY:
Permit Number: _____
Date Issued: _____

1/5 draft

The Dewey Beach Municipal Code requires that any person, firm or corporation engaged in renting or leasing rooms, cabins, private houses or apartments by any means, including classified websites shall obtain an annual license for the period which begins April 1st and ends March 31st of each licensing year, for any dwelling in Dewey Beach.

Physical Street Address (must use the correct 911 compliant address):

Complex Name: _____ Unit Number: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone Numbers: (home) _____ (cell) _____

Owner's Email: _____

*Emergency Contact Name (local): _____ Phone Number: _____

Real Estate Company name or all means of renting: _____

Number of Bedrooms: ____ Maximum Occupancy: ____

If you allow your tenant to sublet or sublease, please check here: and initial _____.

For seasonal or long-term rentals, provide tenant contact information:

Renter's Name: _____ Phone: _____

- If you believe your property is exempt from Accommodations Tax, please provide a copy of your year round lease with an initial term of one year or more with this application.
- License Fee is **\$142.00** per unit up to and including 2 bedrooms, **plus \$11.00 for each additional bedroom** (per Resolution No. 86, adopted 4/14/07).
- The provisions of §117-9 of the Dewey Beach Code of Ordinances concerning suspension or revocation of license apply equally to licensed property owners and licensed tenants who sublet rental units.
- Per Section 112-4 of the Dewey Beach Code of Ordinances, occupancy is limited to two (2) persons per bedroom, plus two (2) in the general living area. Applicants shall not advertise occupancy that exceeds the limits per Section 112-4.
- License Certificate must be obtained and a business license sticker must be displayed on the front door or window.
- Inspections per Section 117-4 of the Dewey Beach Code of Ordinances, amended December 2015, rental properties may be inspected periodically. Periodic inspections shall be arranged through

communication with the Applicant or the Applicant's designated nominee. The Town will make reasonable efforts to conduct inspections when the rental unit (or dwelling) in question is unoccupied. Rental units leased for a period of one (1) year or more shall not be subject to periodic inspections unless sublet for a term of less than one year.

- It is the responsibility of property owners to advise their tenants of the Disorderly Dwelling Ordinance (per Town of Dewey Beach Code §85-1301.A; Disorderly Use of a Dwelling), and to have it posted in the rental house.
- Per Dewey Beach Code, Trash disposal is the responsibility of the property owner. Rental properties are required to have twice a week trash pickup, and weekly recycling pickup. Per 153-4 (3) of the Town of Dewey Beach Code: all owners of property or agents thereof which property is the subject of a rental license as described in Chapter 117-13 shall provide evidence of semiweekly trash removal service or self service during the period commencing the Friday before Memorial Day and continuing twice weekly thereafter through the Tuesday following Labor Day as a condition of receiving said rental license.

If paying via check, please ensure your check is properly filled out, signed, and made out for the correct amount:

Residential Property Rental:

2 Bedrooms: \$142.00	6 Bedrooms: \$186.00	10 Bedrooms: \$230.00
3 Bedrooms: \$153.00	7 Bedrooms: \$197.00	11 Bedrooms: \$241.00
4 Bedrooms: \$164.00	8 Bedrooms: \$208.00	12 Bedrooms: \$252.00
5 Bedrooms: \$175.00	9 Bedrooms: \$219.00	13 Bedrooms: \$263.00

Amount Remitted for rental license: \$ _____

I hereby agree to abide by the Dewey Beach Code as it relates to the rental of my property.

Signature: _____ Date: _____

Please Return To: Town of Dewey Beach
105 Rodney Avenue
Dewey Beach, DE 19971
Phone (302) 227-6363 Fax (302) 227-8319

*Emergency Contact Name (local): An individual designated by the Owner, an Agent of the Owner or local property manager, for the purpose of responding by telephone or in-person to complaints regarding the condition, operation, or conduct of occupants of the Residential Rental, or any agent of the Owner authorized by the Owner to take remedial action and who responds to any violation of this Code.