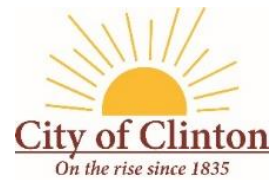




SHORT-TERM RENTAL PERMIT APPLICATION PACKET 2024-2025

Please ensure the following documents are submitted with this application.

- () Short-Term Rental Application
- () Owner/Property Information
- () Completed Tax Form
- () Special Use Permit Application (if applicable)
- () Provide Proof of Insurance for the Property
- () Application Fee (\$50)



SHORT-TERM RENTAL APPLICATION

In addition to the short-term rental application, the applicant is required to complete the hotel/motel tax forms and pay a \$50 short-term rental permit fee. Fifteen (15) Type A and fifteen (15) Type B short-term rentals are allowable within the city on a first-come-first serve basis. Please submit the completed application to the City Administrator (tbaxter@clintonillinois.com or in person to Clinton City Hall at 118 W. Washington Street).

Owner/Property Information:

Name of Property Owner(s): _____

Email Address: _____

Property Owner Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Short-Term Rental Address: _____

Parcel Identification Number: _____

Zoning Designation: _____

Short-term Rental Type:

Type A (Owner-Occupied) Type B (Non-Owner Occupied) Bed & Breakfast (Owner-Occupied)*

*Denotes Special Use Permit Required

Special Use Permit: Yes – Resolution # _____ No N/A **Maximum # of Guests:** _____

Number of Short-Term Rental Properties: _____ Number of Off-Street Parking Spaces: _____

I have received and acknowledged the Short-Term Rental Ordinance and will abide by all requirements. I understand that any violations of these regulations may result in revocation of my short-term rental permit, and I am subject to all administrative, legal, and equitable remedies available by the city.

Property Owner Signature

Date: _____

Office Use Only

Permit Number: _____ **Permit Issue Date:** _____

Staff Signature: _____ Approval Disapproval **Date:** _____

Comments: _____

*If you have any questions about this application, please contact the City Administrator at tbaxter@clintonillinos.com or (217) 935-6552.

**CITY OF CLINTON
HOTEL/MOTEL & SHORT-TERM RENTAL APPLICATION
OWNER/PROPERTY INFORMATION**

IL Department of Revenue Sales Tax Number: _____

Number of Employees P/T: _____ F/T: _____

Inception Date: _____

Sole Proprietor Corporation Partnership Other
(circle one)

Federal Employee Identification Number: _____

Telephone Number: _____

Business Name (if applicable) _____

Email: _____

Business or Short-Term Rental Address:

Hours: _____

Contact: _____

Contact Number: _____

Does Property Owner Live within Clinton City Limits? Yes No

If no, please provide the local representative responsible for the property:

Name: _____

Telephone Number: _____

Address: _____

Email: _____

This information is provided to the City of Clinton Police Department for Emergency and Safety Purposes Only

Emergency Contacts (please list the names, address, and phone number of persons we can contact after hours for emergency purposes)

1) _____ Title _____ Home # _____ Day # _____

City _____ State _____ Cell # _____ Evening # _____

2) _____ Title _____ Home # _____ Day # _____

City _____ State _____ Cell # _____ Evening # _____

3) _____ Title _____ Home # _____ Day # _____

City _____ State _____ Cell # _____ Evening # _____

Does your business have a commercial burglar/fire alarm? Yes No

Alarm Type: (circle all that apply) *Silent Burglary Robbery Fire Local Regular Automatic Dialer*

Connections to: Residence _____ Alarm Company _____ Private Security? Yes No

Additional Information: _____

CITY OF CLINTON
HOTEL/ MOTEL & SHORT-TERM RENTAL OCCUPATION TAX RETURN
TITLE 3 – CHAPTER 10 MUNICIPAL CODE OF CLINTON

MONTH COVERED: _____

DUE DATE: 20th day of month following
collection period

NUMBER OF ROOMS FOR RENT: _____

COMPUTATION OF TAX

- 1) Receipts from Room Rental:
(excluding all room taxes) _____

- 2) Deduction for Receipts from
Permanent Guests: _____

- 3) Net Receipts:
(line 1 – line 2) _____

- 4) Local Tax Due:
(line 3 x .0325) _____

- 5) Penalty:
(\$10.00 per day) _____

- 6) Interest:
(1½% of line 4 per month or fraction
thereof late) _____

- 7) Total Tax, Penalty & Interest Due:
(line 4 + line 5 + line 6) _____

PLEASE INCLUDE A COPY OF YOUR STATE OF ILLINOIS TAX RETURN FOR THE MONTH OF JANUARY. UNDER PENALTIES PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THIS RETURN IS TRUE AND ACCURATE TO THE BEST OF HIS/HER KNOWLEDGE.

SIGNATURE: _____

TITLE: _____

MOTEL NAME: _____

DATE: _____

REMIT PAYMENT TO: City of Clinton
118 W. Washington St.
Clinton, Illinois 61727

EXHIBIT A

Purpose and Applicability

It is the intent and purpose of this section to establish regulations regarding short-term rentals in order to safeguard the peace, safety, and general welfare of neighborhoods within the City of Clinton. This section intends to minimize negative secondary effects related to short-term rentals including excessive noise, disorderly conduct, and illegal parking. Such short-term rental shall comply with all requirements of the City and State building, safety, and occupancy codes and limits as well as all regulations provided in this section and all other city codes.

GENERAL PROVISIONS

The owner of any short-term rental shall be required to apply for and obtain a short-term rental permit annually from the city before renting or advertising availability of the short-term rental unit.

1. Any short-term rental shall be for a period of less than ninety (90) days in a calendar year to any particular group.
2. All short-term rental properties must provide off-street parking on the premises in the approved driveway or garage.
3. The short-term rental permit owner shall be required to keep financial records for at least three (3) years.
4. Short-term rental units shall be subject to and shall comply with all requirements of the city and state building, safety, and occupancy codes and limits.
5. Any short-term rental shall be subject to the Hotel/Motel Tax of the Codified Ordinances of the City of Clinton.
6. This ordinance shall not apply to leasebacks for real estate transactions.
7. Must comply with all Codified Ordinances of the City of Clinton.

TYPE A SHORT-TERM RENTALS – OWNER OCCUPIED REQUIREMENTS

1. "Type A" Short-Term Rentals are permitted in the following districts:
 - a. R-1 – Single Family Residence
 - b. R-4 – Multi-Family Residence/High Density Multi Family/Multi Family
 - c. C-1 – General Retail Business
 - d. C-2 – Service – Business District
 - e. C-3 – Highway Business
2. "Type A" Short-Term Rentals shall only be permitted by a Special Use Permit in the following districts:
 - a. A-1 – Agriculture
 - b. I-1 – Light Industrial
 - c. I-2 – Heavy Industrial
 - d. R/C-1 – Recreation/Conservation
3. The owner of the dwelling shall maintain the short-term rental as their permanent residence and shall reside on the premises at the time short-term rental guests are present.
4. Not more than fifteen (15) "Type A" short-term rental units shall be permitted within city limits.
5. Must comply with all Codified Ordinances of the City of Clinton.

TYPE B SHORT-TERM RENTALS – NON-OWNER OCCUPIED REQUIRMENTS

1. The owner of the dwelling is not present on-site during the short-term rental.
2. "Type B" Short-Term Rentals are permitted in the following districts:
 - a. R-1 – Single Family Residence
 - b. R-4 – Multi-Family Residence/High Density Multi Family/Multi Family
 - c. C-1 – General Retail Business
 - d. C-2 – Service – Business District
 - e. C-3 – Highway Business
3. "Type B" Short-Term Rentals shall only be permitted by a Special Use Permit in the following districts:
 - a. A-1 – Agriculture
 - b. I-1 – Light Industrial
 - c. I-2 – Heavy Industrial
 - d. R/C-1 – Recreation/Conservation
4. Not more than fifteen (15) "Type B" short-term rental units shall be permitted within city limits.
5. Must comply with all Codified Ordinances of the City of Clinton.

BED AND BREAKFAST

1. A bed and breakfast is permitted by special use permit *only* in the following districts:
 - a. R-1 – Single Family Residence
 - b. R-4 – Multi-Family Residence/High Density Multi Family/Multi Family
 - c. C-1 – General Retail Business
 - d. C-2 – Service – Business District
 - e. C-3 – Highway Business
2. A bed and breakfast shall meet the following regulations:
 - a. The property owner shall be owner-occupied, and the owner shall be the operator of the establishment.
 - b. Not more than twenty-five percent (25%) of the total floor area shall be used for bed and breakfast sleeping rooms.
 - c. There shall be no separate cooking facilities used for the bed and breakfast stay.
 - d. One additional parking space shall be provided for each guestroom, on site; further, said parking shall not be permitted within a required front yard.
 - e. The maximum length of stay for any guest for any consecutive period of time shall be seven (7) days.
 - f. The maximum number of bedrooms for a bed and breakfast use shall not exceed five (5).
 - g. Meals may be served to overnight guests only.
 - h. Must comply with all Codified Ordinances of the City of Clinton.
 - i. All bed and breakfast establishments shall meet all applicable Municipal, County, and State requirements.

ENFORCEMENT

1. The City of Clinton may perform an inspection of the short-term rental property prior to approval. Short-term rental properties shall be in compliance with all City of Clinton Code of Ordinances.
2. A short-term rental unit permit application shall be denied if the owner has a short-term rental permit revoked within the past 12 months for the same or other short-term rental units. If the short-term rental permit is revoked twice, no short-term rental permit shall subsequently be issued for such owner or such short-term rental unit property.
3. Upon any notification that a transient, occupant, or guest of the short-term rental unit property has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violation of any applicable law, rule, or regulations pertaining to the use and occupancy of the short-term rental unit property, the owner shall respond in a timely and appropriate manner to immediately halt or prevent reoccurrence of such conduct. Failure of the owner to respond to such calls or complaints regarding the condition, operation or conduct of the occupants and/or guests of a short-term rental unit in a timely and appropriate manner shall be grounds for revocations of the short-term rental permit and shall subject the owner to all administrative, legal, and equitable remedies available to the city.
4. Must comply with all Codified Ordinances of the City of Clinton.

DEFINITIONS

Short-Term Rental – An accommodation for one group of transient guests where a residential dwelling is rented for permitted lodging for a period of no less than twenty-four (24) hours and not to exceed ninety (90) days.

Short-Term Residential Unit – All or part of a dwelling within the city that is rented to individuals or families who occupy the overnight accommodations for a period of less than ninety (90) days.

Owner, Short-Term Rental – The person or entity that holds legal and equitable title to a short-term rental property.

Owner Occupied, Short-Term Rental – The owner of the dwelling maintains the short-term rental unit as their permanent residence and resides on the premises during all short-term rentals.

Non-Owner Occupied, Short-Term Rental – Short-term rental unit where the owner of the property is not on-site at the time of the rental.

Bed and Breakfast – An accommodation offered by an inn, hotel, or especially a private home, consisting of a room for the night and breakfast the next morning for one inclusive price.