# DOÑA ANA COUNTY

**COMMUNITY DEVELOPMENT DEPARTMENT**
**Building – Planning - GIS**
**845 North Motel Boulevard - Las Cruces, New Mexico 88007**
**(575) 647-7350 - Fax: (575) 525-6131 Toll Free: 1 (877) 827-7200 - TTY: (575) 525-5951**
**www.donaanacounty.org**


## SHORT-TERM RENTAL (STR) APPLICATION

### ----------SUBJECT PROPERTY INFORMATION----------

Property Owner's Name(s) & Address: _____

_____ Phone Number:_____

Address of STR:_____ City, State, Zip _____

Name & Phone Number of Contact to respond to complaints 24/Hr.: _____

_____

Parcel ID No. _____ e-mail: _____

### ----------SUPPLEMENTARY INFORMATION----------

1. New Mexico State Tax Payer ID/CRS number associated with the Short-term Rental business:

   _____

2. Name of property insurance provider and liability limits (attach a copy of the insurance provider showing liability limits at a minimum of $1 million to include coverage for buildings and personal belongings).

   _____

3. Number of parking spaces provided and state location of spaces via off-street, garages, parking shelters, or driveway space or on-street location:

   _____

4. Number of required smoke detector and locations or each:

   _____

5. Provide copy of the map that is posted on the wall or the back of the door at each entrance for emergency egress.

   _____

6. Number of fire extinguishers and location. A minimum of one currently serviced fire extinguisher is required to be placed within 10 feet of any kitchen or indoor cooking area.

   _____

7. Total number of persons occupying a short –term rental unit. May not be more than twice the number of beds or sleeping on sofas on the premises.

   _____

**All persons owning real property within Doña Ana County with the intent of using that property as a Short-term Rental must agree to comply with the following requirements by initialing below. Any violation or non-adherence to these requirements will result in non-issuance, suspension or revocation of the Short-term Rental permit and may result from enforcement through any court of competent jurisdiction.**

| | | **Initials** |
|---|---|---|
| **1.** | Compliance with the requirements of: insurance, parking spaces, smoke detectors, fire extinguisher(s), complete application supporting documentation, business registration and limit to maximum number of persons allowed to occupy short- term rental unit (items 1-7 above). | |
| **2.** | The permit obtained from CDD must be posted in a prominent window facing the road in front of the property and be visible from the road at all times. There is a one-time $50 permit fee in addition to annual business registration of $35.00. A New Mexico State Tax ID/CRS number associated with the Short-term Rental business is required for the business registration. | |
| 3. | I will contact the CDD to request a replacement Permit if the Short-term Rental Permit becomes faded, discolored or not legible. | |
| **4.** | Noise or other disturbance in or outside the Short-term Rental is prohibited according to the County Noise Ordinance, Chapter 261 of the Code of Dona Ana County. | |
| 5. | The Doña Ana County Fire Chief or appointee shall have access to inspect for compliance with the Fire Codes upon a twenty-four (24) hour notice. | |
| **6.** | The Short-term Rental shall not be used for gatherings of more than ten (10) additional persons above the allowed number of renters (including children) or be a venue for large gatherings of more than twice the limit of the number of renters allowed, whichever is less. | |
| **7.** | Within (10) days of the issuance of the Short-term Rental Permit, the property owner shall, for informational purposes only, mail to all other property owners within 200 feet of the property notice of the issuance of a Short-term Rental property license. The name and phone number of the owner/operator/agent who will be available twenty-four (24) hours a day/seven (7) days a week to respond to any complaints regarding the operation or occupancy of the Short-term Rental shall be provided in the notice. | |
| **8.** | Within (10) days of the mailing the property owner shall provide CDD with a copy of the notice and a statement that includes a list of the property owns to whom the notice was mailed. | |
| **9.** | CDC, Code Enforcement Officers and the Doña Ana County Sheriff's Department shall have authority to document, cite and prosecute all alleged violations of the Ordinance and to pursue enforcement through any court of competent jurisdiction. | |

I agree to comply with all requirements of Ordinance No. 316-2020, any violations may result in suspension, revocation or termination of the Short-term Rental Permit.

Signed:_____ Date: _____

| ---------- **DEPARTMENT USE ONLY** ---------- | | |
|---|---|---|
| Date of Application: | | Case Number: |
| Related Business Registration: | | Date: / / |
| Application Fee:<br>__$50.00_____ | Receipt #:<br>_____ | □ APPROVED □ DENIED<br>CDD Official:_____ |