

Vacation Rentals in Coconino County

PERMIT REQUIRED

Vacation Rentals in the unincorporated areas of Coconino County will require a permit to operate. This brochure provides guidance for permitting and operating Vacation and Short-Term Rentals in Coconino County.

WHAT IS A VACATION RENTAL?

The short-term rental of any Dwelling or portion of any Dwelling for a period of less than thirty (30) consecutive days.

CAN I HAVE A VACATION RENTAL ON MY PROPERTY?

Yes, **obtaining a permit** allows you to rent your property if it is in a residential zone. Special events such as weddings or banquets that would require a Temporary Use Permit are prohibited. For detailed requirements, see the Vacation or Short-Term Rentals Ordinance.

WHAT IF I LIVE IN FLAGSTAFF, WILLIAMS, FREDONIA, SEDONA, PAGE, OR TUSAYAN?

Land use laws are regulated by incorporated cities and towns. Please check with your local jurisdiction. This brochure provides information for properties within the **unincorporated** county.

RESOURCES FOR OWNERS

TAXES

- The Coconino County Assessor's Office classifies a Vacation Rental as "Residential Rental" or "Non-Primary Residence." For more property tax information, please visit the Coconino County Assessor's Office at www.coconino.az.gov/assessor.
- The Arizona Department of Revenue may assess a Sales Tax called a Transaction Privilege Tax. <https://azdor.gov/transaction-privilege-tax-tpt>



RESTRICTIONS

- Deed restrictions or CC&Rs may limit or prohibit vacation or short-term rentals on your property. Be sure to check before operating.

COCONINO COUNTY COMMUNITY DEVELOPMENT

2500 North Fort Valley Road Building #1
Flagstaff, AZ, 86001

Phone: 928-679-8850 1-800-559-9289

Fax: 928-679-8851

www.coconino.az.gov/communitydevelopment



COCONINO COUNTY

VACATION RENTALS



COCONINO COUNTY
COMMUNITY DEVELOPMENT
DEPARTMENT



Vacation Rental Performance Standards

1. A Vacation or Short-Term Rental must register with the Coconino County Community Development Department using a permitting process.
2. Vacation Rentals are only permitted in habitable dwellings permitted by the County. This means that garages, sheds, tents, temporary travel trailers and recreational vehicles, temporary structures, or other structures that do not meet the standards for a dwelling may not be rented.
3. Noise and disturbance must be comparable to typical residential uses. The Sheriff's Office will respond to noise and nuisance complaints.
4. Special events and public functions such as concerts, conferences, weddings, or banquets that would require a Temporary Use Permit are prohibited.
5. Access to the property must be maintained and remain clear of obstructions to accommodate emergency vehicles.

**Make sure
your address
is visible!**



OBTAINING A PERMIT

A Vacation or Short-Term Rental Permit will be obtained through the Community Development Department.

Follow these steps:

- 1) To apply for a Vacation and Short-Term Rental permit, use the Community Development Online Portal at <https://co-coconino-az.smartgovcommunity.com/Public/Home?conv=1> and register as a new portal user, if you have not already done so previously.
- 2) The applicant may be the property owner or authorized agent and is responsible for compliance with all applicable codes, ordinances, and laws.
- 3) The applicant must pay the permit (registration) fee.
- 4) The following information is needed to submit a Vacation and Short-Term Rental application:
 - Contact information for owner/agent
 - Address of vacation/short-term rental
 - Proof of compliance with ARS 42-5005 regarding Transaction Privilege Tax
 - Contact information for a person responsible for responding to complaints/emergencies
 - Acknowledgement of compliance with applicable laws and regulations
 - Confirmation that the owner and person responsible are not registered sex offenders or convicted of any felony act that resulted in death or serious physical injury or use of a deadly weapon in the last 5 years
 - Confirmation that adjacent neighbors have been informed of the owner's intent to run a Vacation or Short-Term Rental
 - Proof of liability insurance coverage of no less than \$500,000 per property
 - Acknowledgement that the permit number will be displayed on advertisements for the rental.

PROPERTY MANAGEMENT PLANS

Consider these Good Neighbor provisions:

- Tell renters about standards for using shared facilities and trash removal.
- Emergencies in rural areas are different than in cities. Let renters know where to find phone reception and how to describe their location to dispatchers.
- Water is a precious resource in Coconino County! Provide tips on wise water use. Tips are available at <https://www.flagstaff.az.gov/31/Water-Conservation>.
- Wildfire can be devastating to our communities. Coconino County is often under fire restrictions in summer, ranging from limited activities to full closures of forests. Let your renters know where to find information on restrictions.
- Coconino County is internationally recognized for dark skies. Remind renters to turn off outdoor lights. Visit www.darksky.org.
- ATVs and Off-Road Vehicles can disturb neighbors and impact the environment. They are regulated by the State of Arizona. See <https://azdot.gov/motor-vehicles/vehicle-services/vehicle-registration/ohv-and-boating-registration> to learn more.
- Pets must be contained on the property or on a leash.

Many renters are not familiar with the dos and don'ts of on-site wastewater systems. Repairs can be costly and affect neighbors. Protect your property. Ensure renters know what they can and can't flush.

