



## 2021 TRANSIENT VACATION RENTAL OUTSIDE OF THE VDA RENEWAL APPLICATION FORM

### I. NOTICE REGARDING OPERATING WITHOUT A PERMIT

It is unlawful to conduct short-term rentals outside of the Visitor Destination Area "VDA" without a permit. The County of Kaua'i can pursue civil and/or criminal penalties for any unlawful short-term rentals.

### II. SOURCES OF AUTHORITY

Please review and refer to Sec. 8-17.8 through 17.12 of the Kaua'i County Code, 1987, as amended, Non-Conforming Structures and Uses (Ord. No. 935) which can be found on the Planning Department's portion of the County's website at: [www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals](http://www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals).

### III. APPLICATION CONTENTS

The completed Transient Vacation Rental Renewal Application Form shall also contain the following documents:

- A. A \$750 non-refundable renewal fee paid in the form of a check and made payable to "**Director of Finance**";
- B. A current copy of the Transient Accommodations Tax (TAT) license for the TVR;
- C. A current copy of the General Excise Tax (GET) license for the TVR;
- D. Current photographs of the TVR sign showing a close up of the sign face which shall include the TVNC # and the 24/7 on-island contact's phone number and that it can be seen from the public right away.
- E. A picture of where the "For Your Safety and Comfort" document and the detailed evacuation route specific to the property are posted in the Transient Vacation Rental.
- F. Complete copy of each advertisement on the internet **highlighting** the TVNC# that must be bold and easily visible on the homepage;
- G. If applicable, special permits for properties zoned agriculture will also require a minimum \$1,000,000 comprehensive liability insurance policy, a signed affidavit of the current status of Owner's compliance to the Conditions of Approval as well as an annual report and photographs of the farming activity; and
- H. Copy of the Owner's General Excise/Use Annual Return & Reconciliation and Transient Accommodations Tax Annual Return & Reconciliation for the previous year filed with the State of Hawai'i.

***INCOMPLETE RENEWAL APPLICATIONS WILL BE RETURNED TO THE OWNER'S MAILING ADDRESS.***

### IV. ADDITIONAL NOTICE

- A. Owners with TVR's located within the Flood Zone may be contacted if an inspection is required for renewal;
- B. Owners with multiple TVR's must submit **separate and complete applications for EACH property**;
- C. All documents submitted shall be on standard sized paper, 8 ½" x 11";
- D. All photos shall be dated, labeled with photo content and shall be printed on standard sized paper, 8 ½" x 11";
- E. Owners who require proof of submitting their application should mail their complete application via Certified Mail, return receipt requested to the mailing address of the Planning Department listed above;
- F. The status of all TVR permits can be found at: [www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals](http://www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals); and
- G. Any and all attachments/correspondence with the County shall include the tvnc #.



## 2021 TRANSIENT VACATION RENTAL RENEWAL APPLICATION FORM

### I. CONTACT INFORMATION

**Applicant:** Check here if this is a new Owner\*:

**NAME OF OWNER / LESSEE (required)**

Contact Name of Owner (First Name) (Last Name)

Owner's Current Mailing Address

City State Zip Code

Owner's Email Address ( ) Owner's Phone Number

Applicant's **authorized representative**, if different from above:

MANAGING AGENT CONTACT NAME (if applicable)

Management Company (if applicable)

Agent's Email Address ( ) Agent's Phone Number

**24/7 ON-ISLAND CONTACT NAME (required)**

24/7 Email Address ( ) 24/7 Phone Number

**\*New owner information should be provided to the Planning Department in writing if the Property is sold or transferred.**

### II. PROPERTY INFORMATION

TVR Registration Number (TVNC)

Special Permit # (if AG TVR)

The Annual Renewal Due Date (MM/DD/YY)

Name of TVR

Street Address of Property

City Zip code

Resident State of Owner (ie. Hawai'i, California, etc.)

(4) - \_\_\_\_\_  
TMK: \_\_\_\_\_

### III. WEBSITE LINKS

Provide complete website link(s) that advertises your TVR

Provide a copy from each website highlighting TVNC #

I hereby acknowledge that this TVNC Use Certificate is valid for only one (1) structure as listed above. **I also certify that my 24/7 On-Island Contact lives on Kaua'i year round.** I declare under penalty of perjury that the information I have provided is true and correct. I understand that providing false information may be a violation of Federal and State law.

Signature of Applicant

Dated

Print Name Legibly