

# NSTR Application Review Master Checklist

- Basic Application Review
  - All required fields have some text
  - Something is uploaded for each required document
  - **Application fee has been paid**
- Lottery Eligibility
  - There are no B&Bs on the square
  - There are no NSTRs on the square already

**If the property is not lottery eligible, it becomes a “Priority 2” review and review is paused until Priority 1 reviews are complete**
- Zoning Check
  - The property is located in one of these zones: R-RE, M-MU, HMR-1, HMR-2, HMR-3, VCE, HMC-1, HMC-2, HM-MU, HU-RS, HU-RD1, HU-RD2, HU-RM1, HU-RM2, HU-B1A, HU-B1, HU-MU, S-RS, S-RD, S-RM1, S-RM2, S-LRS1, S-LB1, S-LB2, S-LC, S-MU, MU-1, MU-2, EC, CBD-1, CBD-2, CBD-3, CBD-5, and CBD-6
  - The property being STRed is a single dwelling unit (i.e. it contains a kitchen, bathroom, and living space)
- Ownership Check
  - **The property is owned by a natural person, trust or LLC**
    - **If LLC, proof of good standing**
  - All owners are over 18 years old
  - **No owner owns any other STR permitted property in their name**
  - **All owners have submitted attestation document and picture ID**
- Operator Check
  - **Operator must be present at the time of scheduled bookings**
  - Operator license has been issued and number provided OR operator license has been applied for and reference number is provided
  - **If not owner, proof that the owner consents to them acting as operator**
  - Proof that Operator is over 18 years old
  - Operator has provided name
  - Operator has provided address
  - Operator has provided phone number
  - Operator has provided email address
  - **Operator has signed attestation to be present at time of scheduled bookings**
  - Operator has provided nuisance prevention plan
  - Operator has provided neighborhood complaint response plan
  - Operator has provided proof that they completed training course
  - **Photo that meets passport standards must be submitted to receive Operator Card**
  - No Disqualifying Factors
  - No unpaid fines

- No unpaid fees
  - No unpaid taxes
  - No unabated violations
  - No open NEWC, RNVN, RNVS, electrical or mechanical permits without written ok from Building Div
  - **No open electrical, mechanical, or work w/out permit violations w/out written ok from Chief Bldg Off**
    - No IZ permits without ok from Kelly Butler
- Application Completeness
  - Name of all owners
  - Age of all owners
  - Address of all owners
  - Phone of all owners
  - Email of all owners
  - Municipal address of dwelling unit to be STRed
  - Total dwelling units on lot of record
  - Name of operator
  - Address of operator
  - Phone number of operator
  - Email address of operator
  - Permit or reference number for OSTR
- Additional Documents Check
  - List of platforms used, including URLs
  - Floor plan that shows all:
    - Entrance and exit doors
    - Windows
    - Bedrooms
      - Guest bedrooms (no more than 3)
      - Owner/operator bedrooms (at least 1)
    - Bathrooms
    - Kitchens
    - Interior doors
  - Evacuation plan that shows all:
    - Fire exits and escape routes
    - Smoke detector locations
    - Fire extinguisher locations
    - Carbon monoxide detector locations
  - Site plan showing parking
  - Noise abatement plan
  - Sanitation plan that provides all of the following:
    - Daily visual inspections on the property
    - Regular litter and trash collection
- Procurement of an adequate number of trash bins to secure all trash in a lidded container
- **Owner & Operator signed up for Gov Delivery email list**
- **Proof of completion of STR course**
- **Healthy Homes Application Filed**
- **Please note that NSTR applicants CANNOT submit more than one NSTR application & cannot own a CSTR License in their name.**