



WHO IS REQUIRED TO OBTAIN A SHORT-TERM RENTAL LICENSE?

A Short-Term Rental (STR), like Airbnb, VRBO, etc., is the leasing of a single-family, two-family dwelling, or attached dwelling for not more than 28 consecutive days in which the property owner doesn't occupy the dwelling for the duration of the lease. If you plan to operate a STR, you must obtain a Merriam Short-Term Rental and Residential Landlord licenses before leasing the property.

STR LICENSE SUBMITTAL

To obtain a STR license for your property you must complete an application and submit the application fee to the Merriam Community Development Department. Staff will review your application and provide additional information on how to complete the application process.

FOR MORE INFORMATION

For more information on STR and Residential Landlord licensing and submittal, visit merriam.org/str or call the City's Community Development Department at **913-322-5520**.



- 📍 9001 W. 62nd St.
Merriam, KS 66202
- ☎️ 913-322-5520
- ➔ merriam.org/str



SHORT-TERM RENTALS

GUIDELINES FOR SHORT-TERM RENTAL LICENSING





STR LICENSE REQUIREMENTS

This information is provided to help communicate the City of Merriam's requirements for Short-Term Rentals (STRs). This isn't a complete list of requirements. The property owner is responsible for full compliance with local ordinances and regulations as adopted by the City of Merriam.

STRs are required to submit "transient guest tax" to the State of Kansas. Contact the Kansas Department of Revenue for more information on transient guest tax requirements.

OBTAIN A RESIDENTIAL LANDLORD LICENSE

1. To obtain a STR License, your property must have a Residential Landlord License.
2. To obtain a Landlord License, you must submit an application and fee to the City.
3. Before issuing a license, the City will perform an exterior and interior inspection per Merriam Code Sec. 14-206.c. to determine if the property meets maintenance and safety requirements.

DISTANCE REQUIREMENTS

- ▶ A new STR can't be located within a 1,000-foot buffer area of a property with an existing STR License.

- ▶ There is a map showing properties with a current STR License on our website at merriam.org/str, or you can contact the Community Development Department at **913-322-5520** for assistance in determining if your property is within a buffer area.

NOTIFY NEIGHBORS

- ▶ As part of the application process, you'll be required to mail your contact information to all property owners within 200 feet of your STR.
- ▶ Community Development staff will provide you with information on the required mailing after you have submitted your application.

NEIGHBORLY REQUIREMENTS

With the issuance of your STR License, the City will provide you with a "neighborly information" packet that you are to include in your property listing and provide to guests. This packet includes information about:

- ▶ City noise and party ordinances
- ▶ Merriam Visitor Bureau information
- ▶ Instructions on where the information is to be located

STR LICENSE STATUS

- ▶ STR and Residential Landlord Licenses expire at the end of the calendar year.
- ▶ Before that date, the City will send renewal notices to license holders.
- ▶ The City must receive your license renewal application and fee before January 15, or both licenses can be voided.
- ▶ If either license is voided, you'll need to submit for a new STR license that will be subject to all licensing

requirements, including not being within a 1,000-foot buffer of an existing, licensed STR, which may prevent your property from being issued a new STR License.

- ▶ STR and Residential Landlord Licenses are non-transferable. If you sell your STR property, the new owner will need to apply for a new license.

HELPFUL CITY CODES

NUISANCES - SECTION 44-301

- ▶ Producing excessively loud or annoying noise within the City is unlawful.
- ▶ Using sound devices to disrupt neighborhood peace is prohibited.
- ▶ Participating in gatherings that disturb residential peace isn't allowed.

PARKING - SECTION 74-535

- ▶ No vehicles can be parked on the grass. Vehicles can only be parked on a hard surface.

TRASH CONTAINERS - SECTIONS 56-10 AND 65-13

- ▶ Waste containers must be leak-proof with tight-fitting lids.
- ▶ Containers must be stored out of public view, inside a structure, or behind the front building line.
- ▶ Containers can only be placed out for collection 18 hours before and after the collection time.