



1 Quail Creek Circle  
 P.O. Box 77  
 Phone (319) 626-5713  
 Fax (319) 626-5783

**Rental Permit Application**  
**City of North Liberty**  
 www.northlibertyiowa.org  
 Application Required For Each Parcel

Office Use Only	(1/2018)
Received: _____	

New Application     Change of Ownership     Change of Property Manager or Operator or Agent

Rental Property Address \_\_\_\_\_  
Number                                  Street                                  Suite/Unit. No.

**Applicant is:**     Owner     Manager     Other (describe) \_\_\_\_\_

**Type of Building**  
 Single Dwelling Unit     Two Dwelling Unit     Apartment Building No. of Units  
 Condominium Unit    Do you own other units at the same complex?     Yes     No  
 If so, identify unit(s) \_\_\_\_\_

**Tenant Information**  
 Single person or two or more persons related by blood, marriage or adoption.  
 Multiple persons not related by blood, marriage or adoption. Provide identification for each person  
 (See reverse side for rental housing occupancy requirements)

**Owner(s) Information**  
 Name \_\_\_\_\_  
Chief Operating Officer/Owner    Last                                  First                                  MI  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 E-mail \_\_\_\_\_

**( Required if owner resides more than 50 miles from City of North Liberty)**

**Manager Operator Agent Info**  
 Company \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Name \_\_\_\_\_  
Last                                  First                                  MI  
 Address \_\_\_\_\_  
Include physical address  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 E-Mail \_\_\_\_\_

<b>Fees Due</b>  Fees are Non-refundable	Certificate of Structure Compliance Fee \$50.00	\$ _____
	(onetime fee that is required to be paid at the initial permit)	
	Annual fee for the first unit	\$ 50.00
	Additional Fee (\$12.00 per unit)	# _____ x \$ _____
	<b>TOTAL Fee</b>	\$ _____

*I acknowledge that I have reviewed and understand the provisions of this application. I intend to abide by the NLMC146 and 169. I will include reference to this code in any written lease used in renting the property.*

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Manager (if other than owner) \_\_\_\_\_ Date \_\_\_\_\_

## **NLMC 169.15 RENTAL HOUSING UNIT OCCUPANCY LIMITS**

Cities' ability nationwide to control resident density has traditionally been accomplished through limitations on the number of non-family members living together, contemplated and utilized to address a traditional familial living situation. However, effective January 1, 2018, state law prohibits the use of family definitions to control rental unit occupancy. If left unaddressed by this ordinance, that change would likely lead to fundamental negative impacts to residential areas in the City caused by overpopulation of existing units and uncontrolled density of persons in new units. Potential impacts include increased noise, increased traffic and parking congestion, and stress on sanitary sewer and garbage collection systems that are designed and operated to serve defined population densities. To address these impacts, the definition of " Dwelling unit," only when applied to rental housing units, means any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking, and sanitation, as required by this code, and additionally meets the following requirements:

1. Is occupied by no more than 3 adults in dwelling units up to 800 square feet in size, and up to 5 adults in dwelling units over 800 square feet in size; and
2. Is occupied by not more than 2 adults per bedroom; and
3. Has no more than 4 resident vehicles per unit; and
4. Provides enough parking spaces on the property to park all resident vehicles in spaces that meet code requirements including but not limited to size, location, and surfacing; and
5. Has a valid rental permit. See Chapter 146, "Housing Code," and Chapter 157, "Building Code."

Notes: "Adult" in this section is defined as any person over the age of 18.

"Resident Vehicle" means any vehicle owned or in use by any given tenant and parked at the rental unit.