



Planning Division
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PLANNING

Planning is a Division of the Department of Planning & Development Services

SHORT TERM RENTALS

What is a Short Term Rental Property?

A Short Term Rental is defined as an establishment used for dwelling purposes for a period of less than 30 consecutive days in which the entire dwelling unit is offered to transient guests for compensation. This does not include a rental of a dwelling that is part of a contract for sale of the dwelling.

What are the regulations & restrictions associated with short term rental properties?

The regulations and restrictions for short term rentals include, but are not limited to, the following:

- Each Short-Term Rental Conditional Use must be renewed one year from the initial approval and then every two years thereafter.
- Unless exempt, a permit cannot be granted for a STR on a street less than 30 feet in width nor within 500 feet of another STR.
- The applicant has designated an “Operator” who resides in Tom Green County, Texas and has furnish a telephone number for the named operator. This information must be furnished in the notice to owners of real property as required by Section 201 of the Zoning Ordinance. If this information subsequently changes, the operator must mail notice of the new contact information to owners of real property within 200 feet of the property.
- The operator shall keep a current guest register in compliance with State code.
- If the short-term rental property is residentially zoned, all lighting must be directed toward the establishment and not at surrounding neighbors.
- The operator of a Short Term Rental must post conspicuously in the common area of each unit
 - The name and contact information of the operator, and
 - The occupancy limits and restrictions on noise as set out in the City Code of Ordinances
- Renting for overnight occupancy by more than 2 people 18 or older per bedroom is prohibited.
- Meal service may not be provided.
- Permitting, or hosting of, outdoor gatherings before 7:00 am or after 10:30 pm is prohibited.
- Permitting or hosting any outdoor gathering of more than 20 people attending at one time is prohibited.
- A Short Term Rental may be occupied by no more than 6 individuals unrelated by blood, marriage, or adoption.

- Tents, trailers, cabin, lean-to or similar used for temporary living quarters are prohibited, with the exception of one “pup tent” for no more than two persons and no larger than 40 inches in height or 8 feet in length.
- All Short Term Rental establishments must be registered with the State of Texas and the City of San Angelo for the purpose of Hotel Occupancy Tax.
- The owner will obtain and comply with an annual fire safety inspection by the City Fire Marshal’s office
- The Planning Commission makes the final decision on all Short-Term Rental Conditional Use requests, appeals may be directed to City Council.
- Approval of this Short-Term Rental Conditional Use request does not constitute approval of permits, site plans, or other processes that require separate approval.
- If a permit is not sought within one year of the approval date of this Conditional Use, it will expire and requires another application.
- A certificate of occupancy through the City’s Permits and Inspections division will be required.

In what areas are short term rental properties allowed?

- Short term rental properties are only allowed with the approval of a Conditional Use by the City’s Planning Commission, with the exception of the Central Business District (CBD) where a short term rental is allowed without special approval.

Are there any additional requirements in order to establish a short term rental property?

- All short term rentals will also require a new Certificate of Occupancy from the City’s Building Permits & Inspections Division, which will include inspections to ensure that the requirements of the ordinance, building codes, and fire code are met.

What is the process for this type of request?

1. It is strongly recommended that the applicant comes in to see the Planning Division prior to application.
2. Submit a completed application with the required application fee, as outlined on the Planning Fee Schedule for a “Conditional Use.” A subdivision plat and/or site plan may also be required if deemed necessary.
3. Once the completed application is received, the Planning Division will review the application for completeness & resolve any questions.
4. The application is scheduled for a Planning Commission hearing based on the adopted submittal schedule, and may be found on the Planning Division’s website.
5. The Planning Commission conducts a hearing and makes a decision based on the information presented to the Commission, by the Planning Division, on behalf of the applicant.
6. If the Planning Commission denies the conditional use, the applicant can appeal the Commission’s decision to the City Council.
7. The appeal will be presented to the City Council at a subsequent Council meeting.