



Revised 1.03.23

FOR OFFICE USE ONLY
DATE/TIME RECEIVED:
ACCEPTED BY:
P&Z MEETING DATE:
COUNCIL MEETING DATE:
CASE No.:
ORD. NO/APPROVAL DATE:

APPLICATION FOR CONDITIONAL USE: Short Term Rental - Whole House

PROPERTY INFORMATION	
PROPERTY ADDRESS:	<input type="checkbox"/> HISTORIC DISTRICT ZONING DISTRICT:
SUBDIVISION/LOT/SQ.:	BUILDING TYPE: <input type="checkbox"/> Single <input type="checkbox"/> Duplex <input type="checkbox"/> Other _____ <input type="checkbox"/> Condo <input type="checkbox"/> Accessory Dwelling
TOTAL NUMBER OF BEDROOMS/BATHROOMS:	NO. OF UNITS ON THE PROPERTY:
MAX. GUEST OCCUPANCY:	

PROPERTY OWNER INFORMATION	
OWNER NAME: <small>*If owner & applicant are not the same provide contact info for both parties</small>	LOCAL CONTACT IF OWNER UNAVAILABLE:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:

CONDITIONAL USE – SHORT TERM RENTAL - SUBMITTAL REQUIREMENTS
ADDITIONAL INFORMATION MAY BE REQUESTED

COMPLETED CONDITIONAL USE APPLICATION

COMPLETED ORDINANCE

STATEMENT DESCRIBING THE NATURE AND OPERATING CHARACTERISTICS OF THE PROPOSED USE

- Include any data pertinent to the findings required for approval of the application.

SITE PLAN - Must be drawn to scale

- Scale
- Property lines with width, depth, and area noted
- Distance of all buildings from property lines
- Building location, dimension, square footage
- Location and dimensions of all vehicular use areas, driveways, vehicle parking

FLOOR PLAN

- Indicate the square footage of building(s)
- Room use, dimension, and square footage
- Location of all walls, doors, windows, and stairways
- Location of all major plumbing fixtures
- Location of major appliances/mechanical equipment

PHOTOS - Photographs of the subject site and/or the interior & exterior of the building -Digitally Submitted

CASH SALE / DEED OF PROPERTY

\$500 CONDITIONAL USE APPLICATION FEE -- CASH OR CHECK

I (We) hereby affirm that ownership and property information presented on this application is current and accurate and, further, that the undersigned meets the requirements the Comprehensive Land Use Regulation Ordinance. I (We) acknowledge that inaccurate or incomplete ownership, improper authorization, or property identification will make this application null and void. I (We) the undersigned owner or authorized agent of the area of land described above, hereby submit for you approval the above stated request.

Property Owner Name/ Date: _____

Property Owner Signature*/Date: _____

*If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation and a Board Resolution authorizing an individual or agent to sign on its behalf or if ownership is a LLC, Articles of Organization and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed. Appropriate documentation is also required for successions.

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All requirements have been satisfied

Review By: _____ Date: _____