

## Checklist for Short Term Rental Special Permit

The following documents must be submitted to consider the application complete.

Therefore, incomplete applications will not be accepted or may result in delaying action on the case until the following month.

- \_\_\_\_\_ Complete Online application
- \_\_\_\_\_ Summary (short description of what is being proposed for the property and how it will be managed, number of bedrooms, if owners will reside on the property while it is rented out, if it will be rented to one or more groups at a time, etc.)
- \_\_\_\_\_ Attach/Upload Pictures of Front of Home and parking areas.
- \_\_\_\_\_ Attach/Upload Signed Signature page
- \_\_\_\_\_ Attach/Upload Proof of ownership
- \_\_\_\_\_ Attach/Upload certification of formation, if property owned by corporation, including proof of authority to sign.
- \_\_\_\_\_ Attach/Upload a dimensioned site plan.

Site Plan should include the following:

- a) Property boundaries and existing or proposed building locations;
  - b) Parking area(s) such as driveways, garages, carports, etc. within the property to verify that parking requirements will be met;
- \*Note that the minimum dimensions of a parking spaces are 9 feet wide by 18.5 feet deep.
- c) If the property is not legally platted with lot and block, please upload certified field notes, as an additional information attachment.

- \_\_\_\_\_ Log into CSS within 10-15 days after application to pay fee. Invoice will not show in your CSS account until staff reviews application creates an invoice once verifying property qualified for a special permit.



**Bed and Breakfast Facility or  
Short Term Rental Facility  
Special Permit Signature Page**

I hereby certify that:

a) the information included in this application is true to the best of my knowledge, and b) I have checked to determine that no deed restrictions apply to this property that conflict with this request.

Applicant's Signature	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

Present Owner(s) Signature	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

Buyer(s) Signature, if under contract	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

List names of all partners, board members, and officers of companies involved in this case, in order for the Plan Commission to determine conflicts of interest they might have in individual cases. Failure to do so may result in delaying action on the case until the following month.

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**Please print, sign, and upload/attach as part of your online application using the Citizen Self Service (CSS) Portal.**