

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 and fee
- _____ Pictures of Home and parking area
- _____ Proof of ownership
- _____ If property owned by corporation, a certificate of formation is required with proof of authority to sign.
- _____ Narrative (short summary of what is being proposed for the property and how it will be managed)
- Signature Page



**SIGNATURE PAGE:
BED AND BREAKFAST FACILITY OR
SHORT TERM RENTAL FACILITY LICENSE**

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, including zipcode	Telephone	Email address

Designated Operator's Signature	Date	Name (PRINTED)
Address (Place of Residence)	Telephone	Email address

Present Owner(s) Signature	Date	Name (PRINTED)
Address, including zipcode	Telephone	Email address

List names of all partners, directors, members, and officers, as applicable, of the applicant and the owner: _____

Please print, sign, and attach to your online application in Energov.