



Short Term Rental Permit

office use only

Permit # _____
 Date Approved _____
 Staff Signature _____

Application

Property Address _____
 Property Owner _____ Phone _____
 Property Owner Mailing Address _____
 Property Manager Co. _____ Contact _____
 Property Manager Mailing Address _____
 Phone _____ Email _____
 Zoning _____ Number of Bedrooms _____
 Hot Tub (circle) Yes No _____ Parking Garage Size _____
 Application Date _____ Fee Paid _____

Owner/Agent Signature _____

(2) copies at least 11" X 17" and a Digital Copy PDF's of all plans and materials shall be submitted. During the pre-application meeting a staff planner will identify which items are required for submittal. Please note that ALL items checked will be required at the time of formal submittal.

- | Rq'd | Rc'd | Item |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application form |
| <input type="checkbox"/> | <input type="checkbox"/> | Application fee (See staff planner for current fees) \$ <u>350.00</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed consent form |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-printed labels & stamps for owners of property within 300 feet |

WRITTEN NARRATIVE or TABLE

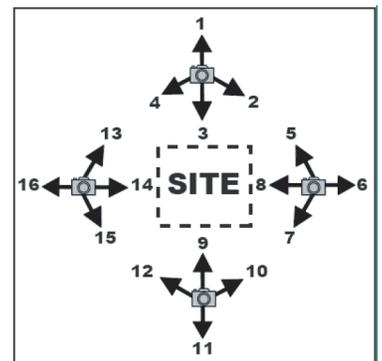
- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed use description |
| <input type="checkbox"/> | <input type="checkbox"/> | Title of project |
| <input type="checkbox"/> | <input type="checkbox"/> | General plan and zoning ordinance purpose compliance statements |

SITE PLAN AND VICINITY MAP

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Date graphic scale & north arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning classifications & current uses of properties within 300 feet |
| <input type="checkbox"/> | <input type="checkbox"/> | Current plat map of all property owners within 300 feet |
| <input type="checkbox"/> | <input type="checkbox"/> | Plat or survey of parcel |
| <input type="checkbox"/> | <input type="checkbox"/> | On-site parking plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Main and accessory building's footprint and building setbacks from all property lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor plans |
| <input type="checkbox"/> | <input type="checkbox"/> | All On-Site Conditions |

PHOTOGRAPHS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Showing the site and the context of surrounding buildings/property
(No panoramic view photos) |
| <input type="checkbox"/> | <input type="checkbox"/> | Taken at the curb and along the property boundaries as shown to the right |
| <input type="checkbox"/> | <input type="checkbox"/> | Show adjacent improvements and existing on-site conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | All rooms in the structure (Rooms need to be label, ie Upstairs Bedroom) |
| <input type="checkbox"/> | <input type="checkbox"/> | Aerial photographs of the site |



Community and Economic Development

1265 E. Fort Union Blvd. #250, Cottonwood Heights, UT 84047 - (801) 944-7000