



SHORT-TERM RENTAL

Application Number

Community & Economic Development | 2277 East Bengal Boulevard | 801-944-7000 | www.ch.utah.gov

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|--|--|
| Property Address | |
| Project Description | |
| Property Owner | |
| Property Owner Name | |
| Property Owner Mailing Address | |
| Applicant (if different from owner) | |
| Applicant Phone | |
| Applicant Mailing Address | |
| Applicant Email | |
| Zoning Designation | |
| Overlay Zoning | |
| Application Date | |
| Fee Paid | |
| Owner / Applicant Signature | |

(2) copies 11"x17" and a digital copy with PDFs of all plans must be submitted. During the pre-application meeting a staff planner will identify which items are required for submittal. Please note that ALL items check will be required at the time of formal submittal. An application will not be considered complete until all checked items are submitted in an acceptable manner.

GENERAL

- Application Fee (See Consolidated Fee Schedule for current fees)
- Owner’s name, address, and telephone number
- Signed consent form, if applicant is different than property owner

WRITTEN NARRATIVE

- Description of proposed use (e.g. number of bedrooms, maximum number of renters, etc.)
- General Plan and zoning ordinance compliance statements

PLAN SUBMITTAL REQUIREMENTS

- Date, graphic scale and north arrow
- Zoning classifications and current uses of properties within 300 feet
- Current plat map of all property owners within 300 feet
- Plat or survey of parcel
- On-site parking plan
- Main and accessory building footprints and building setbacks from all property lines
- Floor plans
- Inventory of all on-site conditions

SITE CONTEXT PHOTOGRAPHS

- Showing the site and the context of surrounding buildings/property (No panoramic view photos)
- Taken at the curb and along the property boundaries
- Show adjacent improvements and existing on-site conditions
- Aerial photographs of the site

OTHER ITEMS
