



SHORT-TERM RENTAL CONDITIONAL USE PERMIT

Application Number

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

Property Address	
Brief Project Description	
Property Owner (Name and Company)	
Property Owner Mailing Address	
Property Owner Phone	
Property Owner Email	
Applicant (Name and Company)	
Applicant Mailing Address	
Applicant Phone	
Applicant Email	
Application Date	
Applicant Signature	
Project Zoning (Office Use Only)	
Fee Paid (Office Use Only)	

This application coversheet and all required attachments from the following checklist should be **submitted in digital format** to the Community and Economic Development Department at planning@ch.utah.gov.

Please note that all items will be required at the time of formal submittal, unless otherwise specified by staff. Staff reserves the right to request additional materials as deemed necessary. A complete application and materials must be submitted by the month prior's public meeting date, in order to be eligible for the upcoming meeting agenda. Please contact staff at planning@ch.utah.gov with questions about these dates. Submitting an application by this date does not guarantee scheduling for the upcoming meeting, as additional information or extended staff review may be necessary.

GENERAL

- Application Coversheet (Page 1)
- Project Narrative (Page 3)
- Signed Consent Form (Page 4)
 - Only required if applicant is different than property owner
- Home Business License Application (Page 5)

PLAN SUBMITTAL REQUIREMENTS

- Site Photographs
- Parking Plan
- Unit Floor Plan

OTHER REQUIRED ITEMS INCLUDE:

This area is reserved for staff to list any additional required items.

PROJECT NARRATIVE

Your narrative will be considered an integral part of your application and should provide a comprehensive overview of your project, including, but not limited to the following elements. **Please note that staff reserves the right to deem any application lacking appropriate narrative detail as incomplete. You can provide this narrative in the space below, or as a separate document.**

- Describe the overall rationale or intention of the project.
- Describe how the proposed project is consistent with the Cottonwood Heights General Plan, zoning ordinance, and any pertinent area master plans and/or corridor/streetscape guidelines.
- Describe the logistic details of the project, including the number of bedrooms, maximum number of renters, and what steps will be taken to ensure the rental property does not create unreasonable levels of disturbance to the surrounding neighborhood.
- Describe how you will facilitate the required “call center or complaint hotline” which must provide 24-hour, 365-day/year response to complaints about the rental property. (See 19.89.020.D of Cottonwood Heights City Code).

OWNER'S CONSENT FORM

I/we, the Undersigned, do hereby grant permission to:

To act on my/our behalf for the purpose of the following application:

Owner(s): _____

Address(es): _____

Telephone Number(s): _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

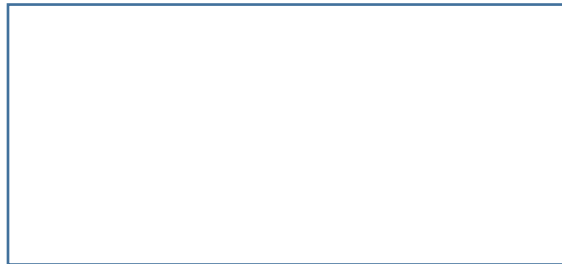
State of UTAH

County Of: _____ } ss.

On this ____ day of _____, 20__ before me, the undersigned Notary Public, personally appeared _____, personally known to me, or whose identity I verified on the basis of their _____, or on the oath of _____, a credible witness whose identity I verified on the basis of their _____, to be the person(s) whose name(s) is/are subscribed to in this instrument and acknowledged that they executed the same.

Notary Public

Notary Commission Expiry Date





HOME BUSINESS SELF FIRE INSPECTION FORM

This form is to be completed by the applicant.

All of the information contained in this report is considered applicable unless otherwise specified.

Any questions please contact the UNIFIED FIRE AUTHORITY Cottonwood Heights Area Inspector at 743-7270

Circle the most applicable answer to all questions:

Business Name : _____ Business Phone: _____

Business Address: _____

Business Owner: _____ Phone: _____

Type of Business: _____ Date of Inspection: _____

<u>AREA OF INSPECTION</u>	<u>WHAT TO INSPECT</u> <u>Unless otherwise stated if the answer to any question is "NO" a Fire Department Inspection MAY be required.</u>	<u>DOES THE AREA/ITEM COMPLY</u>
1. <u>Address</u>	Shall be a minimum of 4" in height and visible from street (free from bushes, shrubs, etc.)	<u>N/A</u> <u>YES</u> <u>NO</u>
2. <u>Exits/ Hallways</u>	All exit doors SHALL remain clear and free of ALL obstructions; (Boxes, storage, deliveries, etc.)	<u>N/A</u> <u>YES</u> <u>NO</u>
3. <u>Fire Extinguishers</u>	At least one 5lbs Commercial "2A10BC" serviceable (metal head and neck) extinguisher. Permanently mounted in common area of home/business. Required to have an annual inspection by a certified technician.	<u>N/A</u> <u>YES</u> <u>NO</u>
4. <u>Storage</u>	Shall be no storage under stairways. Shall maintain 36" clearance around all electrical panels. Shall have no storage around furnace, water heater or any fuel-fired appliances.	<u>N/A</u> <u>YES</u> <u>NO</u>
5. <u>Misc. Storage</u>	Are you storing any flammable or combustible liquids? Are you storing any hazardous materials? (If answer to either of these questions is yes a fire department inspection Shall be required)	<u>N/A</u> <u>YES</u> <u>NO</u>
6. <u>Electrical</u>	Shall not use any extension cords as permanent wiring (exceeding 3 days). Any open slots in an electrical panel shall have approved cover placed in open slot (Never tape across breakers). All light switches and outlets shall have approved covers. Shall not have surge protectors plugged into another surge protector or extension cord.	<u>N/A</u> <u>YES</u> <u>NO</u>
7. <u>Smoke/CO Detectors</u>	Shall have one every level. Shall be tested monthly and batteries changed twice a year.	<u>N/A</u> <u>YES</u> <u>NO</u>
8. <u>Space Heaters</u>	Shall be UL Listed and Shall be kept clear off all combustibles.	<u>N/A</u> <u>YES</u> <u>NO</u>
9. <u>Residential Fire Sprinkler System</u>	If your home has a residential fire sprinkler system, does it have a current inspection tag? (If the answer to this question is NO a fire department inspection is required.)	<u>N/A</u> <u>YES</u> <u>NO</u>

I hereby certify that the information is true and correct to the best of my knowledge.

Business/Home Owner _____ Signature _____
Print Name Date