



APPLICATION ADDENDUM
SHORT TERM RENTAL/TOURIST HOME FORM

INSTRUCTIONS

Please complete the form fully and submit with the associated development application, **DIGITALLY** through the Planning and Zoning online application portal (goPost/ePlan).

1. GENERAL INFORMATION

PROJECT NAME
ADDRESS/LOCATION
TAX PARCEL NUMBER(S)
LEGAL DESCRIPTION

2. APPLICATION CHECKLIST ITEMS *(All items listed below shall be submitted in addition to this form and the completed application)*

- ☐ Completed Application
- ☐ Proof of Ownership
- ☐ Survey
- ☐ Site Plan/Parking Plan
- ☐ Property Management Plan *(see Section 3 of this Form)*
- ☐ Other Relevant Information *(i.e. photographs)*

3. PROPERTY MANAGEMENT/RENTAL OPERATIONS *(Attach separate sheets as necessary or provide a separate property management plan that at a minimum addresses these items)*

A. **Occupancy.** How many guests can be accommodated on site?

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B. **Parking.** Explain how parking will be accommodated onsite and clearly show where and how many parking spaces can be accommodated on the required site plan.

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- C. **Property Management.** Explain how the property will be managed (such as gaining access to the property, addressing noise or other potential complaints, issues with the rental, solid waste removal, etc.)

- D. **Safety.** Explain any safety measures that are in place for the property (such as pools, fire safety, etc.)

3. SIGNATURE(S)/AUTHORIZATION

APPLICANT/PROPERTY OWNER/AGENT SIGNATURE(S):

The information included in and with this application is completely true and correct to the best of my knowledge. Further, I understand that a detailed property management plan may be requested as a part of this application.

(Applicant's Signature)

(Date)

(Property Owner's Signature)

(Date)

(Agent's Signature)

(Date)