

For Office Use
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Check No: #
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Permit No:

SHORT-TERM RENTAL Conditional Use Permit Application

Worksite Information (Use PVA information, Property Search available on our website)				
Property Address:		Lot #		
Lot Size:	Subdivision (if applicable):		Zone:	
Parcel ID:				
Applicant Information				
Name:				
Phone:	Email:	Is the a	pplicant the legal property owner?	
			Yes / No	
Address:				
Contractor Information (if applicable)				
Name:				
Phone:	Email:			
Address				
Existing Use:	Type of Conditional Use Requested:			

Supporting Information: A <u>narrative</u> is required and should describe the request in detail including proposed use, size of space, number of occupants, and other relevant details. Attach a <u>site plan</u> to show size and location of all structures and include proposed distance to all property lines and <u>any other</u> <u>supporting documentation</u> (ex: Floor Plan, Development Plan).

Fee: \$100 plus certified mail fee (\$8.69) per adjoining property owner. Paid by Check or Money Order to JCFC.

I certify that all information contained in this application is correct and true to the best of my knowledge. The owner/applicant attests that they have read and agree that all improvement is limited to the drawn up or attached plans, shall meet the setbacks shown and any conditions of approval. Any deviations shall require written approval from the County.

Owner(s) or Owner's Agent Sign & Print Name

Date

 For Office Use

 Approved:
 Denied:

DATE:



LIST OF ADJOINING PROPERTY OWNERS TO RECEIVE CERTIFIED LETTERS

The applicant must submit a list of names and mailing addresses of all persons owning property adjoining (including properties across public rights-of-way) the subject property, using the form below. Such names shall be secured from the records of the Jessamine County Tax Assessor (Jessamine County Property Value Administrator (PVA) prior to the filing of this application. The applicant should retain a copy of this listing, especially to ensure certified letters cover all persons.

Adjoining Subject Property Address (including city and Zip)	Name of Property Owner(s)	Property Owner's Address if different from Property Address



Narrative

See the Zoning Ordinance <u>Section 3.2</u> for information about conditional uses in your zone. If you are requesting a Home Occupation, please respond to the items listed below in your narrative.

Home Occupation: An occupation carried on in a dwelling unit by a member or members of the residents of the dwelling and which is clearly incidental and secondary to the use of the dwelling unit for residential purposes. A home occupation shall occupy no more than 25% of the total floor space of a dwelling.

- a. No person other than members of the family residing on the premises shall be engaged in such an operation.
- b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
- c. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation or other than one sign, not exceeding four square feet in area, non-illuminated, and mounted flat against the wall of the principal building.
- d. No home occupation shall be conducted in any accessory building.
- e. A customary incidental home occupation is to be construed as an accessory use of a service character customarily conducted within a dwelling by the residents thereof, which is clearly secondary to the use of the dwelling for living purposes and does not change the character thereof or have any exterior evidence of such secondary use other than the prescribed name plate.
- f. No -traffic shall be generated by such home occupation in greater volumes than would normally be expected in. a residential neighborhood, any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.
- g. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltage off the premises.



Site Plan / Floor Plan

Must show all rooms labeled and distance of structures to each property line.





Short-Term Rental Safety Checklist

- Interconnected smoke detectors in the sleeping rooms and smoke or smoke/ carbon combo (if attached garage) detectors adjacent to each sleeping area.
- The hallway or corridor connecting the bedrooms to the exit path shall be permanently illuminated, and battery backup emergency lighting shall be provided.
- A fire extinguisher should be provided near the kitchen. There should also be another fire extinguisher in the hallway adjacent to sleeping areas.
- A minimum of two (2) remote exits to the outside from the ground floor.
- Handrails should be present on any stairs containing four (4) or more risers.
- Guardrails must be present on any "fall" hazard greater than 30 inches.
- A pool or spa must be contained within a fenced area (4 ft. in height) with a latching gate.
- Sleeping areas must include egress either by a direct exit through a door or a window to ground level.
- The owner or a representative must provide an emergency exit plan to be exercised during emergencies and the plan must be posted in a conspicuous location in a common area.

Address
Date
Time of Inspection
Conditional Use Permit #

