

Submittal Checklist for a Basic Use Permit- Short-Term Rental Outside of Lodging Overlay

Up to 3 rental periods and 60 nights maximum per calendar year

Applicants must fill out the checklist below and submit it with their complete application.

Incomplete applications will not be accepted by the Town. Failure to complete any item will delay the processing of your application. A BUP-Short Term Rental and a Business License must be approved by the Town before the business can begin rental operations.

All submitted applications must include the following items: *(please check to indicate that each item has been addressed)*

- Narrative**: Narrative description of use. Include whether entire unit or portion of unit will be rented.
- Rental Dates and Number of Nights Rented PDF**: This document will need to be resubmitted if rental dates change or are unknown at time of application.
- Notarized Letter of Authorization or Warranty Deed**: LOA required if applicant is not the landowner. If the applicant is the landowner, provide warranty deed.
- Letter from HOA**: (If applicable) Letter must confirm that short-term rentals are permitted.
- Notice to Neighbors within 200 feet**: Rental unit owners or their agents must provide notice to the owners of neighboring parcels within 200 feet of the short-term rental property. Applicant must use Notice Template provided by the Town. A copy of the notice and a list of the neighbors noticed must be submitted.
- Parking Plan**
- Floor Plan**