



Oldham County Planning and Development Services
Application for a Short-Term Rental

<i>For Staff Use Only:</i>			
Date: _____	Permit No: _____	Staff: _____	Fee: _____

This application must be submitted in person at the Planning and Zoning Office.

General Information: (A separate application must be submitted for each Short-Term Rental request.)

Name of Applicant(s): _____

Project Address: _____

City: _____ Is the project within the incorporated city limits? _____

Subdivision Name: _____ Parcel ID: _____ Current Zoning: _____

Type of Application (Check One)

New Application: _____ Renewal Application: _____ (Previous Permit No : _____)

Type of Short-Term Rental (Check One)

Single-Family ___ Accessory Dwelling Unit ___ Duplex/Condominium ___ Apartment ___ Other ___

Owner-Occupied: Yes ___ No ___ Number of Bedrooms: _____

Signatures:

Owner(s):

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Applicant/Host:

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Responsible Party (required):

Name: _____ Email Address: _____

Address: _____

Phone: _____ Alternate Phone: _____

Application for a Short-Term Rental

(Page 2)

Please provide the floor plan of the residence showing number of bedrooms and location of smoke alarms. The floor plan can be hand-sketched (number of sleeping rooms will be checked against the tax assessor's record). Floor Plans shall show details of all levels of the house and any attached structures, location of windows, doors (interior and exterior), and locations of the required smoke detectors.

First Floor	Second Floor and/or Basement
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Attach additional sheets if necessary.

I, _____, certify that I have read and understand the Oldham County Planning and Zoning Short Term Rental Property Regulations and verify that:

Initial Operating the proposed STRP would not violate any Home Owners Association agreement or bylaws, Condominium Agreement, Covenants, Codes and Restrictions or any other agreement governing and limiting the use of the proposed STRP property.

Initial The local responsible party does reside or is located within twenty-five (25) miles of the STRP and shall answer calls twenty-four hours a day, seven days a week for the duration of each short term rental period to address problems associated with the STRP

Initial The Short-Term Rental Property has the required insurance coverage and will maintain insurance coverage as a condition of the issuance of the Short-Term Rental Property Permit. Oldham County Planning & Development shall have the right to revoke permit if it is determined that insurance coverage has lapsed.

Signed this _____ day of _____ 20____.

Applicant/Host

SUBSCRIBED AND SWORN to me by _____, applicant/host on this _____ day of _____ 20____.

Notary Public, State of Kentucky

Commission Expiration Date

Application for a Short-Term Rental
(Page 3)

Submittal Checklist:

- _____ 1. Complete Oldham County Planning and Zoning Short-Term Rental Application.
(Owner's signature is required.)

- _____ 2. Required Short-Term Rental Application Fee as listed below:
a.) Initial Application: \$150.00 b.) Annual Renewal: \$100.00

- _____ 3. Property information for the project location as listed by the Property Valuation Administration (PVA). (*See note below for PVA directions)

- _____ 4. A copy of the current recorded deed.

- _____ 5. Owners applying for an owner-occupied permit must provide two documents giving proof of ownership. Acceptable documentation includes Kentucky Driver's license, other valid State of Kentucky identification card, Oldham County voter registration card, utility bills, paycheck/check stub, work ID or badge, or a bank statement, each current and showing the owner's name and address matching that of the property to be utilized for short term rental.

** Accessing PVA information: Property information may be accessed on the internet at www.oldhampva.com. In order to search for a property, users must select "Tax Payer Info" from the left column then select "Property Search". Once located, users may print the information using the print command on their internet browser. For adjoining property owners or further assistance contact PVA at: 110 W. Jefferson Street in LaGrange or at (502)222-9320.*

*100 West Jefferson Street ~ LaGrange, Kentucky
Ph: 502-222-1476 Fax: 502-222-3213
www.oldhamcountky.gov*