



## Oldham County Planning & Development Services Application - Short Term Rental Property Registration

You must provide written documentation that you have met all applicable requirements and/or permissions to establish & operate a Short Term Rental Property. Applicable requirements may include provisions of the Oldham County Zoning Ordinance Section 250-050, Conditional Use conditions of approval from a Board Of Adjustments, and/or deed restrictions, covenants, conditions, & restrictions (CCRs). Written documentation will not be returned.

A registration is valid for the current year, which ordinarily expires on December 31st of each year, and must be renewed by January 1st of each year. An event such as a change of property ownership, change of manager, change of insurance policy, change in the maximum number of bedrooms, and/or change in status of any previously approved Conditional Use invalidates an existing registration and a renewal registration must be obtained within thirty (30) days of the event.

This application must be submitted in person at the Planning & Development Services Office or postal service delivery. Separate applications must be submitted for each Short Term Rental Property unit.

### **Type Of Short Term Rental Property Registration** (Check Applicable Box)

- ☐ New Registration \$150 (First Time Registration Of A Short Term Rental Property)
- ☐ Renewal Registration \$100 (Annual Renewal Registration Of An Existing Short Term Rental Property)
- ☐ Event Renewal Registration (Event Renewal Registration Of An Existing Short Term Rental Property)
  - ☐ Change Of Property Ownership \$0
  - ☐ Change Of Manager \$0
  - ☐ Change Of Insurance Policy \$0
  - ☐ Change In Maximum Number Of Bedrooms \$100
  - ☐ Change In Status Of Previously Approved Conditional Use \$100

### **Short Term Rental Property Information**

Property Address \_\_\_\_\_

Unit Number (If Applicable) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Subdivision Name (if applicable) \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Previous STRP Permit Number (if applicable) \_\_\_\_\_

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La Grange, Kentucky 40031  
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### **Type Of Short Term Rental Property**

(Check Applicable Box)

☐ Owner Occupied

Owner of record of the Short Term Rental Property whose Primary Residence is located on the same lot or immediately adjacent lot of the Short Term Rental Property. Owner may include a person, personal or family trusts, limited liability partnerships, or limited liability companies all of which must consist solely of persons and not a Business Entity.

☐ Non Owner Occupied

Owner of record of the Short Term Rental Property whose Primary Residence is not located on the same lot or immediately adjacent lot of the Short Term Rental Property.

### **Short Term Rental Property Building Type**

(Check Applicable Box)

☐ Single Family Residence

☐ Accessory Dwelling Unit

☐ Two Family Residence

☐ Multi Family Residence

☐ Other \_\_\_\_\_

### **Required Written Documentation To Verify Compliance With Requirements**

(Must Be Included With Application On A Separate Sheet(s) Of Paper In A Printed Format)

- 1) The name of the Owner, the postal mailing & email addresses of the Owner, & telephone number in which the Owner may be reached on a twenty four (24) hours a day, seven days a week basis.
- 2) The name of the Manager, the postal mailing & email addresses of the Manager, & telephone number in which the Manager may be reached on a twenty four (24) hours a day, seven days a week basis.

The Manager of the Short Term Rental Property must have a permanent address located within twenty-five (25) miles, measured by driving distance from the nearest subject structure

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to the nearest subject structure, and is available twenty four (24) hours a day, seven days a week for the purpose of in person responses to complaints regarding the condition, operation, and/or conduct of the Transient Guests of the Short Term Rental Property.

The Manager is authorized by the Owner to undertake remedial action to address compliance, maintenance, & safety issues.

- 3) A floor plan of the Short Term Rental Property unit showing number of bedrooms, details of all levels of the dwelling unit & any attached structures, location of windows, doors (interior and exterior), evacuation routes, locations of the required smoke detectors, and location of the posted Short Term Rental Property House Rules.

The number of bedrooms in a Short Term Rental Property unit is determined by the official records of the Oldham County Property Valuation Administrator's records. Include a copy of the PVA Property Report listing the number of bedrooms.

- 4) A written statement of the maximum occupancy of the Short Term Rental Property unit.

The maximum occupancy of a Short Term Rental Property unit shall be determined as twice the number of bedrooms plus four.

- 5) A plot plan of the property showing the shape of the property, location of the dwelling unit, location of all other structures, and location of driveway & required parking spaces.

Parking shall be provided on the same property in which the Short Term Rental Property unit is located. The minimum number of parking spaces shall be determined by the maximum occupancy divided by two & one half (2.5).

- 6) An Owner Occupied Short Term Rental Property must provide proof of Primary Residence and provide two documents to verify their Primary Residence. Acceptable documents include, but are not limited to, a driver's license, state identification card, vehicle registration, voter registration, utility bills, and work identification or badge. Such documents must be current and show the Owner's name & mailing address matching that of the Short Term Rental Property.

The Primary Residence is the main home of an individual where they reside a minimum of six months on an annual basis.

- 7) A Non Owner Occupied Short Term Rental Property must provide a copy of a Certificate Of Land Restriction indicating an approved Conditional Use has been granted by a Board Of Adjustments or proof that the Short Term Rental Property is located on non residentially zoned property.
- 8) Proof of insurance policies that cover the Short Term Rental Property as a commercial activity.
- 9) A written statement that the applicant has confirmed that operating the Short Term Rental Property does not violate any Homeowners Association agreement or bylaws, Condominium

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Agreement, Covenants, Codes and Restrictions, Deed Restrictions, and/or any other agreement governing & limiting the use of the Short Term Rental Property.

If a Homeowners Association exists, a current written statement from the Homeowners Association must be provided instead of the applicant's written statement.

### **Applicant Acknowledgement Statement**

The Applicant acknowledges that the information contained on this Short Term Rental Property application, specifications, written documentation, and drawings submitted are accurate and correct. Further that the intent and purpose of the Short Term Rental Property has been accurately represented. The Applicant further agrees that any error, omission, misrepresentation of fact whether intentional or unintentional would cause refusal of the application or revocation of the Short Term Rental Property registration.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Staff Use Only**

Complete	N/A	Application Checklist
		Application Fee
		Owner Information
		Manager Information
		Floor Plan With Number Of Bedrooms, Including Property Valuation Administrator Records
		Maximum Occupancy
		Plot Plan, Including Minimum Parking Spaces
		Owner Occupied, Two Documents To Verify Primary Residence
		Non Owner Occupied, Certificate Of Land Use Restriction Or Proof Of Non Residential Zoning
		Proof Of Insurance Policy
		Written Statement Regarding Deed Restrictions Or Current Homeowners Association Statement

Current Zoning

Number Of Bedrooms

Maximum Occupancy (Twice The Number Of Bedrooms Plus Four)

Number Of Parking Spaces (Maximum Occupancy Divided By Two & One Half)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved STRP Permit Number \_\_\_\_\_

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