



**APPLICATION FOR SHORT TERM RENTALS**  
(Section 12.250 Lehi City Development Code)

<p>For Office Use Only</p> <p>Application Date: _____ Receipt #: _____ Planner: _____</p> <p>Application Fee: \$50</p>
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Name of Applicant or Authorized Agent(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**APPLICATION SUBMITTAL PROCEDURES**

- (1) \_\_\_\_\_ The applicant shall contact a member of the Planning Staff before submitting plans electronically.
- (2) \_\_\_\_\_ The applicant shall create an account and submit all required information electronically through the following link <https://talktomycity.com/create> (Agency Code LeH02), including:
  - (a) \_\_\_\_\_ the completed application and all other required information from the checklist outlined below.
- (3) \_\_\_\_\_ **Staff will then review the submittal and send out an email with a link for the payment of fees.**
- (4) \_\_\_\_\_ Once approved, the applicant will need to submit for a Business License.

**APPLICATION REQUIREMENTS**

The following information, at a minimum, shall be included with the application for a Short Term Rental (additional information may be required by Staff)

- (1) \_\_\_\_\_ Aerial image of the STR with surrounding buildings at a scale sufficient to determine proximity to any schools.
- (2) \_\_\_\_\_ Site plan showing number of rooms to be rented out as part of the STR
- (3) \_\_\_\_\_ Parking plan demonstrating adequate parking available for potential renters
- (4) \_\_\_\_\_ Applicant’s most recent state and federal tax returns with the property listed as the applicant’s primary residence
- (5) \_\_\_\_\_ A copy of a building permit or County record of building completion
- (6) \_\_\_\_\_ A government issued ID with the address of the applicant listed
- (7) \_\_\_\_\_ Narrative including the following elements
  - (a) \_\_\_\_\_ The number of renters
  - (b) \_\_\_\_\_ Contact information for designated person able to respond within one hour
  - (c) \_\_\_\_\_ Quiet hours
  - (d) \_\_\_\_\_ Other information demonstrating the applicants’ mitigation to possible nuisances to neighbors

**REQUIREMENTS FOR APPROVAL**

General Requirements:  
 All STRs must comply with the following requirements of the Lehi City Development Code.  
*Please initial to indicate compliance:*

- (1) \_\_\_\_\_ Primary Residence. The dwelling must be owner occupied for the majority of the year and be their primary residence.
- (2) \_\_\_\_\_ Location. The STR shall not be located within 600 feet of an elementary, middle, or junior high school.
- (3) \_\_\_\_\_ Parking. Off-street parking shall be provided at a suggested rate of one stall per bedroom.
- (4) \_\_\_\_\_ Point of contact. Someone is designated as a point of contact that can respond to calls within 1 hour whenever the STR is rented.
- (5) \_\_\_\_\_ Number of Renters. No more than 10 individuals will be allowed in an STR or as limited by parking.
- (6) \_\_\_\_\_ Business License. STR has a current business license and applicant agrees to renew license annually.
- (7) \_\_\_\_\_ Curfew and Quiet Hours. Curfew and Quiet Hours are established and fit in the context of the surrounding neighborhood. The applicant agrees to make renters aware of them and enforce as necessary. At a minimum, quiet hours shall adhere to the Municipal Code noise regulations of 10:00 PM to 6:00 AM.

**APPLICANT CERTIFICATION**

I certify under penalty of perjury that I am the owner or authorized agent of the owner of property involved in the attached application. The statements and answers therein contained and the information provided in the attached plans or other exhibits present thoroughly, to the best of my ability, the argument in behalf of the application herewith requested and that the statements and information above referred to, are in all respects true and correct to the best of my knowledge and belief. I understand and agree to comply with all of the rules for Short Term Rentals. I also understand that if I do not comply with all of these rules, my permit may be revoked.

I agree to allow the Lehi City Zoning Administrator or representative to inspect my premises as necessary to see that my property complies with the above stated requirements.

I agree to renew my business license annually and make any necessary changes to the operation of my Short Term Rental is valid and documented complaints exist.

Applicant Signature

Date

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Approved \_\_\_\_\_

Date: \_\_\_\_\_

Disapproved \_\_\_\_\_

Staff: \_\_\_\_\_