



**BOUNTIFUL CITY
PLANNING DEPARTMENT**

**795 SOUTH MAIN STREET
BOUNTIFUL, UT 84010
801.298.6190
PLANNING@BOUNTIFUL.GOV
WWW.BOUNTIFULUTAH.GOV**

SHORT-TERM RENTAL PERMIT APPLICATION

<i>FOR OFFICE USE ONLY:</i>		
ADMINISTRATIVE COMMITTEE ACTION:	ADMINISTRATIVE COMMITTEE ACTION DATE:	DATE RECEIVED:
PROJECT PLANNER:		

PROJECT INFORMATION

ADDRESS: _____

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

E-MAIL _____

IF YOU HAVE QUESTIONS REGARDING THE REQUIREMENTS ON THIS APPLICATION OR PROCESS, PLEASE CONTACT THE BOUNTIFUL CITY PLANNING STAFF.

SUBMITTAL REQUIREMENTS

All of the following items must be included in order for the Planning Department to receive the application and start the review process:

<input type="checkbox"/>	1. Completed and signed application form, including property owner's affidavit, agent authorization (if applicable), and acknowledgement of responsibility.
<input type="checkbox"/>	2. Review fees: \$225* *If the applicant already has an approved accessory dwelling unit (prior to April 26, 2022 or is applying for an STR application and an ADU application concurrently, the STR application review fee is \$100.
<input type="checkbox"/>	3. For applications with already approves ADUs, approved plans and any pertinent approvals is required. The applicant may file a GRAMA request.
<input type="checkbox"/>	4. Signed and filled out Short-Term Rental Checklist, see page 3-4.

**ONLY COMPLETE APPLICATIONS WILL PROCESSED AND ACCEPTED.
APPLICATIONS THAT DO NOT INCLUDE ALL REQUIRED INFORMATION PROVIDED WILL
BE DEEMED INCOMPLETE AND RETURNED TO THE APPLICANT.**

SHORT-TERM RENTAL PERMITS MUST BE REVIEWED IN A PUBLIC MEETING BY THE BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE.

AT LEAST TEN (10) DAYS PRIOR TO THE SCHEDULED PUBLIC MEETING THE PLANNING DEPARTMENT WILL MAIL OUT COURTESY NOTICE LETTERS TO PROPERTY OWNERS WITHIN THREE HUNDRED FEET (300') OF THE SUBJECT SUBMITTED APPLICATION AND SHALL POST A PHYSICAL SIGN ON THE SUBJECT SITE.

STR ACKNOWLEDGEMENT CHECKLIST

A short-term rental shall not be allowed unless a Short-Term Rental Permit is approved and is found in compliance with the following standards (below).

**Property
Owner's
Initials**

I hereby acknowledge the following standards:

1. An accessory dwelling unit rented on a temporary basis for periods less than 30 consecutive days is a Short Term Rental. _____
2. Short-term rentals are allowed within the Single-Family Residential (R) Zone, Residential Multiple-Family (RM) Zone, and Downtown (DN) Mixed Use Zone; and shall not be permitted in any other zone. _____
3. Short-term rentals are only allowed within approved Single-Family Dwellings and Accessory Dwelling Units. It is unlawful to allow, construct, or reside in a short term rental within an entire single-family dwelling, duplex, or multi-family residential dwelling or property. _____
4. A maximum of one (1) short-term rental shall be permitted on a qualifying lot. _____
5. It is unlawful to construct, locate, or otherwise situate a short-term rental on a lot or parcel of land that does not contain a habitable single-family dwelling. _____
6. If an Accessory Dwelling Unit is approved as a short-term rental, the parking for the Accessory Dwelling Unit shall be governed by the Accessory Dwelling Unit Ordinance. The site shall comply with the current parking limitations outlined in the Bountiful Traffic Code regarding on-street parking. _____
7. The site shall comply with the current Noise Ordinance. The use of sound equipment, sound related activities, and/or noise heard from the property line from 11:00 p.m. to 6:00 a.m. shall be prohibited. _____
8. The site shall not exceed the International Building Code occupancy standards based on unit square footage. _____

INTERNAL ADU UNIT ACKNOWLEDGEMENT CHECKLIST (CONTINUED)

- 9. Prior to short-term rental occupancy the property owner shall place a notice behind the main short-term rental door to make occupants aware of parking, occupancy standards and noise restrictions, etc. The Planning Department will produce the notice after approval. It is property owner’s responsibility to maintain the notice, and to share applicable regulations with renters by other means utilized by the property owner, such as onsite booklet, e-mail communication, website, rental agreement, etc. _____

- 10. A short-term rental within an accessory dwelling unit shall meet all development standards found Bountiful City Land Use Code Section 14-14-124 Accessory Dwelling Units, any applicable codes, etc. _____

- 11. A short-term rental shall not be approved unless it is compliant with all State and local laws, ordinances, rules and regulations. This includes all applicable zoning and building codes. A short-term rental shall be prohibited within a non-conforming use or non-complaint structure. _____

Date: _____ Property Owner’s initials: _____

Property Owner’s Name: _____

PROPERTY OWNER’S AFFIDAVIT

I _____, being first duly sworn, depose and say that I am the current owner of the property involved in this application. I have read the application, including the signed acknowledgement of responsibility below, and have attached plans, other exhibits, etc., and I am familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner’s Signature

State of Utah)
County of Davis)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public: _____

AGENT AUTHORIZATION

I, _____, the owner of the real property located at _____, in Bountiful City, Utah 84010, do hereby appoint _____, as my agent to represent me with regard to this application affecting the above described real property, and authorize the aforementioned agent to appear on my behalf before any City board or commission considering this application.

Owner’s Signature

State of Utah)
County of Davis)

On the _____ day of _____, 20____, personally appeared before me _____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary Public: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regards to this request. This application should be processed in my name, and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the Bountiful City Land Use Code for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified of such. I will keep myself informed of the deadlines for submission of material and the progress of this application.

Name of Applicant (printed): _____

Signature of Applicant: _____ Date: _____

Note: The property owner's affidavit must be signed (and notarized) by each property owner, additional sheets must be submitted in cases of multiple owners. If the applicant is not an owner, the applicant must submit a notarized agent authorization form from all property owners and authorized agents.

Additional: If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership. If a Homeowner's Association (HOA) is the applicant than the representative/president must attach a notarized letter stating the request is authorized by the HOA and is in compliance with applicable provisions found in the CC&Rs, By-Laws, Articles of Incorporation, and any applicable regulations pertaining to HOAs, etc.