



# Henry County Tourist & Convention Commission Application for Short-Term Rental

*For staff Use Only:*

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Zoning: \_\_\_\_\_ 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: \_\_\_\_\_

Type of application (Check One)      Is this an existing legal non-conforming STRP?      Yes  No

New Application: \_\_\_\_\_      Renewal Application: \_\_\_\_\_ (Previous Permit #: \_\_\_\_\_)

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: \_\_\_\_\_

*Applicant/Host:*

Name: \_\_\_\_\_      Signature: \_\_\_\_\_

Address: \_\_\_\_\_

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

*Responsible Party (required):*

Name: \_\_\_\_\_      Signature: \_\_\_\_\_

Address: \_\_\_\_\_

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

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Please provide the floor plan of the residence showing number of bedrooms and location of smoke alarms. The floor plan can be hand-drawn (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 window doors (interior and exterior), and locations of the required smoke detectors.

First Floor	Second floor and/or Basement

*Attach additional sheets if necessary.*

I, \_\_\_\_\_, certify that I have read and understand the Henry 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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. Henry County Planning & Zoning 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

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Submittal Checklist:

- \_\_\_\_\_ 1. Complete Henry County Planning and Zoning Short-Term Rental Application.
- \_\_\_\_\_ 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).
- \_\_\_\_\_ 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, Henry 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.