

# Short Term Rental Application Checklist

- Application to include
  - Address of property
  - Property owner name(s)
  - Signature of property owner(s) and caretaker(s)
  - Contact information including
    - Name
    - Address
    - 24-hour contact phone number for property owner
    - 24-hour contact phone number for the caretaker
  - Site plan and floor plans
  - Akron or Summit County Sanitary Sewer documentation OR
  - Current Summit County septic approval
  - Application fee of \$300.00
- Drawings required
  - Site Plan indicating
    - Address
    - Property lines
    - All structures including decks and patios
    - Driveway
    - Parking spaces including # and size
  - Floor Plan indicating
    - Number of bedrooms
    - Location and number of smoke detectors
    - Location and number of carbon monoxide detectors
- Sign posted for comments
  - Posted for 14 days
  - DATE POSTED \_\_\_\_\_
  - 14 DAYS \_\_\_\_\_

## SHORT TERM RENTAL PERMIT APPLICATION



<b>Property Owner Address</b>		<b>Caretaker Address</b>	
<b>Property Owner Name</b>		<b>Caretaker Name</b>	
<b>Property Owner Phone Number</b>		<b>Caretaker Phone Number</b>	
<b>Property Owner Email</b>		<b>Caretaker Email</b>	
<b>Address of Rental and Parcel Number</b>		<b>Any Additional Property Parcel Numbers</b>	
<p>Site plan of the property including location of the dwelling, location and number of smoke and carbon dioxide detectors, driveway or other points of access, and designated parking spaces.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>For properties on Akron Sanitary Sewer or Summit County Sewer – documentation attesting that is the case or for properties with a home sewage treatment system (HSTS) a current Summit County septic Approval.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Number of Bedrooms</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Number of Occupants</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Number of Parking Spaces</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Applicant Signature _____ Date: _____</p> <p>Zoning Inspector Signature _____ Date: _____</p> <p style="text-align: center;"><i>*** For Office Use ***</i></p>			
<b>Max Capacity</b>		<b>Date:</b>	
<b>Coventry Township Short Term Rental Permit Number</b>		<b>Date:</b>	