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	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



JOHNSON COUNTY, IOWA

APPLICATION FOR: ADMINISTRATOR APPROVAL – SHORT TERM RENTAL

Application is hereby made to authorize the use of a single dwelling unit as a short-term rental to be conducted on property located at (street address if available or layman's description):

Parcel Number(s): _____

The property consists of _____ total acres, and is currently zoned _____

Number of guest bedrooms anticipated: _____ Maximum occupancy to be allowed: _____

Number of off-street parking spaces to be provided: _____

Note: *Approval of this home occupation is subject to the conditions outlined in chapter 8:1.23(AA) of the Unified Development Ordinance and any other conditions deemed appropriate by the Zoning Administrator to protect public health, safety, and welfare.*

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

Name of Owner

Name of Applicant (if different)

Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Email

Applicant Signature

[See back page for Application Submittal Requirements and Checklist](#)

[Applications should be emailed to planning@johnsoncountyiowa.gov and delivered to the Planning, Development and Sustainability Office \(913 South Dubuque Street, Iowa City, IA 52240\)](mailto:planning@johnsoncountyiowa.gov)

The following items must be submitted for the application to be complete. Preference is that electronic submission is provided prior to hard copy submission.

Initial each empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.

Item Required	Electronic Copy (PDF unless otherwise noted)	Hard Copy
This application form with all information completed		
A brief cover letter explaining the application and outlining the specifics of the intended end use. At a minimum, the letter must include: <ul style="list-style-type: none"> • The number of guest bedrooms anticipated. • Maximum occupancy to be allowed. • Number of off-street parking spaces to be provided. • Detail on how the applicant will keep the short-term rental use from becoming a nuisance to neighboring property owners. 		
A map of sufficient size to show the property outlined in red, the required parking spots clearly marked (with dimensions of the parking area), and all structures to be used by guests clearly indicated		
Proof from the Johnson County Health Department that the existing septic system can accommodate the number of guest bedrooms anticipated		

Supplemental Conditions for Short Term Rentals, per 8:1.23(AA) of the Unified Development Ordinance:

AA. Short-Term Rentals. Short-term rental of single-family dwellings, auxiliary dwelling units, seasonal homes, cabins, and individual dwelling units in multiple-family dwellings is an accessory use in the A, AR, SF, RS, RM, RC, and AG-T districts and are subject to Zoning Administrator approval and the following conditions:

1. Permits authorizing the use of a single-family dwelling, auxiliary dwelling unit, seasonal home, cabin, or individual dwelling unit in a multiple-family dwelling as a short-term rental are issued by the Zoning Administrator in accordance with subsection 8:1.26.
 - a. Permits shall expire two (2) years after issuance. At that time, the applicant shall apply for a new permit.
 - b. The Zoning Administrator may, if deemed necessary to protect the public health, safety, and welfare, attach special conditions to approval of a permit for short-term rental.
2. The single-family dwelling, seasonal home, cabin, or dwelling unit shall be rented out in its entirety and shall not be rented out on a room-to-room basis.
3. Off-street parking shall be provided in accordance with subsection 8:1.24.
4. All structures where the visiting public congregate shall comply with Building Code in Chapter 8:6.
5. The application shall comply with all Johnson County Public Health requirements and all other applicable federal, state, and local regulations.
6. The rental unit shall be managed as to protect the health, safety, and welfare of the renters and the public and preserve property values. It shall be managed in such a way that insures that the use does not become a nuisance. Improper management could result in permit denial or revocation.
7. Where the Board of Adjustment has approved a conditional use permit for operation of a Country Inn or Bed and Breakfast Home as defined and regulated by this ordinance, approval of a separate short term rental permit shall not be required.