



CITY OF LA GRANGE
SHORT TERM RENTAL APPLICATION
307 W JEFFERSON STREET
LA GRANGE, KENTUCKY 40031
PHONE: 502-222-1433 FAX: 502-222-5875

A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH SHORT-TERM RENTAL REQUEST

Name of Applicant(s): _____

Project Address: _____

Subdivision Name: _____ Parcel ID: _____ Current Zoning: _____

Type of Application (Check One)

New Application: _____ Renewal Application: _____ (previous permit # _____)

Type of Short-Term Rental (Check One)

Single Family _____ Accessory Dwelling Unit _____ Duplex/Condo _____ Apartment _____ Other _____

Owner-Occupied: Yes _____ No _____ Number of Bedrooms: _____

Signatures:

Owner(s):

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Applicant/Host:

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Responsible Party (required):

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Application for Short-Term Rental

(Page 2)

Please provide the floor plan of the residence showing number of bedrooms and location of smoke alarms. The floor plan can be hand-sketched (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 structure, location of windows, 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 City of La Grange Short Term Rental Property Regulations and verify that:

Initial each item:

_____ 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. The City of La Grange 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

Application for a Short-Term Rental

(Page 3)

Submittal Checklist:

1. Complete City of La Grange Short-Term Rental Application (Owner's signature required)
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). (*See note below for PVA directions)
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, Oldham 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.

*Accessing PVA information: Property information may be accessed on the internet at www.oldhampva.com. In order to search for a property users must select "Tax Payer Info" from the left column then select "Property Search." Once located, users may print the information using the print command on their internet browser. For adjoining property owners or further assistance contact PVA at: 110 W Jefferson Street in La Grange or at 502-222-9320.