



Office Use Only

Date: _____ Application # _____ Staff Review _____
P & Z Hearing: _____ Council Hearing: _____ Fees Paid (\$500) ☐ Receipt #: _____

PLEASE PRINT CLEARLY

Applicant Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

OWNER'S INFORMATION

Property Owner: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

PROJECT SITE ADDRESS: _____

Legal description: Section _____ Block _____ Lot(s) _____

Total Acreage or Square Footage: _____ Deed recorded in: _____

Bell Cad Parcel ID: _____

SPECIFIC CONDITIONAL USE REQUEST: _____

Applicant understands that the purpose of the Specific Use Permit (SUP) process is to allow certain uses which are not specific; permitted uses within a zoning district. To be considered for a SUP, the requested use must be listed under "Specific Uses" within the applicable zoning district.

UTILITIES

Electric Provider: _____

Last Septic Inspection Date: _____



SPECIFIC USE PERMIT (SUP) SUBMITTAL CHECKLIST

- ☐ Complete "Specific Use Permit" Application
- ☐ Site plan / legal survey
- ☐ Copy of the lease / HUD statement
- ☐ Agent authorization to represent property owner (if applicable)
- ☐ Letter of authorization from HOA (if applicable)
- ☐ Payment of application fee (credit card, check/money order, cash)

Office Use Only:

- ☐ Application Completed
- ☐ 200 ft. Certified Letter sent to entities no later than 11 days before P&Z meeting
- ☐ Notices to local newspapers sent
- ☐ Initial Septic Inspection Date: _____
- ☐ Initial Home Inspection Date: _____
- ☐ Public Hearing Date: _____
- ☐ P & Z Approval Date: _____
- ☐ Notices to local newspapers sent
- ☐ Council Scheduled Date: _____
- ☐ Council Approval Date: _____
- ☐ Final Inspection Date: _____
- ☐ Certificate of Occupancy Issue Date: _____



MY REQUEST IS BASED ON THE FOLLOWING:

- The use requested by the applicant is set forth as a conditional use in the zoning ordinance.
- The nature of the use is reasonable.
- The special use does not adversely affect the safety or convenience of vehicular or pedestrian circulation, including reasonably anticipated traffic and uses in the area.
- The specific use permit does not adversely affect an adjacent property by its resulting traffic through the location, or its lighting; and
- That any additional conditions specified, if any, ensure that the intent and purposes of the zoning ordinances are being upheld.

SUBMITTAL VERIFICATION

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand the City review of this Application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me, my firm, or agent may delay the review of the Application. I authorize City of Morgan's Point Resort Staff to visit and inspect the property for which this application is being submitted. I agree to attend or have a representative attend the Planning & Zoning Commission and City Council meetings. I have checked the subdivision plat notes, deed restrictions, restrictive covenants and/or zoning actions to ensure that there are no restrictions on the subject property and understand that the City zoning action does not relieve any obligation of these restrictions.

Applicant's Signature: _____ Date: _____



ADDITIONAL QUESTIONS AND LIST OF CONDITIONS THAT MAY BE INCLUDED IN A SHORT-TERM RENTAL SUP

PROPERTY OWNER: _____

LOCATION OF PROPERTY: _____

LEGAL DESCRIPTION: SECTION _____ BLOCK _____ LOT(S) _____

EXISTING USE: _____

HOMEOWNERS ASSOCIATION CONTACT INFO: _____

Sec. 15.4 Specific Use Permit Fees

No permit required by this article shall be issued until the fees prescribed in this section have been paid, nor shall any amendment to a permit be approved until the additional fees, if any, have been paid. The fee for Specific Use Permits Application shall be:

1. Upon applying for a Specific Use Permit: \$500.00 Application Fee
2. Upon Denial of a Specific Use Permit: 50% refund of the Specific Use Permit application fee

SF – Single-Family Residential and MF – Multifamily Residential

1. Bed and Breakfast Inn or Facility, Tourist Home or Short-Term Rental.
 - a) A maximum of 8 adults and 3 motor vehicles for a structure with 3 or more bedrooms.
 - b) A maximum of 6 adults and 2 motor vehicles for a structure with 2 bedrooms.
 - c) A maximum of 4 adults and 2 motor vehicles for a structure with only one bedroom.
 - d) A maximum of 2 household pets for each structure. Dogs, cats and domestic ferrets must be currently vaccinated (annually) for the rabies virus.

Initial _____ **OFF-STREET PARKING:** All parking will be off-street. _____ Off-street parking spaces will be provided for off-street guest parking, which will be adequate for a maximum occupancy of 8 adult guest with 3 motor vehicles. Parking will be in these spaces only.

Sec. 3.02.013 Off-street parking spaces

For each building site in residential areas there shall be a minimum of two (2) off-street parking spaces on an improved surface, inclusive of the garage. The concrete apron from the roadway to the property line required by this article may be used to satisfy some or all of this requirement. (Ordinance 4-1, part I, sec. I(D), adopted 6/13/02; Ordinance adopting Code)



Sec. 12.04.001 Parking in right-of-way; obstructions in right-of-way

(a) Restrictions.

(1) Parking of trailers, motor homes or boats. The street right-of-way between the roadway and the property line of any property shall not be used for parking of travel trailers, motor homes, boats and/or trailers, whether or not attached to towing vehicles, for longer than 48 consecutive hours.

Sec. 12.04.002 Parking large vehicles in residential area; parking vehicle with motor or equipment running

(a) Parking large vehicles. A person commits an offense if he stops, parks, or stands a truck-tractor, road tractor, semi-trailer, bus, trailer or a truck with more than two axles, rated capacity in excess of one and one-half tons or with a height of more than nine feet, according to the manufacturer's classification, in front of or forward of any building setback line (as shown by the property's plat or the zoning ordinance) and not upon an improved surface which has been inspected and approved by the city, upon property within a residential area.

(b) Parking vehicle with motor or equipment running. It shall be unlawful for any person owning or having control of any motor vehicle or trailer to park or leave standing said motor vehicle or trailer in a residential area with the motor or accessory equipment (such as a refrigeration unit) running.

Initial _____ NOISE AND LIGHTING: Exterior lighting to be only landscape lighting. All noise audibles from outside, and all light visible from outside the property shall be maintained at low levels appropriate to a single-family neighborhood. No large parties are permitted.

Sec. 8.03.003 Specific noises prohibited

The playing of any radio, phonograph or any musical instrument in such manner, or with such volume, particularly during the hours between 11:00 p.m. and 7:00 a.m., as to create a noise such as reasonably calculated to disturb a person of ordinary disposition under the same or similar circumstances residing in a dwelling or other type of residence in the vicinity. No stationary loudspeaker or amplifier shall be operated on any weekday between the hours of 11:00 p.m. and 7:00 a.m., and no such stationary loudspeaker or amplifier shall be operated at any time on Sunday between the hours of 7:00 a.m. and 1:00 p.m.

NUMBER OF BEDROOMS: _____ **PROPOSED MAXIMUM OCCUPANCY:** _____ guests.

Initial _____ OCCUPANT REGULATIONS AND GUIDELINES: Guest Guidelines are attached hereto and made a part of the Specific Use Permit. The short-term rental shall be operated in accordance with the guidelines. These guidelines shall be furnished to all guests.



Initial_____ **PROPERTY MANAGEMENT:** Owner will provide guests and City police department with owner's telephone number to assure Owner's immediate knowledge of any concerns that may arise. (If not, owner occupied) Owner agrees to always retain under contract a responsible local management company the property is used as a non-owner-occupied short-term rental. The management company shall advise guests of the applicable conditions contained herein, receive, and pass on the owner any complaints received and at owner's direction act upon such complaints. (If owner occupied) The property shall be the owner's principal place of residence and the owner shall actively always supervise and manage the property that it is used as a short-term rental.

Initial_____ **MISCELLANEOUS:** Owner agrees to maintain the property in a manner conducive to the health and safety of the guests and the neighborhood. All trash and garbage will be placed in provided receptacles. No trash bags shall be left out in the open. The exterior of the rental and the landscaping, including lawns, will be always maintained in good condition.

Initial_____ **REVOCATION:** The sup may be revoked by the City Council upon recommendation of the Planning and Zoning Commission in the event of the violation of any of the conditions contained therein.

Initial_____ **OWNER COMPLIANCE:** Owners agree to comply with all City of Morgan's Point Resort Ordinances, and all state, county and City laws, rules and regulations.

ACCEPTED AND AGREED TO:

_____	_____	_____
OWNER SIGNATURE	PRINT NAME	DATE
_____	_____	_____
OWNER SIGNATURE	PRINT NAME	DATE