

Town of Steilacoom
COMMUNITY DEVELOPMENT
GUEST HOUSE APPLICATION



Applicant Name: _____
Address: _____
City, State Zip: _____
Phone: _____
Email address _____
Property Address: _____
Tax Parcel Number: _____

If applicant is not owner:

Owner's Name: _____
Address: _____
City, State Zip: _____
Phone: _____
Email address _____

I certify under penalty of perjury that the following is correct:

1. The owner/proprietor of the guest house will reside at the house when it is open for business.
2. The owner/proprietor will obtain a Town of Steilacoom business license prior to opening for business.
3. Only one (1) guest room is available for rent.
4. The guest room is devoid of cooking facilities.
5. One off street parking space is reserved for guest room, in addition to the parking requirements for single family residences,
6. Meals and beverages prepared on-site will be served to the room guests only.
7. There are no non-resident employees.
8. There are no signs advertising the guest house.

Signature of Applicant

Date

To complete this application provide the following documents along with the application fee: site plan, stamped addressed envelopes, proof of permission from the owner. See reverse for details.

Site Plan:

Provide a site plan of the subject property showing the lot lines, house, and parking areas. The site plan does not have to be surveyed, but must be drawn to scale. The site plan must be on a minimum 8 ½ X 11 sized paper.

Stamped Addressed Envelopes:

Provide a stamped envelope addressed to each owner of adjacent property.

Fee:

\$150

If applicant is not the owner:

Provide written proof that owner has given permission for this application.

Process:

All applications for guest houses follow the public notice and administrative approval process outlined in SMC 14.20.020. Notice will be posted on the site for a minimum comment period of 14 days. The Town Administrator will then issue a preliminary decision. Notice of the decision will be posted and mailed to the adjacent property owners using the envelopes provided by the applicant. Anyone may appeal the decision to the Town Council. If no appeal is filed within 10 days, the Administrator's decision is final.