

**APPLICATION FOR  
CONDITIONAL USE PERMIT FOR  
OPERATION OF A SHORT-TERM RENTAL  
IN A RESIDENTIAL ZONING DISTRICT**

101 N. 4<sup>th</sup> Street / P. O. Box 1030  
Douglas, Wyoming 82633  
307-358-2132, Fax: 307-358-2133

Property Owner's Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Property Owner's E-mail: \_\_\_\_\_

Applicant:  Same                      Or:

Applicant's Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's E-mail: \_\_\_\_\_

**Note:** This application is for the operation of a short-term rental. It does not cover construction, remodeling, or renovations. A separate building permit is required for those activities.

**INFORMATION ON SHORT-TERM RENTAL:**

Address of Short-Term Rental Unit: \_\_\_\_\_

Method(s) of Advertising:  Airbnb    VRBO    Other \_\_\_\_\_

Tag Line on Listing (If known): \_\_\_\_\_

Manager of Short-Term Rental:  Self    Other: \_\_\_\_\_

**Type of Structure:**

- Accessory Dwelling Unit, Detached (guest house)
- Single-family detached dwelling (typical stand-alone house)
- Single-family attached dwelling (townhouse)
- Duplex dwelling unit

**Zoning of Property:** (Zoning map available online [here](#))

R-1    R-2    R-3    R-4    Other \_\_\_\_\_

**Type of Rental Situation Proposed:**

- The dwelling is rented, and the owner/manager does not live on the property (or immediately next door).
- The dwelling is rented, while the owner/manager lives in a different dwelling on the property (or immediately next door).
- Shared occupancy (the owner/manager lives in the dwelling and shares the entire dwelling or portion(s) thereof with the guests).
- Isolated guest quarters in owner's/manager's house (guests stay in an isolated area of the owner's house while the owner is also living in the same house).

Occupancy:

Number of bedrooms (rooms being rented): \_\_\_\_\_

Maximum guest occupancy: \_\_\_\_\_ guests

Is the use seasonal or year-round? \_\_\_\_\_

If seasonal, specify which seasons: \_\_\_\_\_

What is the maximum length of stay? \_\_\_\_\_

Parking:

Short term rental dwellings require off-street guest parking. Number of guest parking spaces for the short-term rental: \_\_\_\_\_

Lodging Tax:

Please provide the Wyoming Excise (Sales and Use) Tax Number being used to report the lodging tax:

\_\_\_\_\_

**Checklist Compliance:**

The dwelling must be in compliance with the short-term rental requirements attached. Please review the attached Checklist and make necessary modifications prior to submitting the application.

**Application Fee:** A \$75 application fee is required and must be paid to the City of Douglas when submitting the application.

*I certify that this application for \_\_\_\_\_ (street address of short-term rental) accurately reflects the proposed short-term rental situation, and that the short-term rental will be operated in accordance with the zoning requirements of the City of Douglas.*

Printed Name: \_\_\_\_\_

Signature of Owner or Authorized Representative: \_\_\_\_\_

*Signature*

*Date*

**Insurance Notice:** A typical homeowner’s insurance policy does not cover use of a property for short-term rental activities. Many commercial insurance policies do not cover short-term rental activities. Please contact your insurance provider to discuss the insurance needs for use of the property as a short-term (vacation) rental. If they do not provide insurance for short term rentals, there are companies that specialize in such policies.

**Lodging Tax Notice:** Short-term rentals are classified as lodging facilities by the State. The owner of the short-term rental is responsible to be sure lodging and sales taxes are paid. Some listing companies collect and pay lodging and sales tax for you. If your listing company does not, then you must register your business with the WY Department of Revenue and pay lodging tax as required. The publication “Sales, Use, and Lodging Tax Guidelines for the Hospitality Industry” is available on their [website](#) under “Lodging”. The required State Sales Tax ID# is obtained by completing their application, which you can access here: <http://revenue.wyo.gov/Excise-Tax-Division/sales-and-use-tax-license-applications-forms> (select “**Sales and Use Tax License Application**”).

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Planning Department Comments: \_\_\_\_\_

Code Compliance Officer Comments: \_\_\_\_\_

State of Wyoming: Fire Prevention & Electrical Safety (if applicable)  Yes  No

Staff Recommendation: \_\_\_\_\_

Planning Commission:  Approval  Denial

City Council:  Approval  Denial

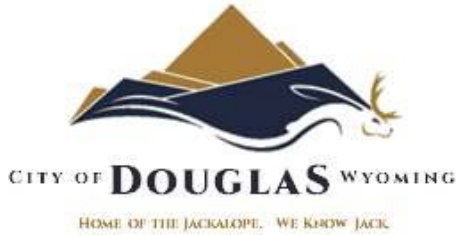
Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date License Issued by Planning Department: \_\_\_\_\_

**For Office Use Only**

**Date Payment Received:** \_\_\_\_\_ **Receipt No.:** \_\_\_\_\_



## SHORT-TERM RENTAL CHECKLIST

The dwelling must be in compliance with the short-term rental requirements attached. Please review the following and make necessary modifications prior to submitting the application.

1. The address number is posted and visible using 4 inch tall numbers on a contrasting background.
2. Egress/exit doors open from the inside without the use of a key, tool, or special knowledge.
3. Egress windows (bedroom windows) are operable and meet the minimum size. (Minimum 5 sq. ft. opening when located on main floor or basement and 5.7 sq. ft. on 2<sup>nd</sup> floor, or legally non-conforming.)
4. Smoke detectors are located in each sleeping room and one outside the bedroom area.
5. If natural gas is being used for heating and/or cooking, there is a carbon monoxide detector installed.
6. A fire extinguisher is provided and is either visible or in a labeled location.
7. There is access to the electrical panel.
8. If extension cords are in use, they are only used for portable appliances and are unplugged when not in use.
9. Combustibles are kept away from heat sources, including hot water heater, furnace, and any fireplace.
10. If a clothes dryer is present, the vent system is free of hazards and obstructions.
11. Recommended items:
  - A functional flashlight in every bedroom.
  - Install and turn on a porch light for arriving guests.
  - Keep poisonous, caustic, and flammable chemicals in secure cabinets and away from ignition sources.
  - Change smoke detectors as recommended by the manufacturer.
  - Consider installing interconnected smoke detectors. Wireless detectors are now available for retrofit situations.
  - Change outlets located within six feet of wet areas to GFCI protection (e.g. bathrooms and kitchen counters).
  - Post owner/manager emergency contact information.
  - Have a fire extinguisher on each level.
  - Maintain proper insurance coverage - homeowner insurance does not cover short term rentals.