



**CITY OF HOT SPRINGS
SHORT-TERM RESIDENTIAL RENTAL (STR)
SPECIAL USE APPLICATION**

Property Address: _____

Legal Description: _____
(Add additional sheet if necessary.)

Parcel ID# _____ **Zoning Classification:** _____ **Board District:** _____

Current Use: _____

Single Family Unit within a HPR Duplex Townhouse Unit within a Multi-Family Structure
 Accessory Structure (e.g. Detached Garage Apartment) Unit within a Single-Family Structure Other (Please Describe)

Number of bedrooms: _____ **Paved Parking Spaces on-site:** _____
(Per Short-Term Rental Inspection Report)

Inspection Date: _____
(Please attach Short-Term Rental Inspection Report)

Describe What You Are Trying To Do: _____

Owner Local Representative

Property Owner
(If Corporation or LLC provide Authorization)

Name: _____

Name: _____

Address: _____

Address: _____

City, St, Zip: _____

City, St, Zip: _____

Telephone: _____

Telephone: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

PROPERTY OWNER CERTIFICATION: I (We), the undersigned, hereby certify that I (we) are the owner(s) or authorized agent, the property for which this application is being made and the information contained/described herein is true and accurate to the best of knowledge.

Signature

Signature

Printed Name

Printed Name

Date: _____

Date: _____

Provide complete information and documentation for a thorough understanding of your request.

For complete STR regulations, click link. <https://www.cityhs.net/STR>

For Zoning, Parcel I.D. and Board District information, click link. <https://maps.cityhs.net>

1. Attach a Legible Scaled and Dimensioned Site Plan

The site plan requirements include a graphic representation of what is proposed.
The graphic representation shall include:

- a. The location, size and use of buildings, land and improvements
- b. The location, size and arrangement of parking space, driveways and street access
- c. Scale, north arrow and vicinity map
- d. Any additional information needed because of conditions peculiar to the site

2. Attach Legible Floor Plan

- a. Label each room
- b. Show square feet for each room
- c. Label each structure
- d. Show square feet for each structure
- e. Total square feet
- f. Number of required off street paved parking spaces

It is our goal to assist you in making your project a success in a timely manner.

Please call if you have any questions or need assistance from the City of Hot Springs Planning Department, 133 Convention Blvd., Hot Springs, AR 71901 (501-321-6872).

Planning Department receipt of a complete submittal prior to the Submission Deadline date is essential. Provide complete information and documentation for a thorough understanding of request; incomplete application submittals will not be scheduled for further review.

Submission Deadline: _____

Submission Date: _____

Case Number: _____