

INTENT TO LEASE OFF-SITE PARKING

Short Term Rental



The Zoning Office has determined that the Applicant is deficient in on-site parking to meet the Short Term Rental parking requirements, and therefore requires an additional ____ parking space(s) off-site.

Zoning Office Signature

Date

I, the Applicant, intend to lease off-site parking space(s) to meet the parking requirements for Short Term Rentals. If choosing a Municipal Parking Facility, I agree to purchase an annual, non-refundable \$610 lease for each unreserved parking space. If choosing a Private Parking Facility, I agree to purchase an annual lease based on the Lessor's terms and conditions.

Name: _____

Phone: _____ Email: _____

Home Address: _____

Rental Address: _____

Parking Address: _____

I understand this is not an official agreement or Permit approval. Any changes to the City-Approved Parking Plan must be submitted to, and approved by, the Zoning Administrator. Failure to provide the required number of parking spaces, either on the property or at an off-site facility within 1/4-mile of the property, will result in termination of a Short Term Rental Zoning Permit approval.

Owner/Applicant Signature

Date

The annual lease for additional off-site parking has been purchased and proof of purchase has been provided to the Applicant.

Parking Management/Lessor Signature

Date

Zoning Staff must first sign this form to confirm additional parking is needed. Take the completed form to Management Staff at the chosen parking facility to obtain their signature upon transaction completion. Send this form back to Zoning with a copy of the receipt or the lease terms as Proof of Off-Site Leased Parking to be added to your annual Short Term Rental Zoning Permit Application.