



# SPECIAL USE PERMIT REQUIREMENTS FOR HIGH- IMPACT SHORT-TERM RENTALS

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- APPLICABLE TOWN CODE SECTIONS – [§ 3-10](#); [§ 7-9](#)
- REQUIRED FORMS AND FEES
  1. [Special Use Permit Application](#)
  2. Fee - \$150.00 (Town Code [§ 1-8-2](#))
- REQUIRED SUBMITTALS
  1. Narrative describing the precise nature of the high-impact short-term rental, its operating characteristics, and measures proposed to make the use compatible with other properties in the vicinity.
  2. Report from a certified home inspector that the structure meets the requirements of § 3-10-5(B)1 of the Town Code including certification that there is proper egress from each sleeping area and that compliant smoke and carbon monoxide detectors installed and are working properly.
  3. Scalable site plan showing building locations, off-street and on-street parking space locations (minimum 10'x20' dimension), and traffic circulation patterns.
  4. Scalable, labeled building floorplans showing proposed sleeping areas, points of egress, and locations of smoke and carbon monoxide detectors. The points of egress (including height and width window dimensions) and locations of smoke and carbon monoxide detectors shall be indicated on the floorplans.
  5. Building elevations showing the dimensions and general appearance of all buildings. Photos would suffice that show the entire front, side, and back view of the structure.
  6. If the property is owned by property owners other than the applicant, a letter of permission to use the property for the proposed use shall be included.

7. If the property is within a covenant-controlled community, a letter from the applicable homeowners association acknowledging and consenting to the high-impact short-term rental use.
8. If the property is already being rented as a short-term rental, proof of current short-term rental registration with the Town's MUNIRevs system.
9. Any other information that may be required for the Planning Commission and Town Council to make an informed decision, as determined by Planning Division staff, i.e., rental history, noise monitoring systems, the responsible agent, a business plan, etc.

- **PROCESS FOR APPROVAL**

1. One electronic (PDF) copy of all documents shall be submitted to [permits@wpgov.com](mailto:permits@wpgov.com). Within 7 days, Planning Division staff shall conduct a completeness review. If the application is deemed complete, staff will send out the application for referral agency review. The Planning Commission hearing will be scheduled after staff has received referral agency comments. The Planning Commission meets on the second and fourth Tuesdays of each month.
2. The Planning Commission will review the Special Use Permit at a regularly scheduled meeting for compliance with § 7-9-4 of the Town Code.
3. After recommending approval of the Special Use Permit, the applicant shall comply with all required conditions of approval.
4. The Town Council will review the Special Use Permit at a regularly scheduled meeting for compliance with § 7-9-4 of the Town Code.