

**Short Term Rental**

**REQUIREMENTS**

1. Annual & renewal fee: See Manual of Fees adopted by the Broken Arrow City Council
2. All documentation showing the proposed Permit Holder's valid tenancy, ownership or other legal interest in the proposed Permitted Premises. If the Applicant is not the owner of the proposed Permitted Premises, a notarized statement from the owner of such property authorizing the use of the property for a short term rental.
3. Any other information reasonably requested by the City of Broken Arrow to be relevant to the processing or consideration of the Application.

**BUSINESS INFORMATION**

Business type: <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3			
Business name:			Phone:
Operating hours:			
Address:			
City:	State:	Zip Code:	

**APPLICANT INFORMATION**

Applicant name <small>(first, middle, last &amp; suffix):</small>			Phone:
Address:			
City:	State:	Zip Code:	
Date of birth:	Email:		

**PROPERTY OWNER AUTHORIZATION**

Property owner name <small>(first, middle, last &amp; suffix):</small>			Phone:
Address:			
City:	State:	Zip Code:	
Email:			

Property Owner Signature	Print Signature	Notary Seal
Notary Signature	Print Signature	

**DISCLAIMER AND SIGNATURE**

I attest that my answers are true and correct.

I attest that I am authorized to make application on behalf of the business organization, full name of the business organization, type of organization and mailing address for the business organization.

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

## ADDITIONAL INFORMATION

**Type 1:** permitted in A-1, RE, RS-1, R-1, RS-2, R-2, RS-3, R-3, or RS-4 Zoning Districts and permitted in in the Downtown Residential Overlay District in Areas 1,2,3,4, and 5.

- The owner shall reside on premise within the primary structure.
- Up to two individuals or (One (1) Family) persons are permissible to stay up to thirty (30) days.
- No more than two guest bedrooms and must be located within the primary residential structure.
- No individual cooking facilities may be installed in any guest room.
- Meal service is limited to residential guests only. Sale of food and beverage to other than overnight guests is strictly prohibited.  
parking: See Table 5.4.1
- Any proposed additions must be compatible with the architectural style and building materials for the dwelling and compliant with city codes.
- No lighting or signage may be installed for the business.
- A permit shall be required each year of operation.

**Type 2:** permitted by specific use permit in A-1, RE, RS-1, R-1, RS-2, R-2, RS-3, R-3, RS-4, RD, RM, and DF Zoning Districts and by specific use permit in the Downtown Residential Overlay District in Areas 1, 2, 3, 4 and 5. It is permitted in the Downtown Residential Overlay District in Area 6.

- Allows three to six individuals or up to Two (2) Families are permissible to stay up to thirty (30) days.
- One guest room may be permitted for each 3,000 feet of lot area, up to a maximum of four guest rooms.
- No individual cooking facilities may be installed in any guest room.
- Meal service is limited to residential guests only. Sale of food and beverage to other than overnight guests is strictly prohibited.
- Parking: See Table 5.4.1
- Any proposed additions must be compatible with the architectural style and building materials for the dwelling and compliant with city codes.
- No lighting or signage may be installed for the business.
- A permit is required each year of operation.

**Type 3:** permitted by specific use permit in A-1, NM, CM, and DF Zoning Districts and in the Downtown Residential Overlay District in Area 5. It is permitted in DM, CG, and CH zoning districts. It is permitted in the Downtown Residential Overlay District in Areas 6.

- Up to eight (8) sleeping rooms.
- Persons are permissible to stay up to thirty (30) days.
- No individual cooking facilities may be installed in any guest room.
- Parking: See Table 5.4.1
- Must collect hotel/motel tax and remit to the City of Broken Arrow.