



Application #: _____
Date Submitted: _____
Public Hearing: _____
Date Approved: _____

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Application for Lodging – Short-Term Residential Dwelling Rental (RDR)

Applicable to Parkville Municipal Code, Title IV – Development Code, Section 405.040, Subsection K.

1. Applicant / Contact Information

Applicant(s)

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Owner(s), if different from applicant(s)

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Contact Person

Name: _____

Address: _____

City, State: _____

Phone: _____ Fax: _____

E-mail: _____

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that all text amendments are subject to statutory requirements and the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such shall constitute cause for fines, punishments and revocation of approvals as applicable.

Applicant's Signature (Required) _____ **Date:** _____

Property Owner's Signature (Required) _____ **Date:** _____

2. Property Information

Property address / general location: _____

Parcel ID Number: _____ Zoning District: _____

Present use of the property: _____

3. Potential benefits / effects

Generally, staff evaluates the proposed use would impact the public health, safety and welfare by evaluating hours of operation, noise generated, odors generated, impacts to traffic/parking on the roadway network, and other potential negative impacts to adjacent properties. Please describe below or on a separate sheet the potential benefits and effects of the proposed use.

General benefits to property and residents in the City of Parkville (i.e., is the short-term RDR use further the intent of the residential zoning district; consistent with the City's Master Plan; improve public health, safety or general welfare):

General effects to property and residents in the City of Parkville:

4. Checklist of required submittals

- ☐ Completed application, including all required details and supporting data.
- ☐ Application fee of \$300.00*
- ☐ No more than four (4) short-term RDR uses are currently present in the respective Ward district.
- ☐ Short-term RDR use is restricted to one dwelling unit on the subject property.
- ☐ Subject property is owner-occupied as their full-time residence.
- ☐ At least one dedicated parking space for tenants is available on-site. This space shall not include on-street parking in public right-of-way.

If all the foregoing requirements are met, then said approved application shall be reviewed and renewed by staff on an annual basis (using the date of the approved application as the start date), provided all requirements of Section 405.040, Subsection K are still adhered to; and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit. For instances where all of the foregoing requirements can NOT be met, applicants will need to obtain a conditional use permit subject to the City's discretionary review process in Section 403.050.

5. Checklist if operating exclusively during 2026 FIFA World Cup

- ☐ Completed application, including all required details and supporting data, and application fee of \$300.00
- ☐ Number of dwelling units to be rented on property: _____
- ☐ At least one dedicated parking space per dwelling unit rented for tenants is available on-site. This space shall not include on-street parking in public right-of-way.

If all the foregoing requirements are met (applications can be submitted as early as June 1, 2025), then any approved applications shall have a start date of May 1, 2026, and an end date of July 31, 2026 to coincide with the 3-month duration of the 2026 FIFA World Cup, provided all requirements of Section 405.040, Subsection K are adhered to; and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

All short-term rentals in the City of Parkville are to be charged the five percent (5%) Tourism Tax – Guest Room Tax paid by transient guests of hotels, motels, bed and breakfast inns, and other short-term rental spaces of similar use, per [Section 160.045](#) of the Parkville Municipal Code.

*The application fee of \$300.00 shall be required on an annual basis for each renewal of an Application for Lodging – Short-Term RDR.

For City Use Only

Application accepted as complete by: _____ Date _____
Name/Title

Application Fee (29.0000): \$ _____ By: ☐ Check # _____ ☐ MO# _____

Date Paid: _____ ☐ Credit Card _____ ☐ Cash _____

Payment by: _____ Received by: _____

☐ Final reimbursable costs paid (if applicable) Date of Action: _____

☐ Hearing notice published in: _____ Date of publication: _____

Planning Commission Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: _____

Conditions if any: _____

Board of Aldermen Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: _____

Conditions if any: _____