



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: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

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

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 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: \_\_\_\_\_

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.

If all of 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.

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: \_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Application fee payment by \_\_\_\_\_  Check # \_\_\_\_\_  M.O. \_\_\_\_\_  Cash

Accepted by: \_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Hearing notice published in: \_\_\_\_\_ Date of publication: \_\_\_\_\_

Final reimbursable costs paid (if applicable). Date of Action: \_\_\_\_\_

**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: \_\_\_\_\_