



City of Florence Finance Department
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Florence, KY 41042

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www.florence-ky.gov

SHORT TERM RENTAL RENEWAL

Renewal Fee \$250.00

APPLICANT INFORMATION:

Name/Primary Owner: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

EMERGENCY CONTACT: (must live within 20 miles of short term rental property)

Name/Primary Owner: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

SHORT TERM RENTAL UNIT INFORMATION:

Address of Property: _____

Number of Bedrooms: _____

Maximum Number of Occupants: _____ Maximum Number of Vehicles _____

The below documents are required prior to processing:

- Certificate of Insurance
- Self-Safety Inspection Form
- Occupational License (City of Florence and Boone County)

The following documents are required only if there have been changes to previous filings:

- Property Owner Deed
- Information Brochure (must be provided to guests)
- Site Plan/Survey (maximum number of vehicles that can be legally parked)
- Sketched Floor Plan (must include dimensioned room layout)

Short Term Rental is defined as the rental of a residential dwelling unit, or a portion thereof for a period of less than **30 days**. _____ (initial here)

I affirm, under penalty of perjury, that the information contained in this application and all documents tenured in connection with this application are accurate and complete. Furthermore, I certify that I have reviewed and will comply with all other requirements of the City of Florence Ordinance NO. O-20-20 pertaining to Short Term Rentals.

Name (Print)	Signature	Date

For Official Use Only- Approvals/Denial

City of Florence Planning Commission _____ Date: _____

Issuance of License is:

- Approved Denied (Notification to Applicant Attached)

Dated this _____ day of _____ 20____ Authorized By: _____