

City of Springfield, Missouri Short-Term Rental Intake Form

1. Business Name (if applicable): _____
Operator(s) Name: _____
Operator(s) Address: _____
Phone: _____ E-Mail: _____

Short-Term Rental Address: _____

2. Property owner name, address, e-mail, and phone (if different):

3. Does the Short-Term Rental operator reside at the residential dwelling? Yes No

4. Type 1 (operator occupied; all zoning districts). Type 2 (non-operator occupied, zoned R-SF or R-TH). Type 3 (non-operator occupied, all other districts except R-SF or R-TH; no more than 2 units per premise).
Unit _____ Unit _____

5. Are guests housed in a primary structure or a historic carriage house (built before January 1, 1940)?
 Primary Structure Historic Carriage House
6. Is the dwelling unit currently being renovated or are there plans for renovation prior to completion of this application?
 Yes No
7. Have renovations to the dwelling occurred in recent history? Yes No If so, was a building permit issued by the City? Yes No

Business Owner/Operator

Signature

Property Owner
only if different

Signature

APPLICANT FILL OUT TO THIS POINT

PLANNING and DEVELOPMENT

1. Proposed location is zoned: 3. Verification of Historic Carriage House:
2. Verification of rental type: 4. Verification of Density Requirements:

PLN: Personnel: Date Reviewed:

Comments:

Instructions for Applying on eCity

1. Go to [eCity](http://www.ecity.springfieldmo.gov) (www.ecity.springfieldmo.gov).
 2. Begin by either logging in or by creating an account.
 3. Click on **Apply** in the task pane at the top.
 4. On the next page, select **Planning and Zoning** and then click **Planning**.
 5. Fill in the required fields, including the **Work Type** dropdown box. In the dropdown scroll down to #25 and select the applicable Short-Term Rental Type.
 6. Click **Save & Continue**. Fill in the required information and be sure to upload the Intake Form.
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If the application is a Type 1...

Planning staff will review the zoning and route the application to the Licensing office. A staff member from the Licensing office will follow up with the applicant.

If the application is a Type 2...

Planning staff will review to verify the zoning. Afterwards a notification will be sent requesting the nonrefundable application fee. For additional information on the process please reference the **Type 2 Application**.

If the application is a Type 3...

Planning staff will review the zoning and route the application to Building Development Services. A staff member will send an email notifying the applicant to pay the inspection fee and schedule the occupancy inspection. Once an inspection is passed the application is routed to the Licensing office. A staff member from the Licensing office will follow up with the applicant.