

Instructions for
Guest House Rental Permit Application
Sublette County, Wyoming

PROCESSING PROCEDURE

A **Sufficient** Rental Permit Application includes:

1. Completed Application (attached)
2. Letter of authorization (if applicable)
3. Approval from the County Sanitarian
4. An approved Conditional Use Permit if the property is located in the R-R, or R-R MH zoning districts.

GUEST HOUSE RENTAL REGULATIONS

1. Rental of a guest house or cabin is permitted as an outright use in the A-1, and as a Conditional Use in the R-R (5,10, &20 acres), and R-R MH (5,10, 20 acres) zoning districts.
2. Rental of a guest house or cabin shall only be permitted if allowed by existing CCR's.
3. Septic and water system(s) serving the guest house or cabin shall be reviewed by the County Sanitarian and determined adequate prior to the rental of a guest house or cabin being permitted.
4. A plan for garbage collection and disposal shall be submitted.
5. Only vehicles used for daily travel by occupants of the guest house or cabin shall be stored outside. All other possessions belonging to occupants of the guest house or cabin; such as secondary or inoperative vehicles, recreational vehicles, trailers, boats, motorcycles, snow mobiles or other similar items contributing to an untidy appearance shall be stored inside an enclosed structure, such as a garage.
6. Operation of a home occupation or home business by occupants of the guest house or cabin shall not be allowed.
7. Occupancy of a guest house which is rented shall be limited to 1.5 persons per bedroom.
8. Any other additional information the Planning & Zoning Staff may require

A sufficiency review will be completed within 14 days by the County Planning & Zoning Department Staff. If sufficient the permit will be issued, if your application is deemed insufficient it will be returned for completion. If your property is zoned R, R-R, R MH, or R-R MH an approved conditional use permit will be required prior to issuance.

Note:

If you have not commenced rental use within 1 year of issuance, the conditional use will expire.

APPLICATION FOR GUEST HOUSE RENTAL
Sublette County, Wyoming

Date Submitted _____ **Date Accepted** _____

Note: If the applicant is not the owner(s), please include a *Letter of Authorization*, authorizing the agent/representative to file an application on behalf the owner(s).

Owner/Applicant: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Agent/Representative: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Note: Please attach the legal description (deed) to this application.

Property Location: (Section) _____ (Township) _____ (Range) _____

Subdivision: _____ Filing: _____ Lot: _____ Block: _____

Zone: _____ Total Acreage: _____

Are there covenants or deed restrictions pertaining to this property?

Yes: _____ No: _____

Is approval required by a homeowners association or architectural committee?

Yes: _____ No: _____

Size and type of guest house (dimensions, square footage, stick built, modular, manufactured, cabin etc.):

Does the Guest House include a garage, shed, or other accessory structure for storage?

No: _____ Yes: _____ Type & Size: _____

Garbage collection and disposal plans:

Number of bedrooms (including sleeping areas and lofts): _____

Occupancy of a guest house which is rented shall be limited to 1.5 persons per bedroom. Based on the number of bedrooms what is the maximum persons that may occupy the guest house (1.5 x number of bedrooms): _____

SEPTIC SYSTEM VERIFICATION

Sublette County Planning Administrator has reviewed the applicant's existing septic or proposed septic that will service the guest house and has found the septic system to be adequate for the proposed rental use.

Sublette County Planning Administrator

Date

APPLICANT

I hereby grant authorized County personnel the right of ingress and egress to and from said lands for any and all inspection purposes necessary to the evaluation of this application. I certify, to the best of my own knowledge, that the aforementioned information and material is true and correct.

I, _____, say that I am the owner (or agent) of the property involved in this application. The foregoing statements and answers, and those in the attached plans and other exhibits, are true and correct to the best of my knowledge and belief.

Signed _____ Date: _____

Thank you for your time and consideration in filling this out. Your cooperation will expedite the preparation and hopefully lead to the approval of the requested proposal you have submitted to the Sublette County Planning and Zoning Department.