



3301 Carmen Ave.  
 Rancho Viejo, Texas 78575  
 (956) 350-4093  
 townhall@ranchoviejotexas.com  
 www.ranchoviejotexas.com

## APPLICATION FOR SPECIAL USE PERMIT SHORT TERM RENTAL

(INCLUDE NECESSARY SUPPORTING MATERIAL)

<b>ADDRESS OF PROPERTY:</b>				<b>ACREAGE OF SITE:</b>	
<b>LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):</b>				<b>CURRENT ZONING:</b>	
<b>PROPERTY OWNER FIRM:</b>	<b>CONTACT NAME:</b>	<b>TELEPHONE:</b>	<b>E-MAIL</b>		
<b>MAILING ADDRESS:</b>		<b>CITY:</b>	<b>STATE</b>	<b>ZIP CODE</b>	
<b>APPLICANT FIRM:</b>	<b>CONTACT NAME:</b>	<b>TELEPHONE:</b>	<b>E-MAIL</b>		
<b>MAILING ADDRESS:</b>		<b>CITY:</b>	<b>STATE</b>	<b>ZIP CODE</b>	

**SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:**  
 I, as owner of the property hereinafter referenced, do hereby execute this document, and acknowledge the above statements to be true and accurate to the best of my knowledge. I have received, read and understand the terms and conditions of this request, and agree to comply with all applicable codes and ordinances of the Town. I understand that my contractor or subcontractor(s) identified below will schedule inspections on my behalf permitting town inspectors to enter my property to conduct the necessary inspections as scheduled. I authorize my duly authorized agent to coordinate with the Town and its representatives to enter the property at reasonable times for the purposes of inspecting and monitoring the project according to the adopted codes of the Town. The authorized agent is hereby given authority from me to consent to Town inspections on my behalf.

\_\_\_\_\_

**APPLICANT SIGNATURE**

\_\_\_\_\_

**PRINTED NAME** **DATE**

**(FOR Town USE ONLY)**

<b>PERMIT NUMBER:</b>
<b>PERMIT FEE:</b>
<b>NOTES:</b>



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*Special Use Permit-Short Term Rental Checklist*

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- \$50 APPLICATION FEE**
- LOCATION MAP**
- COPY OF RECORDED SUBDIVISION PLAT (11"x17")**
- COPY OF CAMERON APPRAISAL DISTRICT PROPERTY RECORD**
- ADDITIONAL INFORMATION NEEDED:**
  - Aerial of the lot that clearly shows the home.
  - Number of parking spaces. \_\_\_\_\_
  - Number of bedrooms. \_\_\_\_\_
  - Describe amenities.
  - Provide details on how the rental is advertised, including website and property ID #'s.
  - Provide details on how the rental is managed, including contact information.
- PHOTOGRAPHS:**
  - Clearly showing the front of the home.
  - Clearly showing the parking area.



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(ADDITIONAL SPACE AS NEEDED FOR AUTHORIZED AGENTS OF THE OWNER)

**ADDRESS OF PROPERTY:**

**PRINTED NAME AND PHONE # OF GENERAL CONTRACTOR, SUBCONTRACTOR, OR OTHER AUTHORIZED AGENTS OF OWNER**

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