



Application for a Short-Term Rental

Overview:

The purpose of the Short-Term Rental application is to provide homeowners an additional stream of income, offer guests flexible and diverse accommodation, and to monitor the impact of Short-Term rentals on the community.

Property owners wanting to operate a short-term rental business must apply and receive approval by the Murray City Planning Division. The application process is designed to ensure that any proposed short-term rental will comply with current city ordinances as well as the goals and objectives stated within the Murray City General Plan.

Submittal:

Applicants may submit an application at any time when all the necessary documents are prepared and associated fees paid. The Planning Division will review the submitted materials and issue an approval, approval with conditions, or denial.

Application Fee (non-refundable):

- ☐ Short-Term Rental fee: \$125.00

Application Process:

Step 1. Contact the Planning Division. Meet informally with a member of the planning division staff to discuss your proposed short-term rental and review the issues, procedures and fees associated with the application.

Step 2. Submit Application. For all Short-Term Rental applications please submit the following information:

- ☐ Completed Short-Term Rental Land Use application form.
- ☐ Complete the following written statements made before a notary:
 - ☐ Property Owner's Affidavit.
 - ☐ Owner Occupancy & Hosted Sharing Affidavit
- ☐ Payment of application fee.
- ☐ Provide one (1) 11"x 17" paper copy, and one (1) electronic copy of the following:
 - ☐ Site Plan:
 - Project Name/Address.
 - Accurate dimensions of the subject property drawn to scale.
 - Include all existing buildings.
 - Location of all proposed improvements (building, entrance to the ADU, new windows, etc.).
 - Include the location of required parking.
 - ☐ Floorplans:

- Dimensions drawn to scale.
- Include labels of each living space (bedroom, bathroom, living room, etc.).
- Provide the square footage of each living space.

Step 3. Planning Division Action. Approximately three (3) weeks after a completed application is submitted, planning staff will issue a decision to approve, approve with conditions, or deny the Short Term Rental Permit.

Step 4. Business Licensing. The applicant will be required to contact Murray City Business Licensing and obtain a business license before operating a Short-Term Rental. Please be aware that any property owner operating a Short-Term Rental without a business license may be subject to penalty fees, revocation of approval, or citation.

Appeal of Planning Division Decision:

Anyone aggrieved with a decision of the Planning Division may appeal the decision to the Hearing Officer. The appellant may be the applicant, neighboring property owner, or the City itself. Appeals must be in writing and received by the Planning Division within ten (10) calendar days of the Division's written decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.



Murray City Building Division **ADU/Short Term Rental Questionnaire**

The following list is a list of common requirements needed for an Accessory Dwelling Unit (ADU) or Short-Term Rental (STR) this list may not be a complete list for the plan review as every project is unique.

	Yes	No
Attach detailed Floor Plan of the proposed area to be used for the ADU or STR.		
Are Smoke Detectors located in each bedroom, and outside each separate sleeping area in the immediate vicinity of the bedrooms? IRC 2021 (R314)		
Are Smoke Detectors interconnected to the whole house? IRC 2021 (R314)		
Are Carbon Monoxide Detectors outside of each separate sleeping area, and in the immediate vicinity of all the bedrooms? IRC 2021 (R315)		
Are Carbon Monoxide Detectors interconnected to the whole house? IRC 2021 (R315)		
Are all kitchen and bathroom outlets approved GFCI outlets? IRC 2021 (3901.4 & 3901.6)		
Do all bedrooms in house meet the minimum egress requirements? 2021 IRC (R310.4.1)		
For basements, are Handrails & Guardrails installed and meet Code? IRC 2021 (311.7.8 & 311.12)		
House has only one address, and only one utility meter?		
Attached copy of recorded Accessory Dwelling Unit – Owner Occupancy Affidavit?		

If “No” is answered to any of the above questions, a Building Permit may be required. Please check with the Building Division.

SHORT TERM RENTAL APPLICATION

Application Information

Applicant Name: _____

Applicant Address: _____

Parcel Identification (Sidwell) Number: _____

Parcel Area(acres): _____ Floor Area(square feet): _____

Zoning District: _____

Property Owner Information(if different)

Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Email Address: _____

Describe the request in detail (use additional pages, or attach narrative if necessary):

Authorized Signature: _____ Date: _____

For Office Use Only

Project Number: _____ Date Accepted: _____

Planner Assigned: _____

Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

§

County of Salt Lake

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Residing in _____

My commission expires: _____

Agent Authorization

I (we), _____, the owner(s) of the real property located at _____, in Murray City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize _____ to appear on my (our) behalf before any City board or commission considering this application.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

§

County of Salt Lake

On the _____ day of _____, 20_____, personally appeared before me _____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary public

Residing in: _____

My commission expires: _____

Affidavit of Understanding
(Residency Requirement)

On this _____ day of _____, 20____, in the State of Utah, County of _____,
I (we) _____, being duly sworn, do hereby affirm
that I (we) am (are) the legal owner(s) of the legal residential unit located at _____,
or is further described by the attached Exhibit A and known as Parcel No. _____ on the Salt Lake
County Tax Records.

I (We) do also affirm that said property is my (our) primary residence, except for bonafide temporary absences not exceeding 182 days per calendar year. I (We) understand and acknowledge that the Murray City Ordinances require an owner to obtain a Land Use Permit and Short Term Rental Business License from the City if they intend to operate a Short Term Rental, as defined by the Murray City Land Use Ordinances, within their primary residence. I (We) understand that said approval is only valid while I (we) am (are) the legal owner(s) of said property and maintain permanent residency therein. I (We) understand that if I (we) change residency or cease to maintain residency at this location, I (we) will lose my (our) permit and business license. Any future owners of said property, successors, heirs, and/or assigns would be required to obtain a separate approval. I (We) will inform future owners of this restriction before entering into any transaction to transfer ownership of said property.

Property Owner Signature

Property Co-Owner Signature

State of Utah _____)
§

County of Salt Lake _____)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Residing in _____

My commission expires: _____

Affidavit of Understanding
(Conflict of Private Restrictions)

On this _____ day of _____, 20____, in the State of Utah, County of _____,
I (we) _____, being duly sworn, do hereby affirm
that I (we) am (are) the legal owner(s) of the legal residential unit located at _____,
or is further described by the attached Exhibit A and known as Parcel No. _____ on the Salt Lake
County Tax Records.

I (We) do also affirm that said property is NOT subject to any private covenant, condition, or restriction that would
prohibit the use of said property as a short term rental, as defined by Murray City. I (We) understand and acknowledge
that the Murray City Ordinances require an owner to obtain a Land Use Permit from the Murray City Planning Division if
they intend to operate a Short Term Rental (STR), as defined by the Murray City Land Use Development Code, within
their primary residence. I (We) understand that said permit is only valid while I (we) am (are) the legal owner(s) of said
residence and that if new private restrictions are imposed upon me (us) that restrict me (us) from operating a STR, then I
(we) will notify the City accordingly. I (we) understand that this may prohibit this property from being issued a permit
and business license for a short-term rental.

Property Owner Signature

Property Co-Owner Signature

State of Utah _____)
§

County of Salt Lake _____)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Residing in _____

My commission expires: _____