



# City of Houston Lake

## Short-Term Rental Permit Application

5417 N Adrian, Houston Lake, MO 64151 | Ph: 816-741-0644

Submit to: [cityclerk@houstonlake.gov](mailto:cityclerk@houstonlake.gov)

The purpose of this non-transferable application is to allow property owners of single-family residential properties to utilize said property as a Short-Term Rental. This application ensures compatibility with surrounding neighbors and intends to minimize potential impacts and safeguard the health, safety, and welfare of the community.

### LOCATION INFORMATION

Property Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Parcel ID # \_\_\_\_\_

### APPLICANT/PROPERTY OWNER INFORMATION

Applicant/Property Owner Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

By signing below, I agree to allow the City of Houston Lake to copy and distribute all materials and information in regards to this application and approval, denial, suspension, appeals and revocation of permit. I certify that the above listed information and the accompanying materials are accurate.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Number of Bedrooms in the Property \_\_\_\_\_ Number of Parking Spaces Available \_\_\_\_\_

Will the Property Owner live on-site or off-site during the time of guest occupancy Yes No

List of Booking Service Providers that will facilitate reservations for this property: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION – MUST BE WITHIN 30 MINUTE RADIUS TO RESPOND AS REQUESTED

Emergency Contact Name – CONTACT INFORMATION CAN BE CHANGED BY EMAILING [CITYCLERK@HOUSTONLAKE.GOV](mailto:CITYCLERK@HOUSTONLAKE.GOV)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

I declare, under penalty or perjury, that I am the owner of the subject property (or have obtained written permission from the property owner to apply for this permit) and the information provided in this application, to the best of my knowledge and belief, true and correct. By signing and submitting this application, I authorize representatives of the City of Houston Lake to enter the property for the purposes of inspection and verification related to this permit. I understand and acknowledge that I am responsible for ensuring that the use of the above listed property complies with all applicable provisions of the City of Houston Lake Code of Ordinances, including regulations set forth by the Venetian Gardens Homes Association. I have read Chapter 420 Restrictions on Short-Term Rentals and I agree to comply with all provisions therein. I understand this permit is being granted subject to my compliance with all provisions of Chapter 420. I further acknowledge that failure to comply with these requirements may result in the revocation of this permit and enforcement actions as provided by law.

Applicant/Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**REQUIRED DOCUMENTS CHECKLIST**

**General Rules**

1. A permit issued by the City of Houston Lake is required to operate a property as a Short-Term Rental (STR).
  - a. No person shall offer, advertise, book, or operate an STR rental without first obtaining an STR Permit from the City of Houston Lake. A separate permit is required for each dwelling unit offered as an STR. STR Permits shall be valid for one (1) year and must be renewed annually.
2. Change in Ownership or Registrant. If ownership of the property changes or if the registrant changes, the STR Permit shall automatically become void. The dwelling unit may not be offered, booked, or operated as an STR until a new permit application is submitted and a new permit is issued.
3. The City may suspend a STR Permit issued for any of the following reasons:
  - a. Failure to comply with the provisions of this Section.
  - b. Non-payment of real property taxes as and when they are due.
  - c. Providing, false, inaccurate, or misleading information on any STR application or any renewal thereof.
  - d. More than three (3) City ordinances charges as a result of violating City housing code ordinances, City nuisance ordinance, or City zoning code ordinances.
  - e. Operation of a STR in a manner that endangers public health, public safety, or public welfare, including, but not limited to, nuisance behavior or criminal activity in the Residential Dwelling Unit.
  - f. Failure of Guests, Owners, or Registrants to abide by the Operating Standards.

**Short-Term Rental Application Checklist**

- Completed STR Application Form:
  - Applicant’s name and contact information
  - Property address and legal description
  - Emergency Contact Information
- Paid property tax receipt from Platte County from the current or previous year (not a tax bill)
- Paid utility bill current from within the last three (3) months
- Property Deed, Title Deed or mortgage documents
- Homeowners insurance, current paid, or paying, and up to date on payments
- Unexpired state-issued photo ID, such as a driver’s license or current/valid passport
- Payment of a non-refundable application fee of \$30
- Payment of annual, non-refundable, non-transferable permit fee of \$200.00 due upon approval of application
- Acknowledgement of Ordinance Compliance
  - Applicant’s signature confirming they will meet all requirements.
- Copy of “House Rules” and/or informational materials the Registrant has made available to the Renter(s) on the premises
- Letter of Good Standing from the board of the Venetian Gardens Homes Association

**Contact Information**

Application Questions:

City Clerk  
 5417 N Adrian Ave  
 Houston Lake, MO 64151  
 Phone: 816-741-0644  
 Email: cityclerk@houstonlake.gov

Submit to: cityclerk@houstonlake.gov

**For City Use Only**

Application received as complete by: \_\_\_\_\_

Name/Title

Date

Board of Aldermen Action:    Approved    Denied    Approved with Conditions    Date of Action \_\_\_\_\_

Payment of annual permit fee received by: \_\_\_\_\_

Name/Title

Date

Permit number issued by the City # \_\_\_\_\_

Copy of Permit received by applicant/property owner: \_\_\_\_\_

Name/Title

Date

\_\_\_\_\_  
Applicant/Property Owner Signature

\_\_\_\_\_  
City Clerk or Appointed Official Signature