



**CITY OF CARBONDALE  
 APPLICATION FOR VACATION RENTAL UNITS**

The undersigned hereby makes application for the issuance of a City License to operate a Vacation Rental Unit within the corporate limits of the City of Carbondale, Illinois in accordance with Title 15 Chapter 3 Section 4.2.C of the Carbondale Revised Code.

Address of the property \_\_\_\_\_

Owner or Lessee\* \_\_\_\_\_ / /  
Last First MI Driver's License #/Issuing State DOB

Mailing Address (if different from above) \_\_\_\_\_  
City State Zip Code

Contact # ( ) ( ) ( ) \_\_\_\_\_  
Home Work Cell Email address

**\*If lessee, signature from owner must be acquired on this application.**

- Owner or lessee must reside on the property.
- Proof provided of Fire, Hazard and Liability insurance with limits not less than \$500,000 for each individual and \$1,000,000 per occurrence.
- A site plan showing:
  - a. Location of all existing structures in relation to the property lines, and
  - b. Location of all existing and proposed parking areas and driveways in relation to the property lines and structures. (Two parking spaces shall be provided per dwelling unit.)
- An existing or proposed floor plan provided of the legally constructed primary or accessory structure designed and built for use as a dwelling.

The undersigned owner affirms that the information herein is correct and hereby agrees to the Vacation Rental Unit Standards pursuant to Carbondale Revised Code of the City of Carbondale Title 15-3.4.2.C. The owner is also authorized to grant the City of Carbondale access to the interior and exterior of the listed property for the purpose of conducting housing inspections pursuant to the CCRC Title 5-17. If applicable, the undersigned owner agrees to allow the lessee to acquire the license agreeing to the Vacation Rental Unit Standards.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned lessee affirms that the information herein is correct and hereby agrees to the Vacation Rental Unit Standards pursuant to Carbondale Revised Code of the City of Carbondale Title 15-3.4.2.C. The lessee is also authorized to grant the City of Carbondale access to the interior and exterior of the listed property for the purpose of conducting housing inspections pursuant to the CCRC Title 5-17.

Lessee Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

For City Use Only		
Vacation Rental Unit # _____	Zoning Certificate # _____	\$10.00 Fee
Approved By: _____		Date: _____