



City of Carbondale  
 Development Management  
 200 S. Illinois Avenue  
 Carbondale, Illinois 62901  
 Phone (618) 457-3248  
 Fax (618) 457-3289  
 Explorecarbondale.com

**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 property		
Owner or Lessee * (Last, First, MI)		
Driver's License No	Issuing State	DOB
Mailing Address (if different from above)		
Home/Cell	Work	Email
*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	
	A site plan showing: i. Location of all existing structures in relation to the property lines, and ii. 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		
Lessee Signature (if applicable)		Date

FOR OFFICE USE ONLY		
Vacation Rental Unit #	Zoning Certificate #	\$10 Fee
Approved by		Date