



# AGENDA

## CITY COUNCIL WORKSHOP

7651 E. Central Park Ave, Bel Aire, KS

Video Available at [belaireks.gov](http://belaireks.gov)

October 14, 2025 7:00 PM



### I. Street Maintenance Plan

A. Luke Peter, Professional Engineering Consultants - 2026 Street Maintenance

### II. Short Term Rentals

A. Paula Downs, Director of Community Development - Short Term Rentals

### III. Airport Zoning Code Discussion

#### Notice

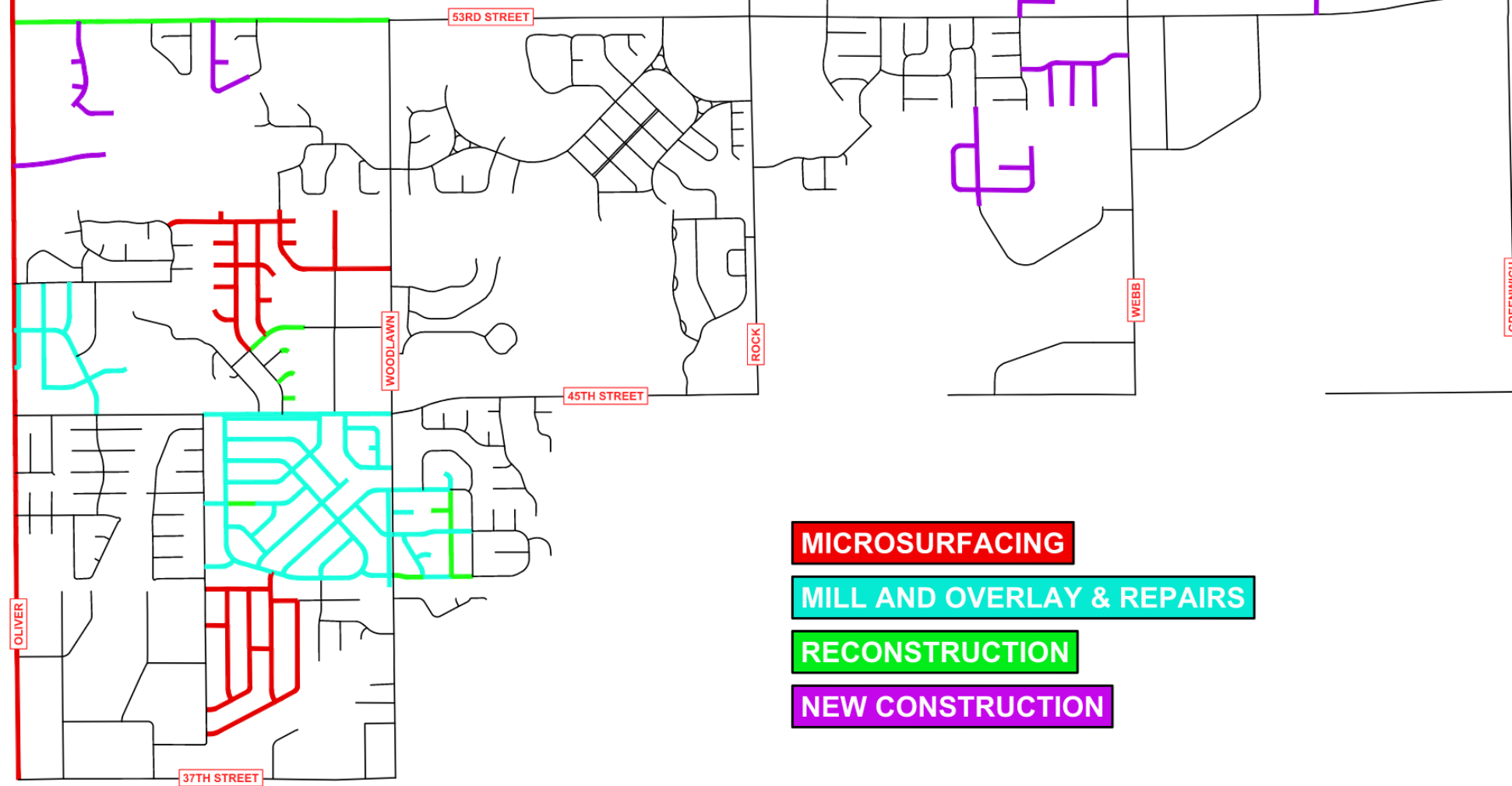
*It is possible that sometime between 6:30 PM and 7:00 PM immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the Council Chambers or the lobby of City Hall. No one is excluded from these areas during these times. Video of this meeting can be streamed live at [www.belaireks.gov](http://www.belaireks.gov) and on YouTube. Please make sure all cell phones and other electronics are turned off and put away.*



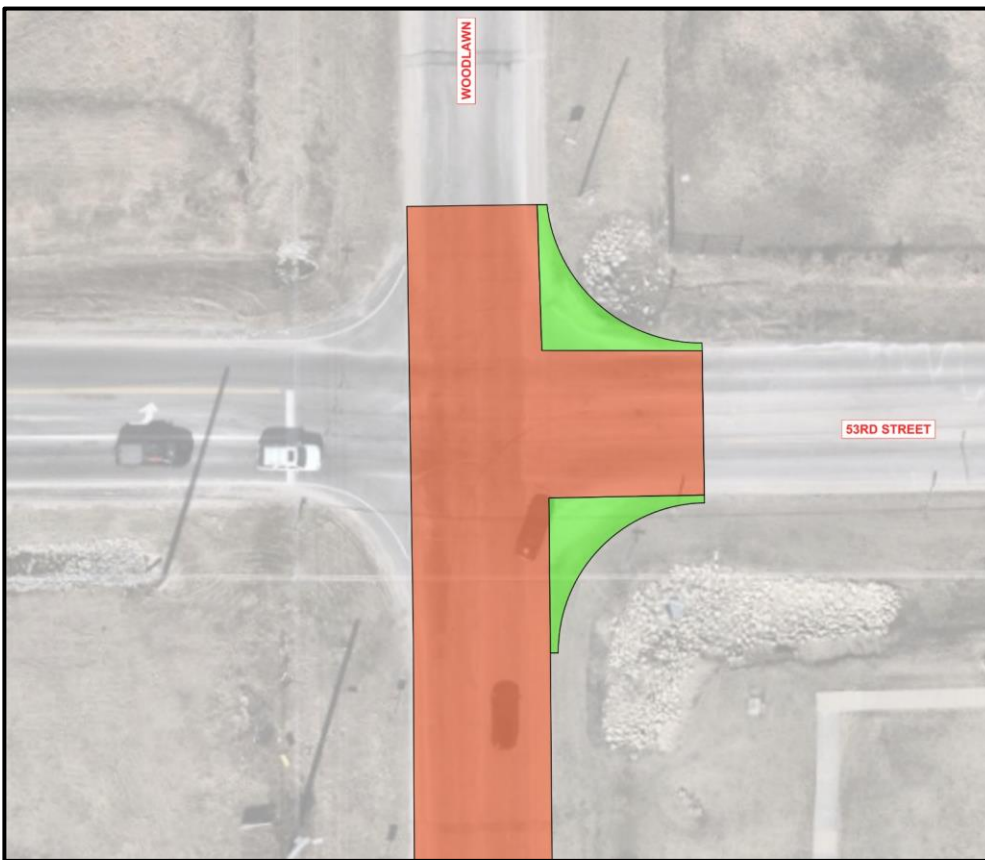
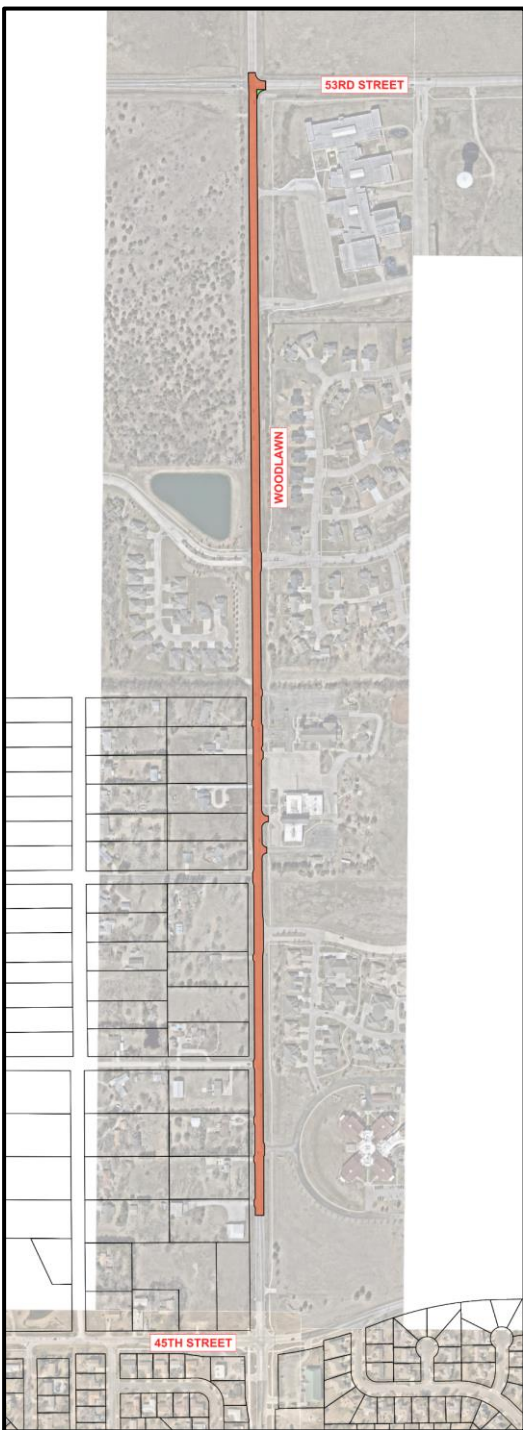
# **2026 STREET MAINTENANCE**

# WORK COMPLETED 2022 - 2025

Section I, Item A.



# WOODLAWN (45<sup>TH</sup> ST. TO 53<sup>RD</sup> ST.)











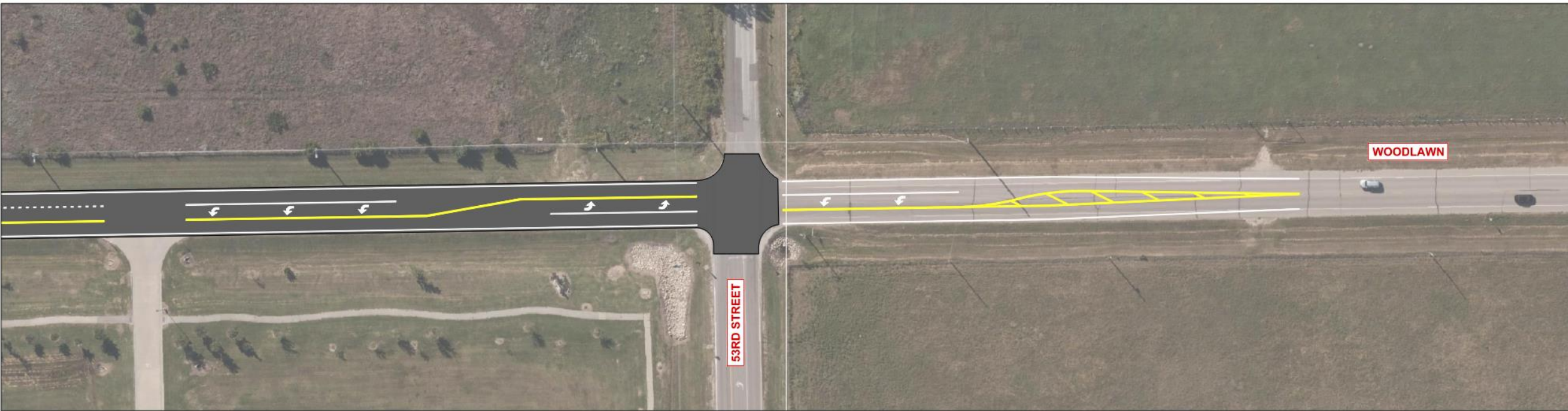
**SHOULDERS**  
**≈7" ASPHALT ON**  
**≈6" ROCK BASE**

**PAVEMENT CORES**



Section I, Item A.





# 2026 STREET MAINTENANCE PLAN

Section I, Item A.

PLANNED BUDGET: **\$950,000**

MARKING ONLY

WOODLAWN (45<sup>TH</sup> ST. TO 53<sup>RD</sup> ST.) **-\$275,000** OR **-\$20,000**





Section I, Item A.



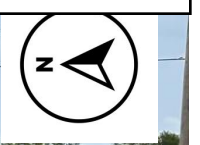
**ROCK ROAD & 53<sup>RD</sup> ST.  
INTERSECTION**



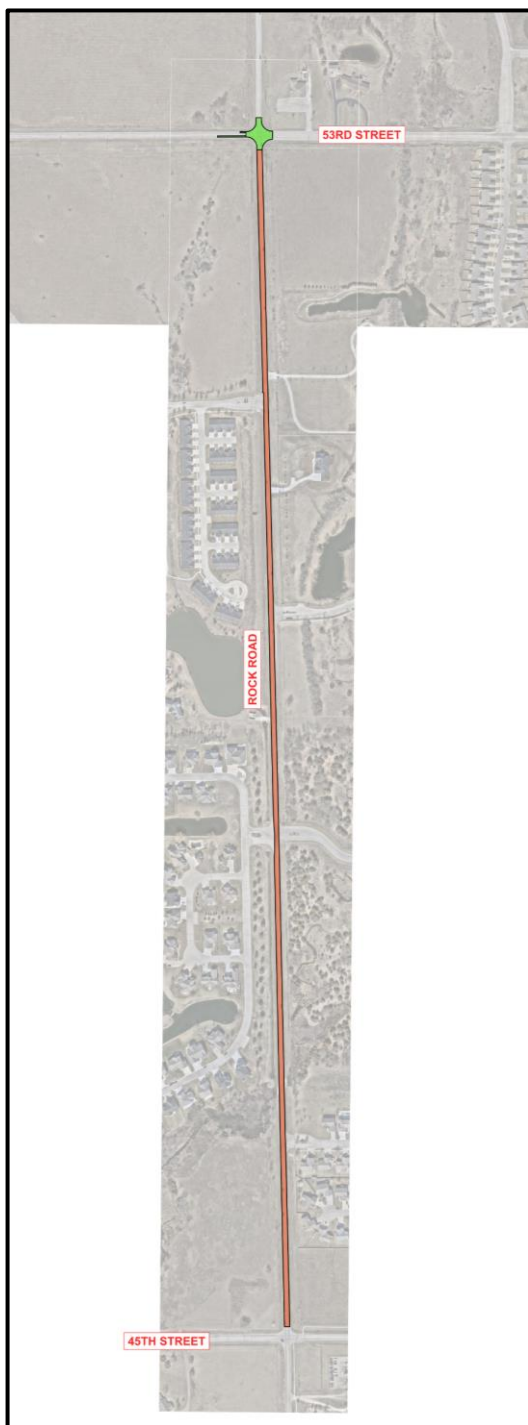
# ROCK ROAD & 53<sup>RD</sup> ST. (WEST LEG)



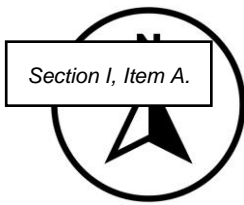
Section I, Item A.







**ROCK ROAD**  
**(45<sup>TH</sup> ST. TO 53<sup>RD</sup> ST.)**





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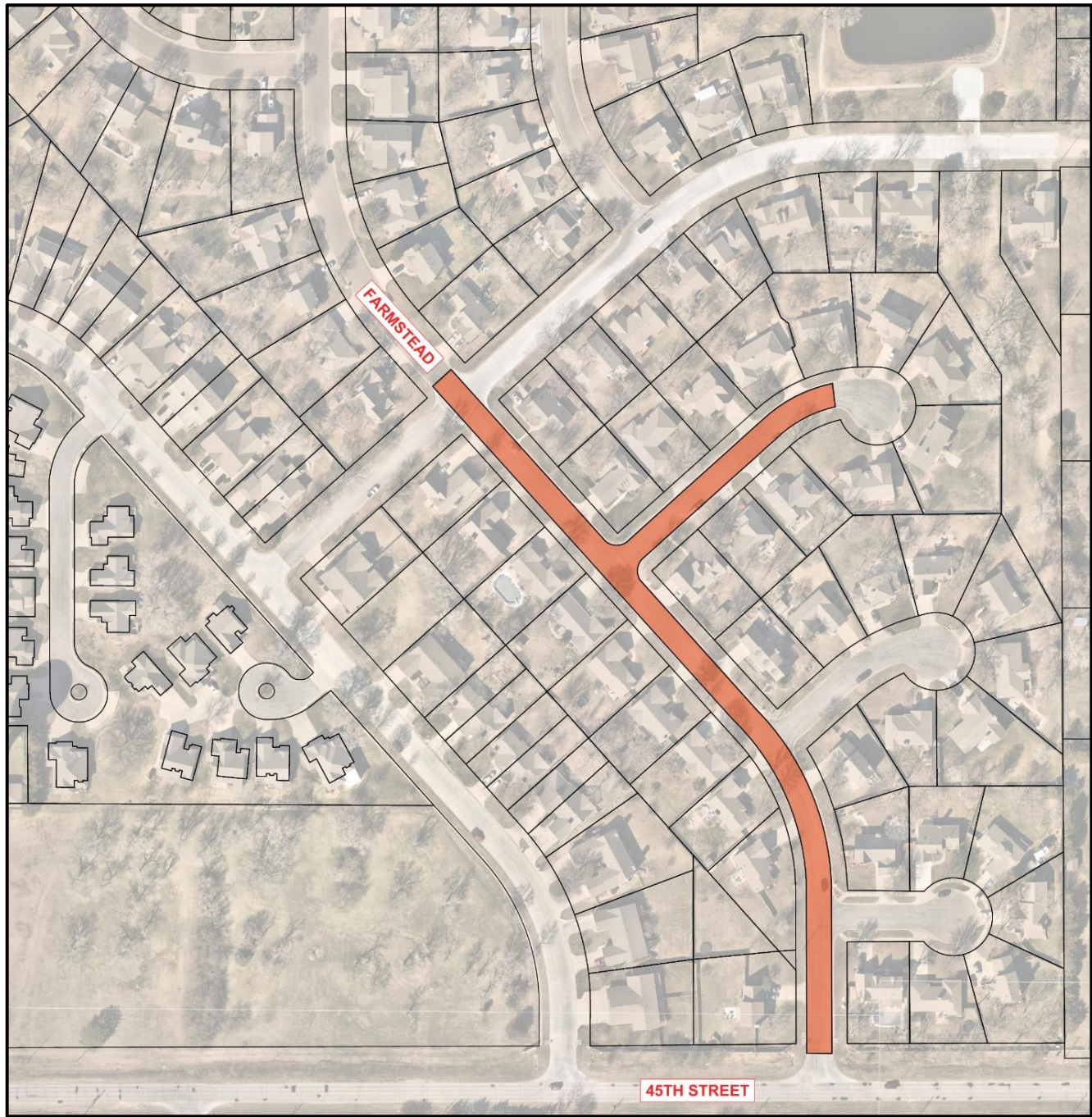
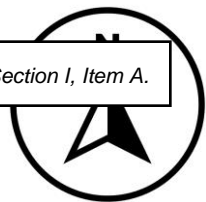
MARKING ONLY

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**ROCK ROAD (45<sup>TH</sup> ST. TO 53<sup>RD</sup> ST.) -\$175,000**

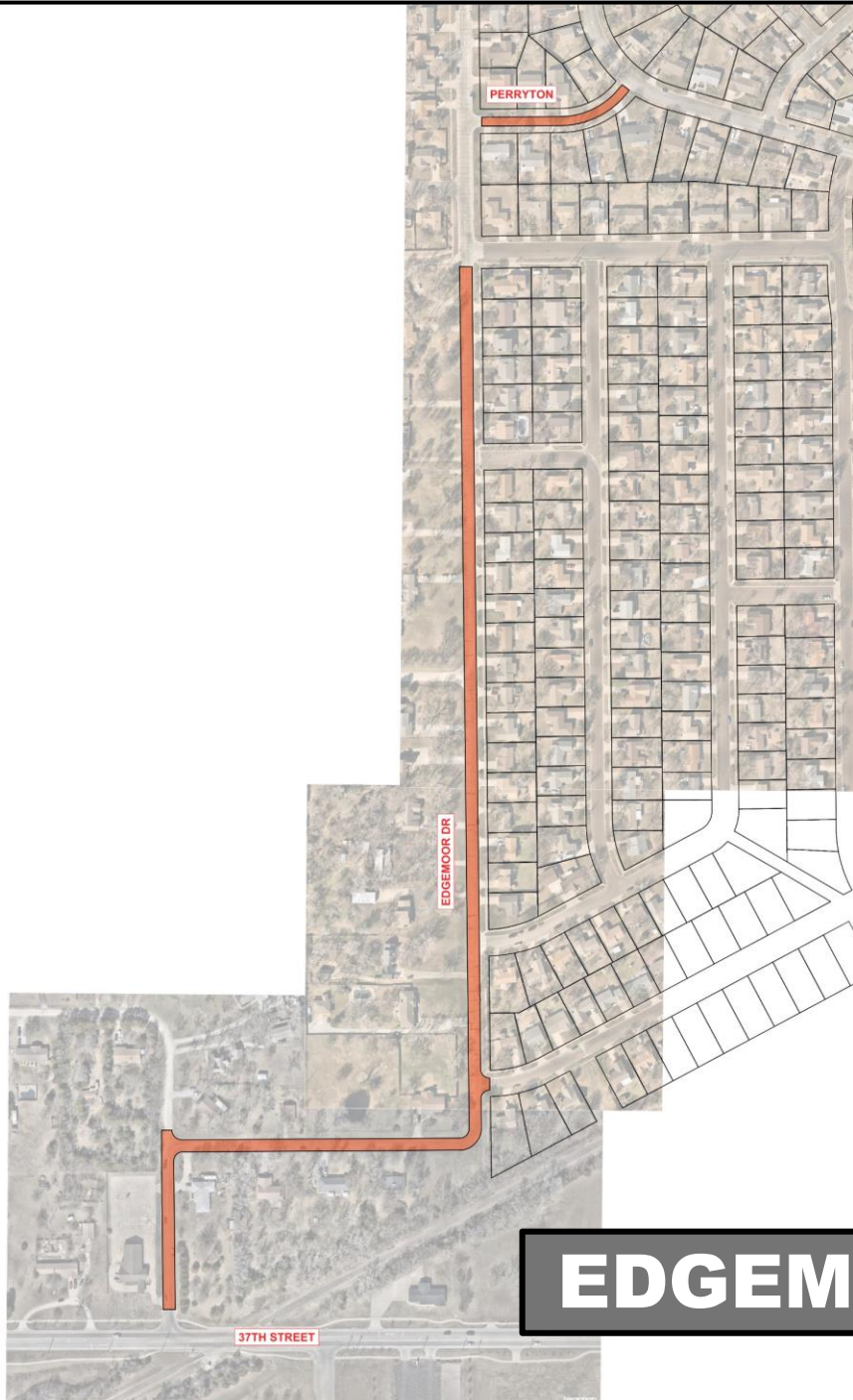
CONCRETE OPTION

**ROCK ROAD & 53<sup>RD</sup> ST. INTERSECTION -\$100,000 OR -\$145,000**



# BEL AIRE HEIGHTS





**EDGEMOOR DR.**





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CONCRETE OPTION

**ROCK ROAD & 53<sup>RD</sup> ST. INTERSECTION -\$100,000 OR -\$145,000**

**BEL AIRE HEIGHTS -\$75,000**

**EDGEMOOR DR. -\$250,000**

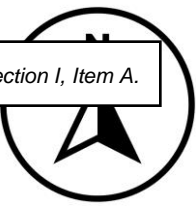
**PERRYTON -\$25,000**

**LOOKING EAST**



**53<sup>RD</sup> STREET**







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CONCRETE OPTION

ROCK ROAD & 53<sup>RD</sup> ST. INTERSECTION **-\$100,000** OR **-\$145,000**

BEL AIRE HEIGHTS **-\$75,000**

EDGEMOOR DR. **-\$250,000**

PERRYTON **-\$25,000**

REMOVE HEDGEROW  
& OVER-EXCAVATE

ADD 2" OVERLAY

53<sup>RD</sup> ST. (WOODLAWN TO ROCK RD.) **-\$125,000** OR **-\$300,000** + **-\$110,000**



**WEBB ROAD  
(45<sup>TH</sup> ST. TO K254)**



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ROCK ROAD & 53<sup>RD</sup> ST. INTERSECTION **-\$100,000** OR **-\$145,000**

BEL AIRE HEIGHTS **-\$75,000**

EDGEMOOR DR. **-\$250,000**

PERRYTON **-\$25,000**

REMOVE HEDGEROW  
& OVER-EXCAVATE

ADD 2" OVERLAY

53<sup>RD</sup> ST. (WOODLAWN TO ROCK RD.) **-\$125,000** OR **-\$300,000** + **-\$110,000**

WEBB ROAD RESTRIPIING **-\$30,000**

FULL-TIME INSPECT. & DESIGN COSTS **-\$115,000**



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EDGEMOOR DR. **-\$250,000**

PERRYTON **-\$25,000**

REMOVE HEDGEROW  
& OVER-EXCAVATE

ADD 2" OVERLAY

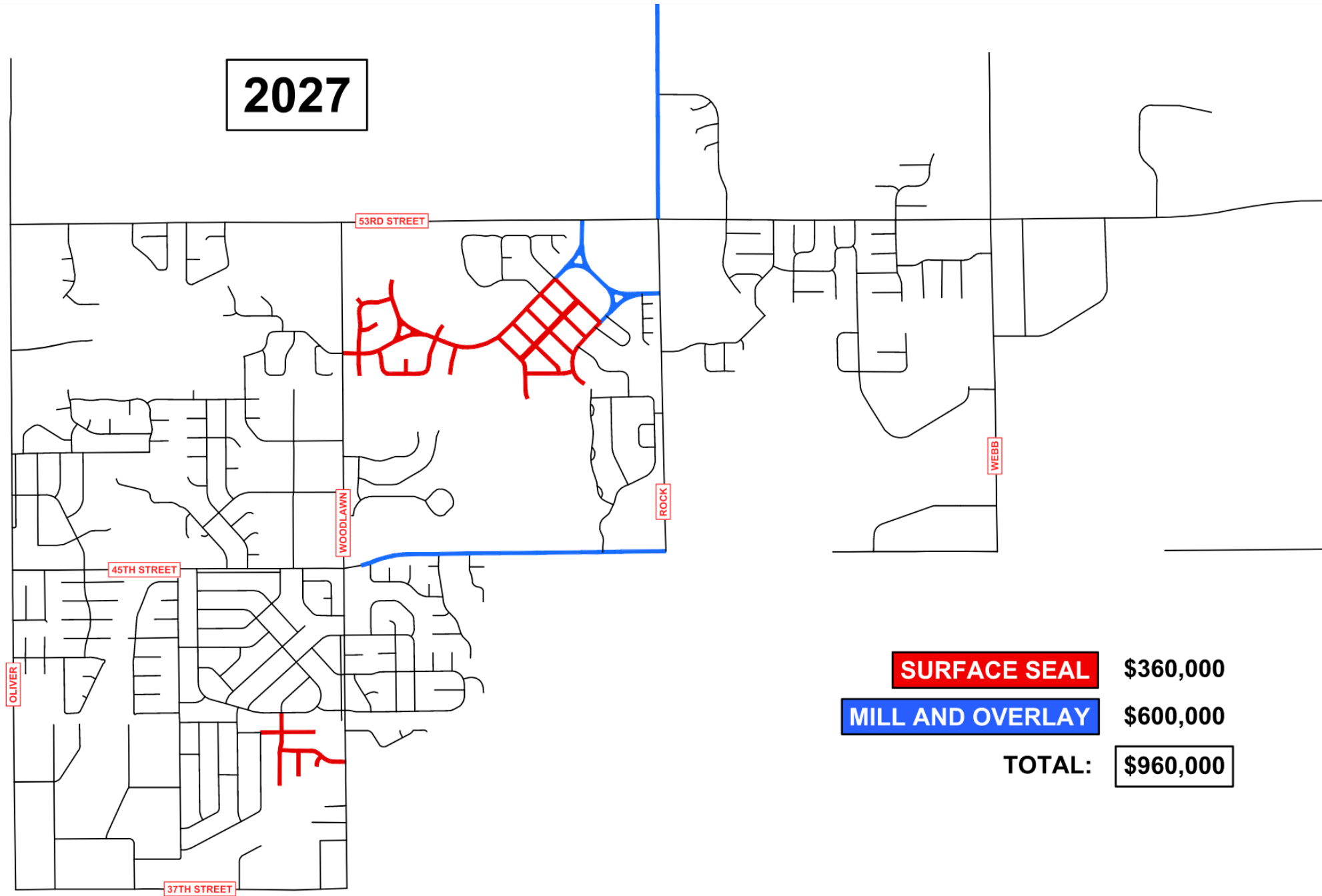
53<sup>RD</sup> ST. (WOODLAWN TO ROCK RD.) **-\$125,000** OR **-\$300,000** + **-\$110,000**

WEBB ROAD RESTRIPIING **-\$30,000**

FULL-TIME INSPECT. & DESIGN COSTS **-\$115,000**

**-\$1,170,000**

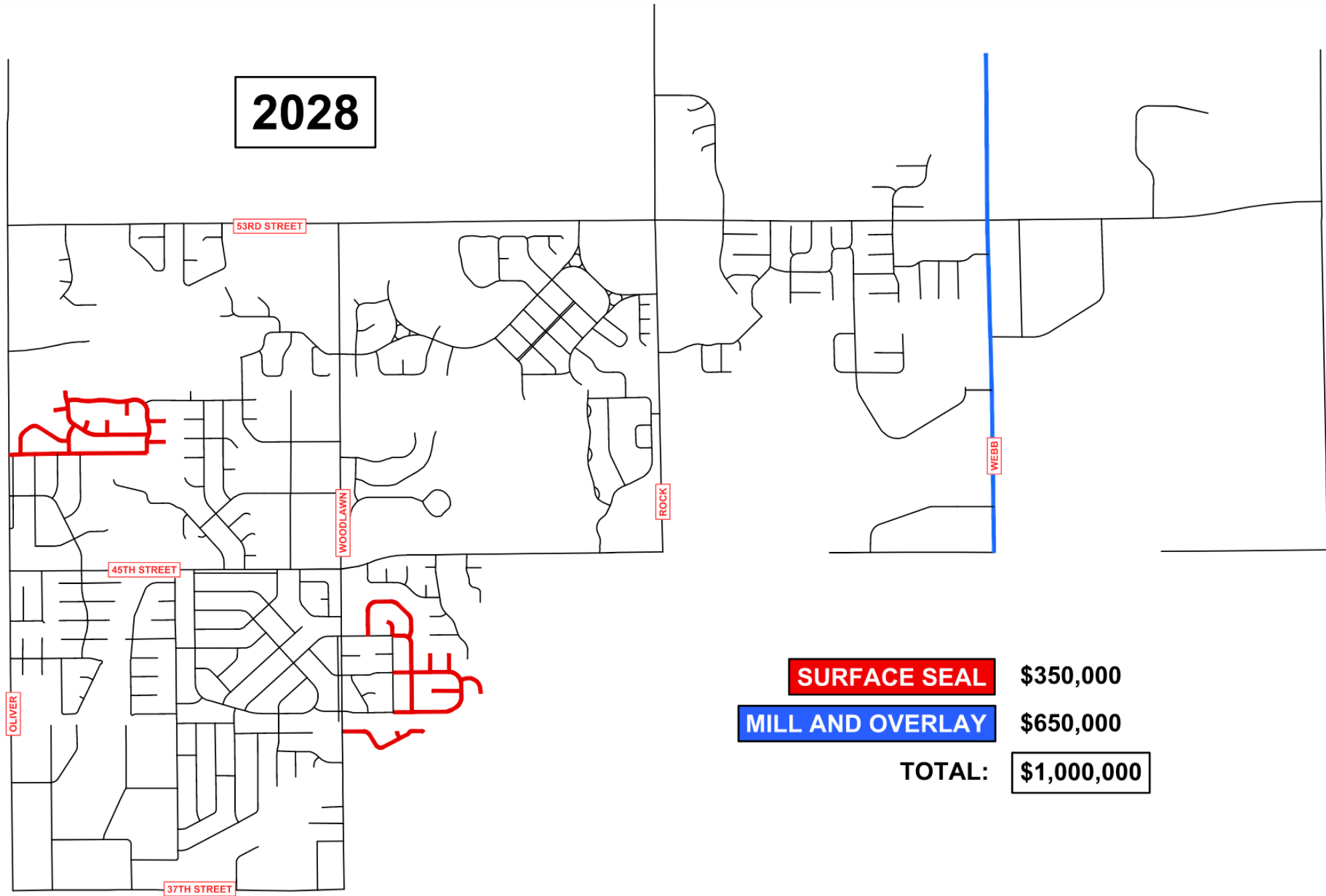
2027



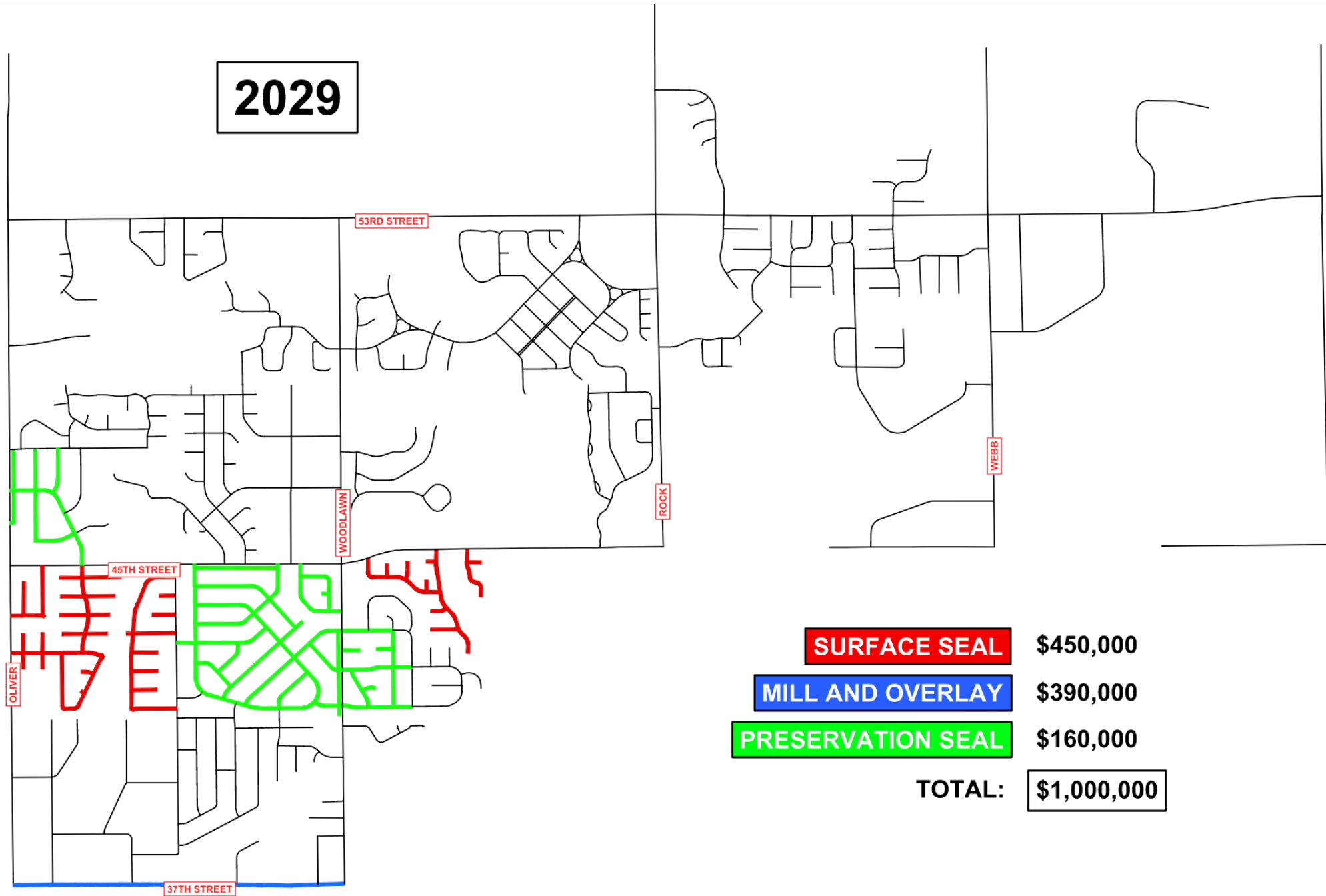
<b>SURFACE SEAL</b>	<b>\$360,000</b>
<b>MILL AND OVERLAY</b>	<b>\$600,000</b>
<b>TOTAL:</b>	<b>\$960,000</b>



2028

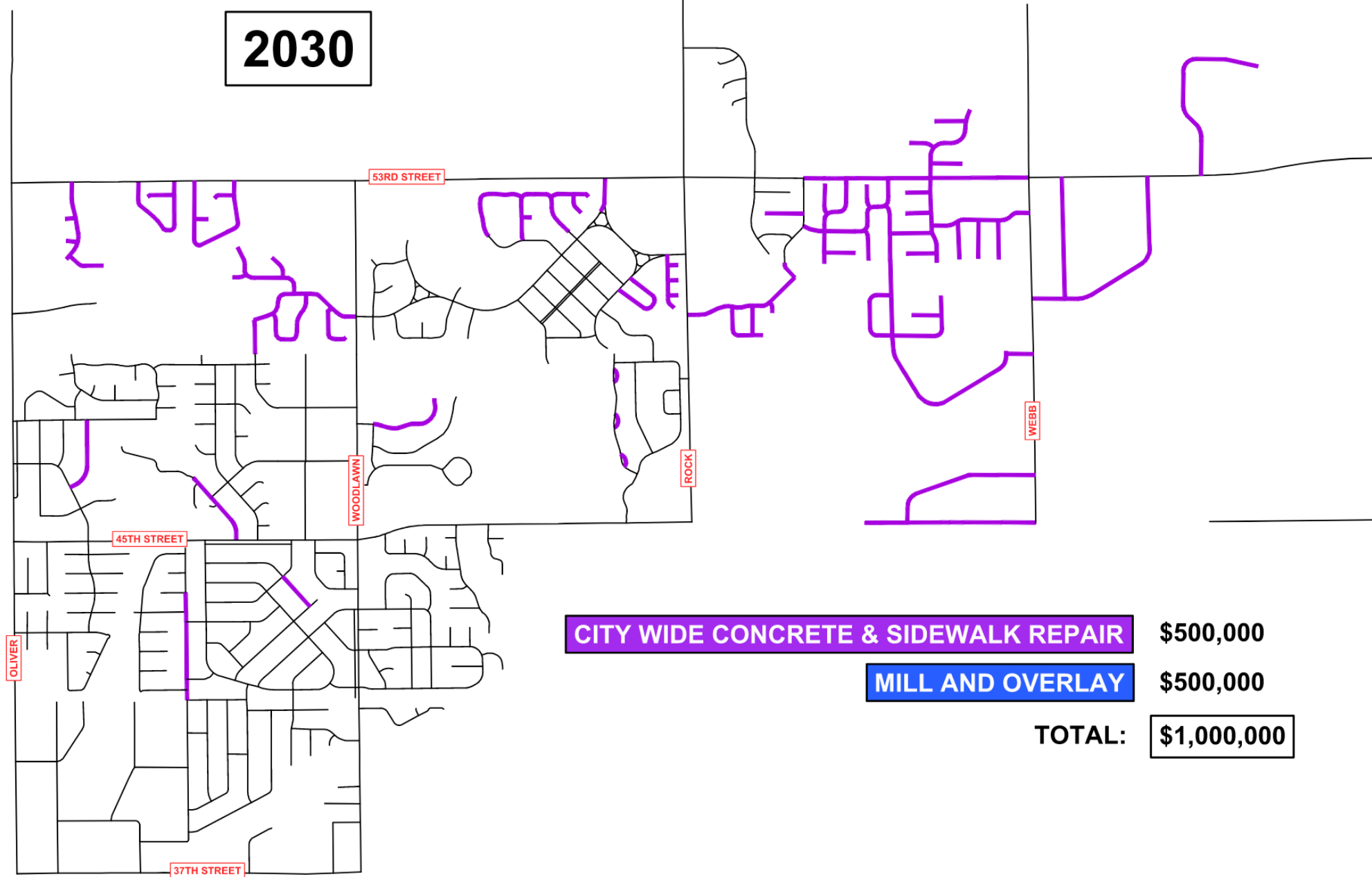


<b>SURFACE SEAL</b>	<b>\$350,000</b>
<b>MILL AND OVERLAY</b>	<b>\$650,000</b>
<b>TOTAL:</b>	<b>\$1,000,000</b>





2030



CITY WIDE CONCRETE & SIDEWALK REPAIR

\$500,000

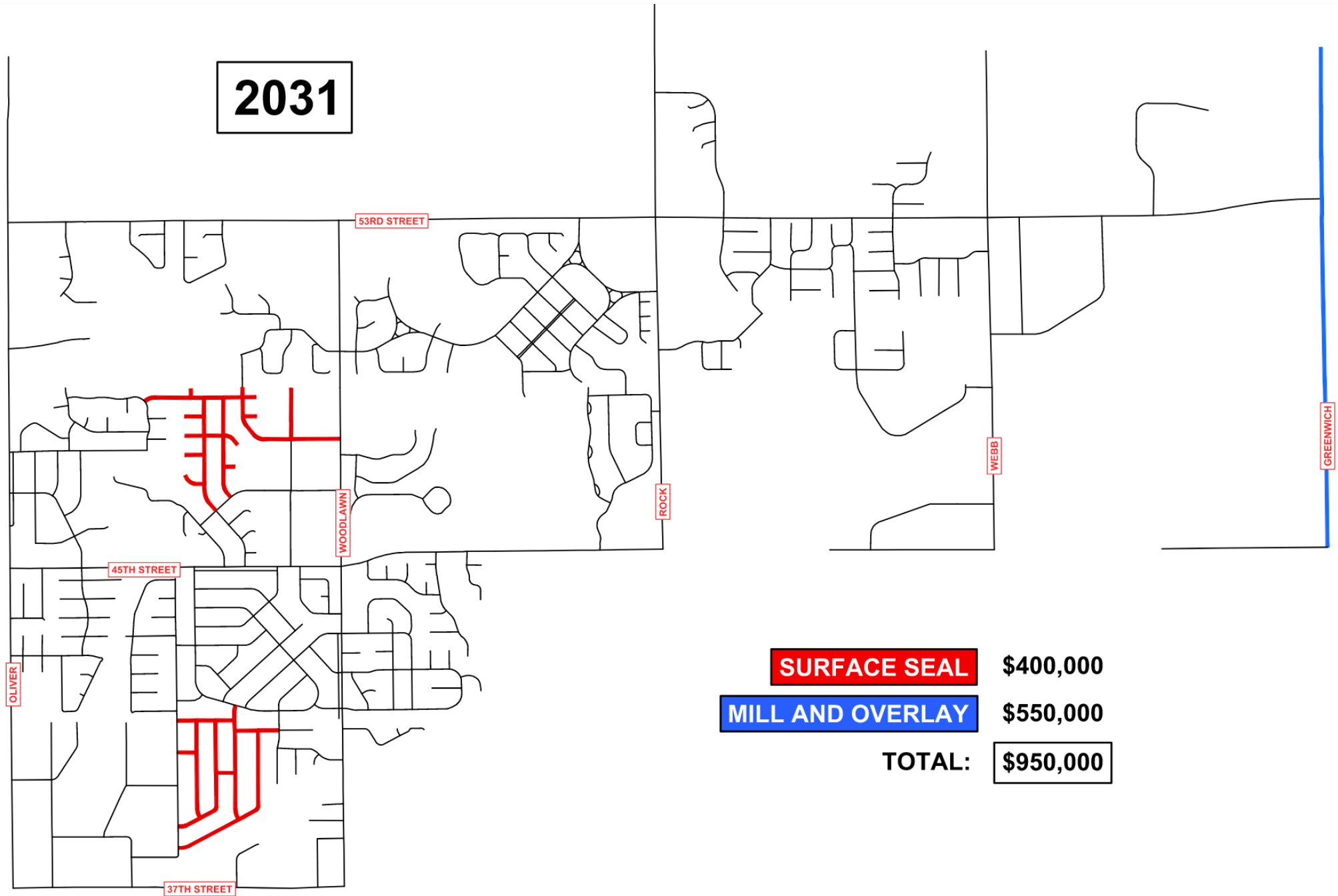
MILL AND OVERLAY

\$500,000

TOTAL:

\$1,000,000

2031



**SURFACE SEAL**

**\$400,000**

**MILL AND OVERLAY**

**\$550,000**

**TOTAL:**

**\$950,000**





**QUESTIONS?**

STAFF COMMUNICATION

FOR MEETING OF	10/14/2025
CITY COUNCIL	
INFORMATION ONLY	

STAFF REPORT

DATE: 10/07/2025

TO: Bel Aire City Council Workshop  
FROM: Paula Downs  
RE: Short Term Rental Discussion

SUMMARY: Short-Term Rental Properties in City of Bel Aire

General Information:

In August, the Zoning Administrator received an email from a homeowner in Central Park that the home abutting her property was being used as a short-term rental property. In the email, they had experienced issues related to noise and parking. The homeowner requested information related to city processes and requirements for short term rental properties in Bel Aire. In addition, the homeowner asked if City staff could provide general information at the Homeowner’s Association meeting. Paula Downs, Community Development Director presented zoning regulation and business license requirements as set out in the Bel Aire City Code and zoning regulations.

The City of Bel Aire currently does not have a specific Chapter or Article in the City Code titled “Short Term Rental”. However, the Bel Aire City Code does set out requirements to meet zoning regulations and obtain a general business license.

Purpose of agenda item is to discuss the topic of short-term rentals and obtain City Council input on issues, concerns and next steps.

Bel Aire City Code Summary:

- 1. All property parcels in the City are in a zoning district.
- 2. Each zoning district sets out “permitted uses” and “conditional uses”. This tells property owners what can be built/done on that parcel.
- 3. Bel Aire, does have a “bed and breakfast” definition: “The use of an owner-occupied or manager-occupied residential structure to provide rooms for temporary lodging or lodging and meals for not more than 15 guests on a paying basis”. This definition does not directly describe the conditions for a short-term rental. Short-term rentals provide an entire resident for temporary lodging and not just “rooms”.
- 4. If the “bed and breakfast” was the appropriate definition, that use is only listed in the Rural Residential District which are the areas with 5-acre lots and R-1 or Estate Residential District typically a 1-acre lot. These districts list “bed and breakfast” as a conditional use only. This would require the property owner to file a conditional use



- case with the City and go through the process of approval by the Planning Commission and the City Council. City staff is not aware of any bed and breakfasts in the City.
5. To operate a short-term rental property in any zoning district, the property owner would be required to file a Special Use case. This type of case seeks approval for a use “not otherwise set forth in the code or identified as a Permitted or Conditional Use with the zoning district” (18.5.4.A.) The case would be heard by the Planning Commission and City Council.
  6. A Special Use Case requires the following:
    - a. Application and fee of \$250.
    - b. Notification sent to all property owners within 200 feet of the subject property- these are sent out by the City via certified mail, and the case published in the official newspaper- City website. Owner list is provided by applicant from an abstractor’s list.
    - c. Planning Commission would conduct a public hearing allowing anyone to speak about the case.
    - d. General Considerations of the Special Use case:
      - i. That proposed uses will not be contrary to the public interest.
      - ii. That the spirit of the Code is observed.
      - iii. That public safety and welfare is secured.
      - iv. That substantially equal treatment under the law is preserved.
    - e. Case Review Criteria:
      - i. Access and traffic load and/or flow.
      - ii. Noise, light and odor.
      - iii. Parking, refer to parking section.
      - iv. Public health and safety.
      - v. Adequacy of facility and lot size.
      - vi. Other considerations as appropriate.
    - f. After the public hearing there is a 14-day protest petition timeframe requiring the signatures of 20% or more of any property owners in the notification area. If a petition is received the case must be approved by a 3/4<sup>th</sup> vote of the City Council.
    - g. City council can approve, override the Planning Commission’s recommendation, and/or send the case back to the Planning Commission for further consideration.  
The Council can also set conditions or restrictions on things like parking, etc.
  7. If the case is approved, the property owner would be required to obtain a business license as set out in City Code 3.4. which states: *“Every person, firm, entity, association or corporation now or hereafter doing business in the corporate limits of the City of Bel Aire and/or maintaining an office, retail, wholesale outlet, fixed site where a specific service is located, or business address or location, shall annually register such business”*.
  8. The license application sets out the required information which is reviewed by city staff including the; zoning administrator, city clerk, police chief and code enforcement officer before being approved. The license fee is \$50 and is required to be renewed annually.

### **Issues to Confirm for Each Short-Term Rental Property:**

1. Any specific building codes that may be triggered with a business of this type
2. Review of all short-term rental property's plats, PUD agreements, previous cases, etc., to determine if the property has been previously approved for this use.

### **Current Discussion:**

Cities in the region continue to see short term rental properties in their cities.

In September of 2023, the City of Wichita approved changes to provide a zoning approval process for short term rentals in residential districts and a licensing program. The process set out these requirements:

1. Administrative Permit approval process
2. Must have the appropriate zoning approvals
3. Annual license
4. Protest petition process
5. Inspections to ensure the home is in compliance with housing, fire, building, zoning and all other applicable codes

The City of Wichita process could serve as a template for how Bel Aire could proceed.

### **Considerations and Next Steps:**

1. Current Complaint/Immediate Needs:
  - a. Any short-term rental properties who have not filed a special use case and/or obtained a business license would need to be formally notified and provided information on the zoning and licensing process. City staff would assist in ensuring all short-term rental properties file a special use case and submit a business license application.
  - b. Any short-term rental property owner that does not wish to follow zoning and licensing requirements would be issued a zoning violation letter by the Code Enforcement Officer and follow the appropriate process for compliance.
2. In lieu of requiring special use case be filed, City develops a Short-Term Rental process code and establish clear processes. Short-Term Rental process would require updates to the Bel Aire City Code.





Wichita-Sedgwick County  
Metropolitan Area  
Planning Department

# Administrative Permit: Short Term Rentals Instructions

Administrative Permits are intended to allow flexibility in property development without requiring the time and expense of approval through a public hearing process. The types of uses that can receive an Administrative Permit are generally limited to less controversial uses that are limited in scope and intensity.

**What is a Short Term Rental in the City?** *The use of a residential Dwelling Unit or Structure to provide room(s) for temporary lodging or lodging and meals for Transient Guests on a paying basis for a period of not more than 28 days at a time (consecutive days). The term Short Term Rental in the City also includes Bed and Breakfast Inn.*

**When is an Administrative Permit Required?**  
*The Unified Zoning Code allows property owners to apply for an Administrative Permit to allow a Short Term Rental (STR) in the City as a use on the property. The property must be located in one of the five residential zoning districts identified below. Please note that Short Term Rental in the City at an owner-occupied property is allowed by right and does not require a zoning action.*

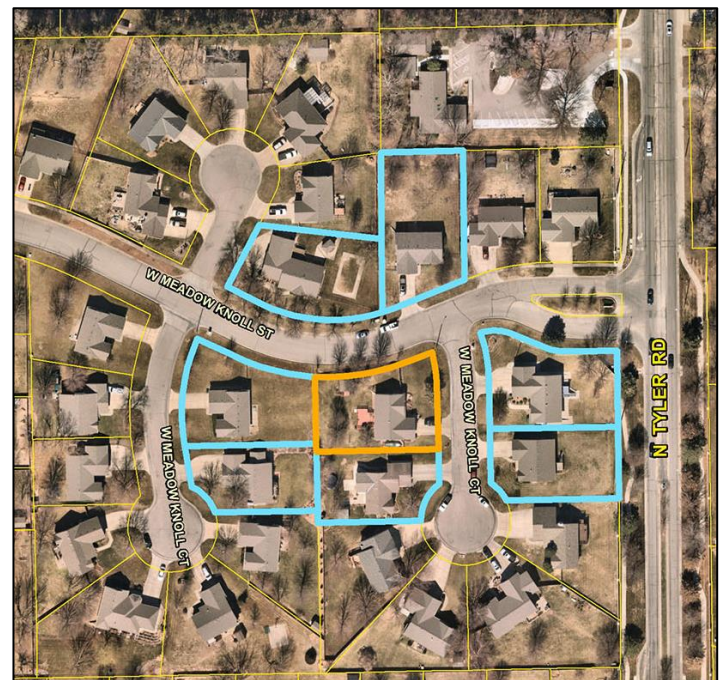
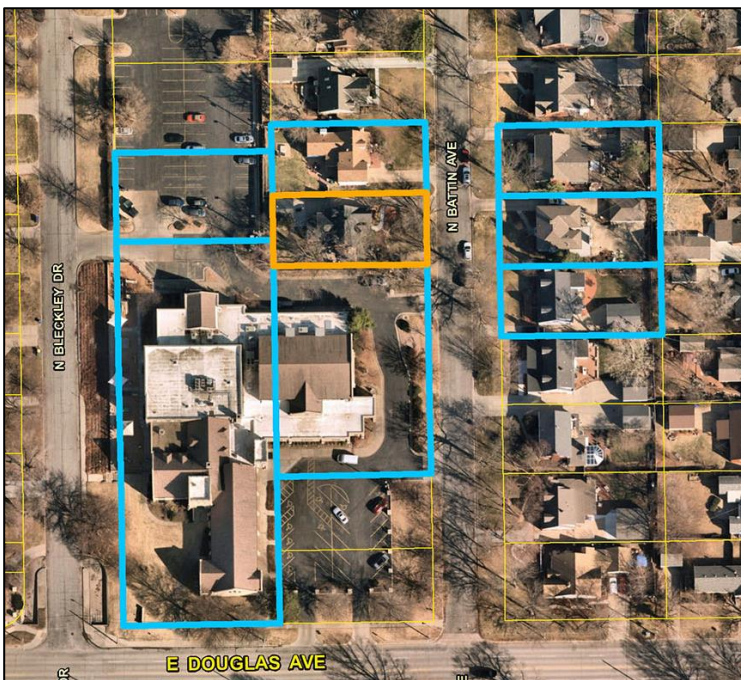
Owner Occupied?	<u>Zoning Districts:</u> SF-10, SF-5, TF-3, MF-18, MF-29	Permitted: (By Right or Administrative Permit)
Yes	Yes	By Right
No	Yes	Administrative Permit
Yes	No	By Right
No	No	By Right

**How is an application filed and what is the process?**

1. All applicants desiring to request an Administrative Permit should consult with the Metropolitan Area Planning Department (MAPD) prior to submitting a formal application. The purpose of the consultation is to advise the applicant of the rights and responsibilities in submitting such a request.
2. For duplex or multi-family developments on one County tax parcel with multiple dwelling units to be used as STRs, only one Administrative Permit application is required for the property. However, if the STR use is approved, each STR unit on that property will require separate City STR license applications.
3. The Planning Director, with the concurrence of the Zoning Administrator, has the authority to approve applications for Administrative Permits. The Planning Director may impose special conditions of approval,

including but not limited to time limitations, access limitations, screening and landscaping, and to prevent damage to adjacent properties or to safeguard public interests. The applicant may appeal a decision to deny an Administrative Permit or to impose certain conditions. Upon receiving a denial or if the applicant disagrees with the conditions of approval, the applicant may appeal the decision to the Metropolitan Area Planning Commission by filing an application for a Conditional Use. The filing fee for the Administrative Permit shall be applied toward the filing fee for the Conditional Use.

4. The applicant shall submit a completed application form for an Administrative Permit, which must be signed by all property owners and by the authorized agent(s) of such owner(s).
5. The applicant shall submit an accurate site plan (8.5" x 11" or 11" x 17" copy). Site plans and drawings shall be drawn to scale and show the location of property lines and buildings, parking areas, driveways and other improvements or facilities which necessitate the permit, in conformance with the attached Site Plan Guidelines. Other plans, drawings or information which the MAPD deems necessary to enable proper consideration of the request may be required.
6. The applicant's submission for an Administrative Permit for a Short Term Rental in the City shall be accompanied by a current ownership list certified by a title company containing a legal description of the area in the application as well as the name and mailing address of the owner, and shall include the names and mailing addresses (with zip codes) of all property owners that are **touching** or **across the street or alley** from the subject site. Please see the graphics below as examples.



7. The decision on an Administrative Permit request typically is transmitted to the applicant three (3) weeks after application has been made. However, processing time for applications may vary depending on MAPD case volumes.
8. The applicant shall submit the required filing fee as follows:

Short Term Rental Administrative Permit Fee: \$250

All checks should be payable to the "City of Wichita", which acts as agent for the MAPD.



9. All application materials and the filing fee are submitted at the MAPD, which is located on the 2<sup>nd</sup> floor of The Ronald Reagan Building, 271 W. 3<sup>rd</sup> Street and is open from 8 a.m. to 5 p.m. Monday thru Friday, excluding holidays. Applications should be submitted no later than 4 p.m. to allow time for application review and processing prior to the close of business. Incomplete applications will not be accepted. Questions regarding the application process may be directed to the MAPD at (316) 268-4421.
10. If a request for a Short Term Rental in the City is protested as described below, an application for a Conditional Use may be submitted to be reviewed by the Metropolitan Area Planning Commission. Separate instructions for requesting a Conditional Use are available. The filing fee for the Administrative Permit shall be applied toward the filing fee for the Conditional Use.

**How does the protest work?**

- The protest period is 14-days after the date of decision by the Planning Director and the Zoning Administrator.
- Eligible property owners are those that were notified by letter. Their properties either touch or are across the street or alley from the subject site.
- If greater than 50% of these properties protest the application, the applicant may submit a Conditional Use application to be considered by the Metropolitan Area Planning Commission.

## Checklist of Required Application Materials

**\*\*All Material Listed Below are Required at the Time of Submittal to the Planning Department\*\***

- ☐ Application form
- ☐ Site plan
- ☐ Other plans, drawings, or information required at pre-application consultation (☐ if not applicable)
- ☐ Certified Ownership List
- ☐ Filing fee

Note: When applying, please have yourself or your representative present during the processing of the application in case planners have questions or to correct possible errors on the application.

APPLICATION

This form must be completed and filed at the Planning Department located on the 2nd floor of The Ronald Reagan Building, 271 W. 3rd Street, Wichita, KS, 67202 in accordance with directions on the accompanying instruction sheet. Check the appropriate box below for type of application being submitted. A separate application form and filing fee is required for each application. A pre-application conference with the planning staff is recommended before filing this application.

INCOMPLETE APPLICATION CANNOT BE ACCEPTED.

SECTION I

This property is located within: ☐ Wichita ☐ Sedgwick County (unincorporated)

Metropolitan Area Planning Commission:

- ☐ Zone Change: From zoning district: \_\_\_\_\_ to \_\_\_\_\_
- ☐ Planned Unit Development: ☐ Approval ☐ Amendment to PUD \_\_\_\_\_ ☐ Adjustment to PUD \_\_\_\_\_
- ☐ Community Unit Plan: ☐ Approval ☐ Amendment to CUP \_\_\_\_\_ ☐ Adjustment to CUP \_\_\_\_\_
- ☐ Protective Overlay: ☐ Approval ☐ Amendment to PO \_\_\_\_\_ ☐ Adjustment to PO \_\_\_\_\_
- ☐ Conditional Use: To allow: \_\_\_\_\_ zone district: \_\_\_\_\_  
☐ Adjustment to CU/CON#: \_\_\_\_\_
- ☐ Vacation of: \_\_\_\_\_ zone district: \_\_\_\_\_  
*(Use a separate sheet for legal description, if necessary)*
- ☐ Administrative Permit: To allow: \_\_\_\_\_-foot high wireless communication facility. zone district: \_\_\_\_\_
- ☐ Administrative Permit: To allow Short Term Rental (STR)  
☐ Renewal of STR#: \_\_\_\_\_ zone district: \_\_\_\_\_
- ☐ Off-Site Billboard Sign within \_\_\_\_\_ feet of a residential lot/structure. zone district: \_\_\_\_\_

Board of Zoning Appeals:

- ☐ Variance: To allow: \_\_\_\_\_ zone district: \_\_\_\_\_
- ☐ Appeal of: \_\_\_\_\_ zone district: \_\_\_\_\_
- ☐ Zoning Adjustment: To allow: \_\_\_\_\_ zone district: \_\_\_\_\_
- ☐ Sign Code Adjustment: To allow: \_\_\_\_\_ zone district: \_\_\_\_\_

SECTION II

1. The application area is legally described as Lot(s) \_\_\_\_\_; Block(s) \_\_\_\_\_, \_\_\_\_\_ Addition, (Wichita) Sedgwick County, KS. If appropriate, a metes and bounds description may be attached.
2. The application area contains \_\_\_\_\_ acres.
3. This property is located at (address) \_\_\_\_\_ which is generally located at (relation to nearest streets) \_\_\_\_\_
4. We are filing this request for the following reasons:
5. County Control Number: \_\_\_\_\_ (continued)



6. The names of the owners of all property included in this application MUST be listed as applicants. Contractors, lessees or others directly associated with the property may also be listed if they desire to be advised of the requirements. (Use a separate sheet for additional applicants if needed.)

A. Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

Agent \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

B. Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

Agent \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

C. Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

Agent \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

7. We acknowledge receipt of the instruction sheet explaining the method of submitting this application. We realize that this application cannot be processed unless it is completely filled in; is accompanied by a current abstractor's certificate as required in the instruction sheet; and is accompanied by the appropriate fee. We further certify that the foregoing information is true and correct to the best of our knowledge. We authorize unannounced inspections of the subject property by City and/or County staff for the purpose of collecting information to review and analyze this request. We acknowledge that the MAPC, Governing Body, or Board of Zoning Appeals shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare.

\_\_\_\_\_  
 Applicant's signature By \_\_\_\_\_  
 Authorized Agent (if any)

\_\_\_\_\_  
 Applicant's signature By \_\_\_\_\_  
 Authorized Agent (if any)

\_\_\_\_\_  
 Applicant's signature By \_\_\_\_\_  
 Authorized Agent (if any)

The Petition must bear the signature(s) of the property owner(s). If an authorized agent signs on the owner's behalf, the agent shall sign his own name and attach the owner's written authorization to this application.

FOR OFFICE USE ONLY

Map \_\_\_\_\_ Zoning (N) \_\_\_\_\_ (S) \_\_\_\_\_ (E) \_\_\_\_\_ (W) \_\_\_\_\_ MAPC/BZA \_\_\_\_\_ Township \_\_\_\_\_

Council/Commission District \_\_\_\_\_ DAB \_\_\_\_\_ Sm. City PC \_\_\_\_\_

NA/HOA \_\_\_\_\_

Date \_\_\_\_\_ Fee \_\_\_\_\_ Received By \_\_\_\_\_

Required Documents:

☐ Ownership List ☐ BZA Justification ☐ Legal Description ☐ Vacation Petition ☐ Site Plan ☐ Signs

**\$225.00 annual fee****(Please complete an application for EACH property address)*****Allow 30 days for Approval***[www.wichita.gov](http://www.wichita.gov)

CITY LICENSING

455 N. Main, 1<sup>st</sup> Floor

Wichita, KS 67202

(316) 268-4553

**Check one:**     ☐ Owner-Occupied☐ Non-Owner-Occupied**Section 1—Applicant Information:**

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used				Phone between 8am & 5pm
Address		City	State	Zip Code
Email				

**Section 2--Address of Short-Term Rental (STR) Location:**

Address of Location			Unit Number
Mailing Address			
City	County	State	Zip
Maximum Occupancy	Number of Rooms	Number of Legal Bedrooms	

**Section 3--Information pertaining to Owner, Manager, Responsible Party of the Short-Term Rental. If a partnership, information pertaining to all partners. If a Corporation, all Corporate Officers, Directors, or persons who own 25% or more of stock of a corporation:**

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used				Phone between 8am & 5pm
Address		City	State	Zip Code
Email				

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used				Phone between 8am & 5pm
Address		City	State	Zip Code
Email				

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used			Phone between 8am & 5pm	
Address		City	State	Zip Code
Email				

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used			Phone between 8am & 5pm	
Address		City	State	Zip Code
Email				

**Section 4--Information pertaining to Resident Agent of Corporation or LLC; person or Management Company representing the Short-Term Rental for an owner located more than 30 miles outside of the city limits of Wichita:**

Last Name	First Name	Phone Number	
Company Name			
Address	City	State	Zip Code
Email Address			

**Section 5--Owner or Responsible Party who will be available twenty-four (24) hours per day, seven (7) days a week to respond to complaints regarding the operation or occupancy of the Short-Term Rental**

Last Name	First Name	Phone Number	
Business Address	City	State	Zip Code
Email Address			

- 1) Has any person listed in Section 3 ever had any license denied, revoked, or suspended by the City of Wichita, the State of Kansas, or any other Governmental Agency? Yes ☐ No ☐  
 If yes, please explain: \_\_\_\_\_

**Section 6--Please attach the following:**

- a. A copy of a certificate of general liability insurance in the amount of \$250,000.00 per short-term rental unit. Liability insurance provided by a third party, such as an online booking platform, is acceptable proof of the required liability insurance.
- b. If an owner-occupied STR: provide 2 documents proving owner occupation. To be an owner-occupied short term rental, the owner must reside on the premises AND be present during the time that the dwelling unit is rented as a Short Term Rental. Identifying numbers such as Social Security Numbers, Driver's License Numbers, and Bank Account number must be redacted on the copies provided to the City. Acceptable forms of proof include:
  - (1) A Kansas Driver's License;
  - (2) Other valid State of Kansas Identification Card;
  - (3) Sedgwick County Voter Registration Card;



- (4) Current employer verification of residential address from the employer on company letterhead;
- (5) Current automobile, life or health insurance policy;
- (6) Paycheck/check stub;
- (7) IRS W-2 Form;
- (8) A bank statement
- (9) Other documentation showing the owner's residential address.

Section II, Item A.

- c. A scaled floor plan showing the layout and square footage of the Short-Term Rental Unit(s). Such floor plan, at a minimum, shall include a designation and location of bedrooms, bathrooms, and kitchens, the dimensions of such rooms and the means of ingress and egress within each room and the dwelling unit.
- d. A notarized authorization granting the Resident Agent express, actual authority to sign documents, to receive service, and to act on the behalf of the Owner or Licensee.
- e. A notarized statement signed by the Owner or Responsible Party that the Short-Term Rental will be operated in compliance with all the terms and conditions of Chapter 3.40 and all other applicable City Codes and State statutes, including, but not limited to: Wichita-Sedgwick County Unified Building and Trade Code, Wichita-Sedgwick County Unified Zoning Code, International Fire Code, and Chapters 7, 8, 15, 18, 19, 20, 21, 22 and 28 of the Code of the City of Wichita and any amendments thereto.
- f. A notarized statement signed by the Owner or Responsible Party that all applicable taxes on the property have been paid and that any income from the rental of such property is being reported as taxable income to the Internal Revenue Service.

I hereby certify that I have read and am familiar with Chapter 3.40 of the Code of the City of Wichita and with the requirements thereof as they pertain to my license. Further, I understand and certify that I, the owner, responsible party, or any employee thereof will not, in renting or leasing a Short-Term Rental Unit, discriminate against any person or persons on the basis of race, color, sex, religion, national origin, ancestry, disability, sexual orientation, sexual identity, gender identity or age.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR OFFICIAL USE ONLY

LICENSE #	DATE
TOTAL FEE	EXPIRATION DATE

### Attachment 6c – Floor Plan

Section II, Item A.

Please draw a scaled floor plan showing the layout and square footage of the Short-Term Rental Unit(s). Such floor plan, if submitted, shall include a designation and location of bedrooms, bathrooms, and kitchens, the dimensions of such rooms and the means of ingress and egress within each room and the dwelling unit.

**Attachment 6d—Resident Agent Authority**

Section II, Item A.

I, the Owner of the described Short-Term Rental property, appoint \_\_\_\_\_ as Resident Agent of my property. This authorization grants the Resident Agent express, actual authority to sign documents, to receive service, and to act on the behalf of the Owner or Licensee.

AND

**Attachment 6e—Compliance**

I, the Owner or Responsible Party of the described Short-Term Rental property, affirm that the property will be operated in compliance with all the terms and conditions of Chapter 3.40 of the Code of the City of Wichita and all other applicable City Codes and State statutes, including, but not limited to: Wichita-Sedgwick County Unified Building and Trade Code, Wichita-Sedgwick County Unified Zoning Code, International Fire Code, and Chapters 7, 8, 15, 18, 19, 20, 21, 22 and 28 of the Code of the City of Wichita and any amendments thereto.

AND

**Attachment 6f—Taxes and Income**

I, the Owner or Responsible Party of the described Short-Term Rental property, affirm that all applicable taxes on the property have been paid and that any income from the rental of such property is being reported as taxable income to the Internal Revenue Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My appointment expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.