



Planning and Zoning Department  
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 www.romewi.gov

**SHORT-TERM RENTAL ZONING PERMIT**

The Zoning Administrator will issue zoning permits for Short-Term Rentals based off of criteria found in Town Ordinance Chapter 234 Licenses and Permits as well as Chapter 360 (Zoning) Article III, General Regulations, and Article IV, Administration and Enforcement.

Attach floor plans showing the entirety of the proposed rental property, driveways and all other pertinent features. Images should be clear and easy to read. If an image is not clear occupancy calculations may be incorrect.

**Office use:**

File # \_\_\_\_\_ Date received \_\_\_\_\_  
 Parcel # \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
**The rental can have a maximum occupancy of \_\_\_\_\_ and \_\_\_\_\_ vehicles to be parked on hard surfaces not on the lawn / grass.**

**Applicant:**

Name of Owner \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Property Location / Description:**

\_\_\_\_\_ ¼ \_\_\_\_\_ ¼ Sec. \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ E  
 Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_  
 Subdivision or CSM \_\_\_\_\_  
 Property Address \_\_\_\_\_

**PLEASE PRINT CLEARLY & FILL OUT ALL APPLICABLE INFORMATION**

**Rental Details:**

Number of Floors: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_  
 Bedroom(s) Ft<sup>2</sup>: \_\_\_\_\_ Living Room Ft<sup>2</sup>: \_\_\_\_\_ Dining Room Ft<sup>2</sup>: \_\_\_\_\_  
 Other Rooms Ft<sup>2</sup> (Not kitchen/bathrooms): \_\_\_\_\_ Is there a finished basement with egress? (Y / N) Ft<sup>2</sup>: \_\_\_\_\_  
 Total livable area measurement Ft<sup>2</sup>\*: \_\_\_\_\_ Driveway Dimensions: \_\_\_\_\_

*\*we do not take in to consideration hallways, closets, bathrooms, garages, kitchens, or any rooms that don't meet Uniform Dwelling Code into livable area measurements.*

An approved Short-Term Rental Zoning Permit is indefinite as long as the applicant has a valid Short-Term Rental License with the Town of Rome.

<sup>(1)</sup> The applicant's signature on this form grants consent for Dept. staff to enter the property for inspection related to this application. Said consent does not include consent to enter a dwelling or other structure on the property. Furthermore, the undersigned hereby applies for the zoning permit requested above and states that the information on this application and the attached documents are accurate. The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. The application must be complete including an address and phone number where someone can be reached for questions or information.

**Property owner signature <sup>(2)</sup>**

**Date**

**OFFICE USE ONLY:**

Zoning: \$ \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Paid By: \_\_\_\_\_ Denied By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_  
 \_\_\_\_\_

# Town of Rome

## Floor Plan Guidelines for Short-Term Rentals



## Floor Plan Checklist

- All rooms are drawn to scale and clearly labeled
- All walls have a clear measurement
- All rooms have clear measurements
- Areas not being rented out are clearly labeled (if applicable)
- All floors of the property are drawn
- Driveway is clearly labeled with dimensions

Zoning and Building  
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[zoning@romewi.gov](mailto:zoning@romewi.gov)

## Floor Plan Information:

A floor plan is essential for visualizing a space. It ensures an accurate placement of walls, door, and furniture. It facilitates communication between building inspectors, clients, architects and so much more. A floor plan is necessary for obtaining permits and ensuring compliance with building codes. Accuracy in a floor plan for a short-term rental is crucial to ensure an accurate calculation of occupancy.

## How to Make a Floor Plan:

### 1) Gather Requirements:

Take specific measurements of the dimensions of the room.

### 2) Measure and Sketch:

With the measurements of dimensions from each room use a ruler / straight edge to sketch out the initial layout. Using graph paper for this step will make it easier to get an accurate scale.

### 3) Choose a Scale:

Decide on the scale you would like to use for your floor plan. e.g.,  $\frac{1}{4}$  inch = 1 foot. This ensures accuracy and clarity in your final drawing.

### 4) Draw Walls and Openings:

Begin drawing walls according to your measurements, using straight lines on your paper. Indicate openings such as doors, windows, and archways.

### 5) Label Rooms and Spaces:

Label each room and space clearly. Use abbreviations for rooms e.g., BR for Bedroom, LR for Living Room etc.

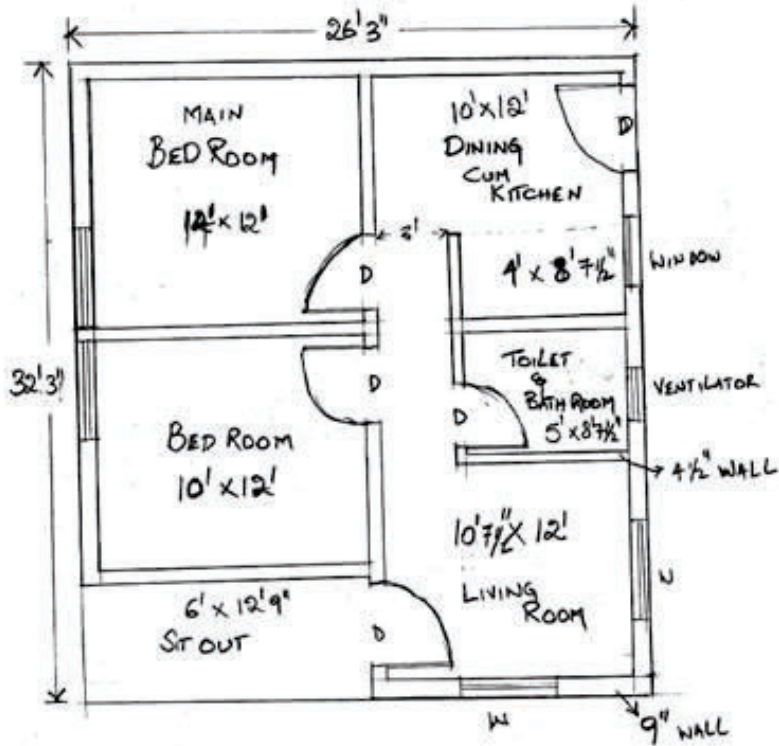
### 6) Review and Revise:

Review your floor plan for accuracy and clarity. Make any necessary revisions to ensure it matches what exists in the space.

### 7) Finalize and Submit:

Once satisfied, finalize your floor plan. Once finalized you can submit with your conditional use permit.

# Example Floor Plans:



FLOOR PLAN ROUGH SKETCH

