

**NEW BUFFALO TOWNSHIP RENTAL APPLICATION**  
**Building and Zoning Department**  
17425 Red Arrow Highway, New Buffalo, MI 49117 - Phone (269) 469-1011



**RENTAL APPLICATION**  
**SUBMITTAL INFORMATION**

**1. Applicant**

1. Applicant's Name: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Telephone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Email: \_\_\_\_\_
5. If the applicant is not the current owner, the applicant must also submit a signed statement from the owner that authorizes the application.
6. Rental Street Address: \_\_\_\_\_

**2. Contact Person** *(this may be subject to change, but must be kept current)*

The name, address and telephone number of the agent, representative or local contact person for the owner of the vacation home rental given that may be reached on a 24-hour basis. This must be kept current.

1. Name: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Telephone \_\_\_\_\_,
4. Email: \_\_\_\_\_

**3. Number of Occupants.**

How many bedrooms are in the dwelling? \_\_\_\_\_. Is the applicant requesting that all the bedrooms be used to calculate the maximum occupancy, and if not, how many are being proposed? \_\_\_\_\_. Please multiply the last number by four (4) to indicate the requested maximum occupancy for the rental \_\_\_\_\_. In no case shall the maximum total occupancy for any dwelling unit exceed the occupancy limits permitted. No more than 16.

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**4. Parking.** *(In all cases Civil code must be obeyed)*

All parking is in the garage, driveway, on-site, and/or on the street frontage of the site. Parking spot must be at least nine feet wide and 19 feet long. Number? \_\_\_\_\_. One 9' X 18' off-street space and/or on the street frontage will be provided for each bedroom in the unit, but in no event shall fewer than two spaces be provided. No street parking is permitted.

**5. Approval Conditions**

- *The maximum occupancy, along with good house rules/guest guide, shall remain posted. It is the owner's responsibility to ensure the renters are aware of these limitations. The number of overnight renters or the maximum number of occupants may be reduced by the Code Enforcement.*
- *Yard area, which is not occupied by buildings, must be landscaped in some fashion so that parking will not dominate the yard.*
- *Utilizes the off-street parking that is provided for the rental. In many areas, on-street parking is very limited and utilizing this parking can have a negative impact on the surrounding residents. No street parking is permitted.*
- *Rentals must comply with township and/or ordinances regarding noise, smoke, dust, litter, odor, burn, and solid waste collection. Solid waste pick-up is required during all months.*
- *Rentals may use township inspection checklist as a guideline for compliance.*
- *Rentals may have House Rules or Guest Guide to facilitate ordinance, legal, and safety understanding. Please view our suggested list.*
- *A up to date person of contact must be given to the township and available 24/7.*
- *The Rental license must be obtained prior to any rental of the property. The license issued under this ordinance shall be effective from the date of approval for a period of 36 months.*
- *Must follow adopted Fire Code for Lodging or Rooming House*
- *No license may be transferred by the holder to any other person except upon prior approval of the Township Board. The licensing agent shall have right of inspection of the business premises to assure compliance with this ordinance.*

**6. Minimum Inspection Frequency**

NFPA 1 Fire Code 2018 edition Per Section 10.1.1, every new and existing building or structure shall be constructed, arranged, equipped, maintained, and operated in accordance with this Code so as to provide a reasonable level of life safety, property protection, and public welfare from the actual and potential hazards created by fire, explosion, and other hazardous conditions.

After initial inspections, regular inspections will be carried out triennially, unless a found violation that requires re-inspection, or a complaint is filed.



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**7. Penalty Clause**

Any violation of this ordinance is a municipal civil infraction, for which the fines shall not be less than \$100 nor more than \$500. In addition, the township specifically reserves the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order or other appropriate remedy to compel compliance with this ordinance. The violator shall pay costs which may include all expenses, direct and indirect, which the Township incurs in connection with the municipal civil infraction pursuant to MCL 600.8727.

**8. Signature and Understanding Of Request**

Has the owner or the duly authorized applicant read all the standard conditions and answered all of the questions honestly based on their understanding of the request?

YES ☐ NO ☐

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

**-----For Office Use Only-----**

At the time of submittal, the applicant must pay the rental license fee.

If the rental application is not approved, only the rental license fee will be refunded.

Submittal Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Parcel Reference # \_\_\_\_\_ Date determined to be complete: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Approved by: \_\_\_\_\_