

**SHORT TERM RENTAL (STR) 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 STR application.
6. STR Street Address: _____

2. Contact Person

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 _____,

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 STR _____. In no case shall the maximum total occupancy for any dwelling unit exceed the occupancy limits permitted. No more than 16 without separate fixed cooking facilities.

4. Parking.

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.*
- *Short Term 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.*
- *Short term rentals must comply with township (STR) inspection checklist*
- *Short Term Rentals must have House Rules or Guest Guide with information available as referenced (STR) check list.*
- *A up to date person of contact must be given to the township and available 24/7.*
- *The business 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 12 months.*
- *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. In the event of any noncompliance with the provisions of this ordinance after a*

6. Penalty Clause

Any violation of this ordinance or any part thereof shall be punishable by a fine not to exceed \$500 plus court costs and/or confinement in the County Jail for a term not to exceed 90 days. 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.

7. 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 VRD request? YES NO

Applicant's Signature: _____ Date: _____.

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

At the time of submittal, the applicant must pay the annual business license fee.
If the STR application is not approved, only the business license fee will be refunded.

Submittal Date: _____ Amount Paid: _____

Parcel Reference # _____ Date determined to be complete: _____

Inspected by: _____

Approved by: _____