

Date received: _____

Received by: _____

Please check one:

New STR ☐ Renewal ☐

SHORT-TERM RENTAL PERMIT APPLICATION

USE BY SPECIAL APPROVAL

(SECTION 7.09)

Applicant Information

Owner Name:	Local Agent or Caretaker (if different than owner):
Address:	Address:
City/State/ZIP	City/State/ZIP
Phone #:	Phone #
Email:	Email:

Rental Property Information

Short-Term Rental Address:	Parcel #:
Square Footage:	# Bedrooms/#Beds/#Bath:
Maximum Occupancy #:	Maximum # of Vehicles (including trailers):

Date received: _____

Received by: _____

SHORT-TERM RENTAL PERMIT APPLICATION
USE BY SPECIAL APPROVAL
(SECTION 7.09)

APPLICANT INITIALS	CHECKLIST OF ADDITIONAL DOCUMENTATION REQUIRED
	DESCRIPTION: Attach description and sketch of property including acreage, property boundaries, and designated parking spaces.
	SEPTIC SYSTEM: New applicants with properties that have septic systems, must attach proof of what was installed and by whom. This documentation shall contain the capacity of the septic system and certify that it meets all current Western UP Health Department standards.
	WELL: Both new and renewal applications for properties with wells, must attach results of water test kit (Coliform Bacteria, E. Coli, Nitrates, Arsenic) within 30 days prior to renting. A secondary water test must be conducted, and results shared with the Zoning Administrator 6 months after the first. *Local company: White Water Associates, Inc.
	LIABILITY PROPERTY INSURANCE: Attach proof of liability property insurance (commercial if necessary) that covers short-term rental activity, prior to renting.
	FEE: Application fee of \$100 (new applicant) or \$50 (renewal) is attached. Checks can be made out to Township of Watersmeet. There shall be no proration of fees. Fees are non-refundable.

NOTICE-

- ❖ **Watersmeet Township may require additional information or documentation.**
- ❖ **Zoning Administrator and Planning Commission members will consider the applicant's parcel size and whether there are other Short-Term Rentals in the vicinity prior to hearing.**

NEIGHBORING PROPERTY OWNERS: The Zoning Administrator will notify, in writing, via first class mail, all property owners within 300 feet of the proposed Short-Term Rental unit property boundaries. This notice shall include:

- The address and parcel number of the proposed Short-Term Rental unit.
- The name(s) and phone numbers of the owner(s) and local agent (if applicable) who will be available for emergencies that may arise and whom neighbors may contact in the event of complaints or problems associated with the proposed Short-Term Rental unit.
- Maximum number of occupants for the proposed Short-Term Rental unit.
- Township information on where the applicants' neighbors can send correspondence and contact the Zoning Administrator with any questions.

Date received: _____

Received by: _____

**SHORT-TERM RENTAL PERMIT APPLICATION
USE BY SPECIAL APPROVAL
(SECTION 7.09)**

USE TAXES: No later than sixty (60) days after receiving approval for the Short-Term Rental permit and prior to renting the unit, the owner shall provide written proof of registering to pay Michigan Use Taxes. For each renewal application, the owner shall provide written proof of the full payment of the year's Michigan Use Taxes as well as proper registration for the coming year's Michigan Use Tax. Failure to do so may be grounds for denial of a renewal permit.

LIVERY TAXES: If boats and/or motors are provided or rented with the Short-Term Rental Unit, the owner must show annual proof of payment of any applicable livery license and all safety inspections.

FOR MORE INFORMATION: See Watersmeet Township Zoning Ordinance 7.09 or call Zoning Administrator at (906) 366-0262.

The completed form (3 pages) and various attachments, along with the application fee, shall be provided to the Zoning Administrator at the Watersmeet Township Office: located at N4689 1st Street or by mail P.O. Box 306, Watersmeet, MI 49969.

I/We, as the owner(s) of the subject property, hereby acknowledge that this request will be reviewed based on the information provided herein and hereby attest to the accuracy of said information. I/We hereby agree to abide by all terms of the Short-Term Rental ordinance, Watersmeet Township, County, State, and Federal Laws. I/We also grant the Township permission to inspect the property and Structures thereon for the purpose of determining the impact of this request.

Signature(s): _____ Date: _____

Printed name(s): _____

For official use only:

Date of Planning Commission hearing: _____

Application Approved: _____ Application Denied: _____

Comments/Conditions:

Planning Commission Signature: _____ Date: _____