Suttons Bay Township
Short Term Rental Application Policy

Ordinance No. 4 of 2017 (as amended), also known as the Short Term Rental Ordinance, and hereinafter referred to as the "Ordinance", and shall be enforced as of January 1, 2018.

All Suttons Bay Township property owners shall be notified of the provisions in the Ordinance via letter, to be sent along with the summer 2017 tax bills.

Application process:

- Applications for a Short Term Rental Permit for 2018 shall be accepted beginning August 1, 2017.
- In each subsequent year renewal applications will be accepted for the following year beginning on October 1 and ending on February 28.
- On March 1 of each year each application will be processed as they come in, regardless if it is a renewal application or a first-time application
- Applications must be complete with all required information and payment before it will be accepted and processed. The application will not be considered, nor a place held in the queue, until all the information, along with the payment is received. Incomplete applications will be returned with a list of items needed to make the application complete.
- Applications will be date-stamped as they come in.
- A log of all incoming applications and their status will be kept.
- Once the STR operator's information is on file, the same information will not have to be provided with subsequent renewal applications, unless the information has changed.
- Once the application is complete, there will be a maximum 10 business day turn-around for the application to be processed.

The annual fee will be $200.00. Once an application has been accepted there shall be no refunds regardless if the permit is issued or not.

The Township will be responsible for notifying the neighboring property owners of the STR operation, and the phone number(s) to call if there are any concerns. This will be done once, unless there is a change in information that warrants a re-notification.

STR permits are not transferable upon sale or transfer of the property.