

## Suttons Bay Township Short Term Rental Permit Application

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**Property Owner**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Agent Name (if applicable)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**24-Hour Contact Person**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Travel time to rental Property: \_\_\_\_\_

**Property Information**

Street Address: \_\_\_\_\_

Development name (if applicable): \_\_\_\_\_

Property Tax ID #: \_\_\_\_\_

Maximum # of occupancy: \_\_\_\_\_ Parking capacity # of vehicles: \_\_\_\_\_

The Property Owner is hereby notified that the Michigan Personal Residence Exemption status on this property may be effected by signing this Application.

It is the Property Owner's responsibility to protect themselves with the home owner's insurance coverage for short term rental activity.

It is the responsibility of the Property Owner to be aware and comply with the rules of the U.S. Internal Revenue Service with regard to Residential Rental Property.

The Township may provide the assessor and the IRS with this information.

The Short Term Rental Permit is not transferable upon sale or transfer of the property.

The Short Term Rental Permit may be revoked for failure to comply with the Short Term Rental Standards. If revoked, reapplication for a new Short Term Rental Permit may be applied for, but no sooner than one year from the date of revocation.

With granting of a Short Term Rental permit it is agreed that the operation will conform with the Suttons Bay Township Short Term Rental Ordinance and that the Township shall not be held liable for any damages resulting therefrom.

*I have read the Suttons Bay Township Short Term Rental Ordinance and the information on this application and acknowledge and state that it is accurate to the best of my knowledge. If any information that I have provided as actual and truthful is indeed false and untrue I understand that this permit may be revoked, and that I may not reapply for a Short Term Rental Permit for a one year period.*

\_\_\_\_\_  
**Print name of Owner/Agent**

\_\_\_\_\_  
**Signature of Owner/Agent**

Date: \_\_\_\_\_

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**Office Use**

Renewal: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of application: \_\_\_\_\_ Date issued: \_\_\_\_\_

Date application complete: \_\_\_\_\_ Permit No.: \_\_\_\_\_

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**Required Attachments:**

- Photocopy of recorded deed or land contract.
- Deed restrictions/home owner association documents (if applicable).
- Site plan of property (may be hand-drawn and must include the measured dimensions) indicating property lines, building's driveway, parking area, drain field location and docks (if applicable).

**Short Term Rental Requirements**

All Short Term Rentals must meet the following standards whether or not a permit is required:

- A. Only one (1) dwelling unit per parcel shall be leased, subleased, rented or sub-rented at any given time. All lodging is to be exclusively within the dwelling unit and not in a recreational vehicle, camper, or tent.
- B. A separate permit is required for each Short Term Rental property.
- C. Suttons Bay Township will limit the number of Short Term Rental Permits to one hundred-fifty (150) per calendar year. There are no restrictions on the number of units operated by a single individual.
- D. Local Contact Person:
  1. Each owner of a Short Term Rental must designate a local contact person who has access and authority to assume management of the unit and take remedial measures.
  2. The local contact person must be available twenty-four (24) hours a day during the rental period and be within forty-five (45) minutes travel time of the property (or portion thereof) used for a Short Term Rental.
  3. The Township will provide the phone number of the local contact to all neighbors within a three hundred (300) foot radius of the subject property boundaries.

4. An owner meeting the requirements of subsections (1) through (3) above may designate themselves as the local contact person.
- E. This ordinance only applies to properties zoned for residential uses.
- F. All parking associated with a Short Term Rental shall be out of the roadway and entirely on-site, in the garage, driveway or other improved area.
- G. Special events, outdoor events, lawn parties, weddings or similar activities are not allowed on the site for more than the number of permitted occupants.
- H. The Animal Control Enforcement Ordinance of Leelanau County shall have authority over pets. Pets shall be secured on the property or on a leash at all times. Dogs shall not be allowed to whine, yelp, bark, or howl for a period of ten minutes or longer, as per the Animal Control Enforcement Ordinance of Leelanau County.
- I. Fireworks of any kind are not allowed on rental property except in accordance with the Suttons Bay Township Ordinance No. 3-2013: Consumer Fireworks Ordinance.
- J. No person shall start or maintain a fire except within provided devices or locations. Fires shall not be left unattended and must be fully extinguished. Only clean, dry wood may be burned.
- K. Provisions for trash disposal must be provided. Trash must be contained in properly sealed receptacles. There must be no overflow that will be attractive to vermin.
- L. The owner shall maintain a septic system or sewer connection that is in substantial compliance with the Benzie/Leelanau District Health Department standards.
- M. Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 10:00 PM to 8:00 AM. The Suttons Bay Township Noise Ordinance (Ordinance No. 2 of 2010) shall also apply.
- N. The owner shall require these standards be met by renters as part of all rental agreements.