



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodmi.gov

Short Term Rental (STR) License *AND* Renewal Application

Pursuant to Elmwood Township Ordinances 2021-03, 2021-02, and 2022-03

On 9/30/21, the Elmwood Township Board adopted Ordinances (2021-02 (amended with 2022-03) and 2021-03) regulating Short Term Rentals (STRs) within Elmwood Township. According to said Ordinances, anyone operating or advertising a Short Term Rental (STR) in Elmwood Township must have a STR License. Licenses expire each year on 12/31.

Elmwood Township has accepted applications for STR Licenses since Monday, November 8th, 2021 at Elmwood Township Hall, 10090 E. Lincoln Road, Traverse City, MI 49684. **Hard copy applications are required** and can either be 1) hand-delivered/dropped off at Township Hall, or 2) mailed to the Township. Applications are reviewed in the order in which they are received. If there are more applications than licenses available, applications can be put on a waitlist.

RENEWALS: If you currently have an STR License and would like to renew your license, please also complete this form. Much of it includes information you submitted for your original application, but note that the checklist indicates that some information is only required if changes have been made (i.e. an addition, change of ownership, etc.)

Before completing this application, read the entire application and the above referenced Ordinances.

| <u>Items Required for Submittal of a STR License *and* renewal Application.</u> | <u>Applicant Review</u> | <u>OFFICE USE ONLY</u> |
|---|--------------------------------|-------------------------------|
| For a renewal, please note that some information is only needed if changes were made to the site/deed. If it's not applicable, write N/A under applicant review. | | |
| 1. (New AND Renewal) Completed application form | | |
| 2. (New AND Renewal) Appropriate fee as determined by the Township Board | | |
| 3. (New AND Renewal ONLY IF CHANGES MADE) Site Plan(s) Showing the following: 1) Site Plan (Birds eye view the property) showing all structures and parking area(s); 2) Interior floor plan(s), with dimensions. Floor plan shall show the location, size, and number of bathrooms and bedrooms. | | |
| 4. (New AND Renewal ONLY IF CHANGES MADE) Proof of Ownership (deed or other <i>recorded device</i> showing property ownership. If you do not have a copy of this, contact the Register of Deeds) | | |
| 5. (New AND Renewal ONLY IF CHANGES MADE) Ability to occupy (Proof of Occupancy and/or other documentation showing that the single-family dwelling unit is fit for human habitation; pictures may suffice—see below (number 6)) | | |
| 6. (New AND Renewal ONLY IF CHANGES MADE) Pictures of all of the following 1) the single-family dwelling unit (front, sides, rear of the structure, living areas, parking area(s), 2) address sign visible from road, 3) evidence of fire safety measures (smoke detectors, carbon monoxide detectors, and fire extinguishers) | | |
| 7. (New AND Renewal ONLY IF CHANGES MADE) Copy of the Fire Escape plan showing evacuation routes to be posted in each guest room | | |
| 8. (New AND Renewal) Signed statement (which is included in the application) from the owner, verifying that they consent and understand that Short Term Rentals are subject to the conditions included in Elmwood Township's STR Licensing Ordinance. | | |
| 9. (New AND Renewal) A completed self-inspection checklist | | |

BELOW AREA FOR OFFICE USE ONLY

Date Submitted to the Township _____

Missing information requested on: _____

Missing information received on: _____

Date deemed complete by ZA /TB Designee _____

Date License Issued (if applicable) _____



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodmi.gov

PLEASE READ BEFORE SUBMITTING THIS APPLICATION

- Please review the checklist included on the first page. It indicates what is required for a new and renewal application.
- A STR License only applies to the rental of an entire single family dwelling unit on a short-term basis (less than 30 consecutive days)
- A License does not apply to the short term rental of a single family dwelling unit when the owner is present or an owner-occupied B&B, Inn, Motel, Hotel, Campground, or Resort.
- A STR License can only be issued for a single-family dwelling unit and therefore cannot be issued for a camper, RV, tent, boat, etc.
- In order to be considered for a license, applications must be complete. Applications shall be reviewed in the order in which they were received by the Township (hard copy). Receipt of an application by a Township employee or designee does not mean an application is considered complete. If an applicant submits an incomplete application, they are not guaranteed a license; the Township may only issue 93 licenses. Applications will be reviewed by the Zoning Administrator or a Township Board designee based on when they were received by the office.
- **Hard copy applications are required** and can either be 1) hand-delivered/dropped off at Township Hall, or 2) mailed to the Township.
- Licenses will only be issued to completed applications. If an application is deemed incomplete, the applicant shall be notified of the reason(s) the application has been deemed incomplete. The applicant will then have 48 hours to submit the requested information; if the applicant does not submit the information within 48 hours, their application will move to the 'back of the pile.'

SHORT TERM RENTAL (STR) LICENSE APPLICATION

License Application is (check one)

new application renewal

Owner 1

Name

Street Address

City State Zip

Phone Number

Email Address

Owner 2 (if applicable)*

Name

Street Address

City State Zip

Phone Number

Email Address

*** IF there are more officers, directors, owners, and managers of the owner or any other person(s) that hold any direct or indirect ownership interests in the owner's real property for which the license is being sought, submit an additional sheet with the name and addresses of all said parties.**



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodmi.gov

Local Contact Person (available 24/7 by phone & physically located within 30 miles of property during rentals)

Name

Company Name

Street Address

Phone Number

City State Zip

Email Address

Property Information

Property Address: _____

Parcel Number: 45-004-_____ - _____ - _____ Zoning District: _____

Number of dwellings on property: _____

Number of: Bedrooms: _____ Bathrooms: _____ Legal Parking Spaces: _____

Maximum Number of Occupants Requested (10 Maximum): _____

Are there deed, subdivision, or condominium restrictions or covenants that prevent the rental of this dwelling on a short-term basis? Check one: _____ yes _____ no

Description of any changes to the property (if this is a renewal application):

Renewal Info:

Date of last rental and listing site: _____

Is license number shown on all advertisements?: _____

Is maximum occupancy being followed?: _____

Affidavit

The undersigned affirms that they are the owner and have the legal authority to sign and submit this application and that the answers and statements herein contained and the information submitted is in all respects true and correct. They also understand that submittal of false information on this Application is a violation of the Ordinance.



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodmi.gov

The undersigned affirms that they have read the Elmwood Township STR Licensing Ordinance (2021-02) and its amendment (2022-03) and understand the regulations, requirements, and penalties contained in the Ordinance. In addition, the undersigned represents that they hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon for the sole purpose of gathering information regarding this request, if deemed necessary. In addition, the undersigned understands that compliance with the provisions of the Ordinance does not, nor is intended to, relieve any owner or proprietor of the obligation of meeting all local, state and federal requirements with regard to signs and appropriate Codes.

The undersigned agrees to hold the Township of Elmwood and its employees free and harmless from all liability which may be imposed upon it, to reimburse Elmwood Township for any legal liability that may be adjusted against it and to reimburse the Elmwood Township for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service, or act for which the license was issued.

I, _____ (name), the owner of record of _____
_____ (address), further hereby certify the following (initial each statement):

_____ I have read Ordinance No. 2021-02 and its amendment Ordinance No. 2022-03 and am aware of all requirements of the Ordinance regarding Short Term Rentals, including but not limited to the Short Term Rental Standards and Regulations.

_____ I understand I am not guaranteed a license; I understand that the Township will issue 93 Short Term Rental licenses on a first come first served basis, based on complete applications.

_____ The local contact person I have listed on this application will be available to respond to the Township, tenant and neighborhood questions or concerns, and is authorized by me, as the owner, to take remedial action and respond to any violation of this Ordinance. If this contact information changes, I shall immediately notify the Township.

_____ If I submit an application, it is deemed complete, and I obtain a STR license, I certify the following:

_____ I understand that the Zoning Administrator and/or Township Board designee may put reasonable conditions on my license to ensure compliance with the STR Licensing Ordinance. I will abide by any conditions set forth in my license.

_____ I understand that Short term rentals shall comply with all requirements of the Elmwood Township Zoning Ordinance as well as all other Ordinances adopted by the Charter Township of Elmwood, as well as State, County and Federal laws.

_____ I will clearly display the license number in any advertisement/documents of the STR

_____ I understand that a short term rental license is only held pursuant to and subject to the requirements of the STR Ordinance.

_____ I ensure that my renters/guests use the parking areas shown on the site plan and will not park in the street.

_____ Refuse and recyclables shall be stored in appropriate containers with tight fitting lids and shall be regularly picked up by a licensed waste hauler



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodmi.gov

_____ Special events as defined by the STR Ordinance shall not be allowed

_____ I will ensure that my renters/guests abide by quiet hours

_____ I will ensure that my renters/guests follow the capacity limit set forth in the STR Ordinance

_____ I will provide my renters/guests with information of my local contact and will also provide this information to my neighbors.

_____ I will keep an address sign visible from the road

_____ The single-family dwelling unit has operating smoke detectors, carbon monoxide detectors, and fire extinguishers that are and will be maintained in good working order.

_____ I will ensure that my short term rental will comply with all requirements of the Elmwood Township Zoning Ordinance as well as all other Ordinances adopted by the Charter Township of Elmwood, as well as State, County and Federal Laws.

_____ My short term rental will be maintained to be fit for human habitation.

_____ I, or my local agent will provide all occupants of the short term rental with the following and will post such information in a conspicuous place:

1. The name of the license holder or local agent responsible to perform obligations related to the short term rental under this ordinance, that individual's telephone number(s), and an email address at which that individual may be reached on a 24-hour basis.
2. Notification of the maximum number of overnight occupants permitted in the short term rental.
3. Copies of the Township Fireworks Ordinance and Animal Control Enforcement Ordinance of Leelanau County, as they may be amended from time to time.
4. A copy of this ordinance, as it may be amended from time to time.
5. Notification that an occupant and/or a guest of an occupant may be cited for a violation of this ordinance, and/or the Township Fireworks Ordinance, in addition to any other remedies available to the Township, County and State.

_____ I understand that a short term rental license shall be valid from the date of issuance until the following December 31 of each calendar year.

Owner Signature

Date



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodmi.gov

SHORT TERM RENTAL APPLICATION SELF-INSPECTION CHECKLIST

Date Performed _____

Person Inspecting _____

Property Address _____

Owner Name _____

Owner Street Mailing Address _____

Owner Phone Number & Email Address _____

Is the Address Number Visible from the street? Yes _____ No _____

Are all windows operable? Yes _____ No _____

Smoke alarms

Are they in each bedroom Yes _____ No _____

On each level of the house Yes _____ No _____

If they are battery powered, were they changed within last year? Yes _____ No _____

Date of manufacture of alarms Month _____ Year _____ (oldest date)

Carbon Monoxide Detector/Alarms

Are they in each bedroom Yes _____ No _____

On each level of the house Yes _____ No _____

Portable Fire Extinguisher

Location(s) _____

Service Date Month _____ Year _____