

Tourist Rooming House (Short-Term Rental) Application

Landowner Information				
Name (Organization or Entity)	Contact Person	Title		
Mailing Address	City	State	Zip Code	
E-mail	Phone	Fax		
Project or Site Location				
Site Address / Location:	Location ID(s):	Plat / CSM / Lot No.:		
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section:	Township: N	Range: E	
Legal Description:				
Current Zoning:		Current Use:		
Lot Dimensions: Front:	Side:	Rear:	Side:	Lot Area: <input type="checkbox"/> acres or <input type="checkbox"/> square feet
Project Information and Required Submittals (attach separate document if needed)				
<p>I certify the following: (Please check and initial as applicable)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> I am the owner/authorized agent in charge of the property being rented. _____(initial)</p> <p><input type="checkbox"/> This property is my primary residence. _____(initial)</p> <p><input type="checkbox"/> All applicable room taxes will be paid. _____(initial)</p> </div> <div style="width: 45%;"> <p><input type="checkbox"/> All guests will be notified of Village noise regulations. _____(initial)</p> <p><input type="checkbox"/> Guests will not stay for more than 30 consecutive days. _____(initial)</p> <p><input type="checkbox"/> No meals will be provided to guests. _____(initial)</p> <p><input type="checkbox"/> Proof of insurance. _____(initial)</p> </div> </div>				
Rental Information (attach separate document if needed)				
<p>1. Number of bedrooms in your house to be rented? _____</p> <p>2. Approximately how many days do you plan on renting out your property per permit year (July 1-June 30)? _____</p> <p>3. Maximum number of occupants? _____</p> <p>4. How do you intend to rent your house?</p> <p style="margin-left: 20px;"><input type="checkbox"/> Rent the entire house to guest(s). <input type="checkbox"/> Rent individual room(s) to guest(s). <input type="checkbox"/> Both.</p>				
Notification of Surrounding Properties: (Please check and initial)				
<p><input type="checkbox"/> I certify that I notified all residents (property owners and/or tenants) within 200 feet of the proposed TRH property. _____(initial)</p>				
Fee & Permit Type:				
<p><input type="checkbox"/> \$400 New Permit <input type="checkbox"/> \$200 Annual Permit Renewal</p>				
Certification & Permission				
<p>Certification: I hereby certify that I am the landowner/authorized agent in charge of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation and cease & desist orders.</p> <p>Permission: As landowner/authorized agent in charge of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, to determine compliance with the ordinances and to perform corrective actions after issuing proper notice to the landowner.</p>				
Landowner/Authorized Agent Signature (required)				Date Signed
OFFICE USE ONLY				Inspections:
Date Complete Application Received:	Permit No.:	Date Approved:		
Copy of Approved/Completed Permit:				
<p><input type="checkbox"/> Sheriff Dept. <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Building Inspector <input type="checkbox"/> Clerk</p>				

Ordinance V22-01. Regulations of Tourist Rooming Houses. (Short Term Rentals)

Standards.

All short-term rental properties shall conform to the following standards:

- (a) Notice to the property owner (unless the property owner is also the operator) and all properties within 200-feet of the property providing a brief description of the proposed TRH and how often the operator intends to rent the property. A copy of such notice as well as a list of addresses the notice was sent shall accompany the application.
- (b) The owner or operator of the TRH shall register with the appropriate entities and shall pay room tax as required under law.
- (c) Only the owner of the property may operate a Tourist Rooming House, except that a renter may operate if explicitly allowed in the lease. A property owner proposing to operate a TRH in a dwelling unit that is subject to rules, regulations, or bylaws of a condominium association may only operate the dwelling unit as TRH if explicitly allowed by the condominium association.
- (d) If the tourist rooming house is operated for stays of more than six (6) but fewer than thirty (30) consecutive days, the tourist rooming house may be operated for no more than 180 days in any consecutive 365-day period as provided in Wis. Stat. §66.1014(2)(d). The 180 allowable days in any 365-day period must run consecutively and the TRH operator must give the Zoning Administrator notice of the first rental of any 365-day period.
- (e) If the tourist rooming house is operated for stays of one (1) to six (6) consecutive days, the tourist rooming house shall be the operator's primary residence.
- (f) If an operator who is operating a TRH pursuant to sub. (e) above occupies the residence at the time of rental, there is no limit to the number of days the Tourist Rooming House may operate.
- (g) If an operator who is operating a TRH pursuant to sub. (e) above does not occupy the residence at the time of rental, the tourist rooming house may operate no more than thirty (30) days per permitting year; July 1 to June 30th.
- (h) If an operator who is operating a TRH pursuant to sub. (e) above does not occupy the residence at the time of the rental, the TRH may not be rented to Multiple Unassociated Parties at the same time.
- (i) Maximum tourist occupancy shall not exceed the lesser of two times the number of legal bedrooms in the dwelling unit or ten (10). Children under the age of 12 shall not count toward the maximum tourist occupancy.
- (j) There shall be at least two designated off-street parking spots on the short-term rental property for guests.
- (k) All short-term rental property owners or guests must abide by the noise regulations.
- (l) No recreational vehicles (RVs), campers, tents, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations for paying guests or the owner of the property.
- (m) Providing meals to guests is prohibited.
- (n) Owner to present proof of insurance at the time of application.
- (o) A TRH shall be available for inspection by Village staff with at least forty-eight (48) hours prior written notice. However, in the event the Village has probable cause to believe that a violation of this ordinance has occurred or is occurring, an inspection may occur at other times.
- (p) All advertisements of the tourist rooming house, including advertisements on the website of a Lodging Marketplace, must contain a clearly displayed valid TRH permit number issued under this ordinance.

Permit procedure. The procedure to obtain a short-term rental permit consists of:

- (1) Applicant shall apply for the permit through the Village Planning office. The Village Planner shall review the proposed short-term rental application with the applicant to determine conformance to the required standards.
- (2) Applicant shall be given addresses of all residents (property owners and/or tenants) within 200 feet of the proposed short-term rental property. It is the applicant's responsibility to notify all residents listed and provide evidence to the Village Planner that they have been informed of the proposed TRH property and the standards for TRHs set forth in this article.
- (3) Should the Village Planner determine that the proposed TRH property complies with the established standards, a short-term rental permit shall be issued upon payment of a permit fee established by the Village Board.
- (4) Should the Village Planner determine that the proposal does not conform to the established standards or the applicant has not made a good faith effort to contact and inform the neighboring residents, the proposed TRH property may be denied. In such case, the applicant may petition the Board of Appeals for a public hearing, at which time the Board of Appeals may grant or reject the short-term rental request. A fee, as established by the Village Board, shall be charged to the applicant if such a hearing is requested.
- (5) TRH permits shall expire one year after issuance and, once granted, may be renewed subject to the provisions of this section by completing a renewal form available from the Village Planning Department and by paying an annual permit fee established by the Village Board. Failure to apply in a timely manner for renewal, and/or failure to pay the annual permit fee, shall be grounds for revocation.

Special provisions. Special provisions for TRH properties are as follows:

- (1) TRH permits, once granted, may be revoked by the Village Planner or other authorized agent of the Village for cause. Complaints seeking the revocation of such permit shall be filed with the Village Planner. All such revocation hearings shall be conducted in accordance with the requirements for a short-term rental application hearing.
- (2) Should a TRH permit holder die or move to a new location, the existing permit shall automatically be terminated; except, that in the case of death, should a surviving spouse or child, residing at the same address, desire to continue the TRH, written notice to that effect shall be given to the Village Planner for consideration to authorize continuation of that permit.

Inspection.

- (1) There may be one annual inspection each year by the Village Planner or authorized designee. The Village Planning Department or authorized designee shall have the right at any time, upon reasonable request, to enter and inspect the premises for safety and compliance purposes.