

Short Term Rental Permit Application

For more information, see our website at: [Home](#) | [Windemere Township](#)

CHECKLIST

- Complete application form – *Submitted via email to zoning@windemeretownship.com*
- \$500.00 application fee – *Check only – Payable to “Windemere Township”*
- Subsurface Sewage Treatment System (SSTS) Certificate of Compliance or inspection of the lateral sewer line if on public sewer
- Site plan or survey document, as indicated in Attachment A

PROCEDURE

1. Submit checklist items above. Your application will not be considered complete until all of the checklist items above have been received.
2. Windemere Township may conduct an inspection(s) with proper notice to determine that all applicable rules and regulations are met.
3. Township will issue permit or notify the applicant if the short term rental is not permissible. Permits are valid for 3 years. All township ordinances regarding short term rentals must be complied with.

A permit must be issued prior to any activities taking place on the property.

PROPERTY IDENTIFICATION NUMBER (PID) *PID is found on your Property Tax Statement

Primary PID	3	3																		
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Physical Address:

PROPERTY OWNER

Name	Phone		
Mailing Address	City	State	ZIP
Email Address			

AUTHORIZED AGENT / 24 HOUR CONTACT

The owner shall designate and provide information to the Township and each renter for a point of contact that would be available 24-hours a day, seven days a week to respond to issues that may arise regarding the short term rental.

Name	Phone		
Mailing Address	City	State	ZIP
Email Address			

SHORT-TERM RENTAL PERMIT REQUIREMENTS

	INITIAL
A septic Certificate of Compliance or inspection of the lateral line sewer line must be provided before operating.	
Rental units on chassis (tiny house, Park Model, etc.) must provide direct connection to a septic system with a valid Compliance Certificate.	
No short term rental will be allowed in a recreational camping vehicle (RV).	
Owner or owner’s agent shall respond to any issue or complaint within one hour of being notified.	
Quiet hours shall be abided from 10pm-7am Sunday-Saturday.	
The site shall provide on-site parking that will not restrict emergency vehicles or the traveling public, encroach on neighboring properties, and shall not impede any ingress or egress to any other properties. No on-street parking is allowed.	
Guests may not bring in recreational vehicles or tents for additional occupancy.	
Property Owners may not use recreational vehicles, park models, tents, accessory structures, garages, boats houses, pole buildings, tents or skid/fish houses for additional occupancy.	

Guest-owned watercraft of any type cannot be launched from the short-term rental property shoreline on lakes with or without an official public access.	
No more than one short term rental unit per property.	
Property must not be advertised as being available to more guests than the maximum occupancy limit. (2 persons per bedroom)	
Short term rental permits will expire upon deed transfer.	
*By initialing above, you confirm that you have read, understood, and agree to adhere to the stated parameters.	

OCCUPANCY

Occupancy shall be limited to septic system capacity, allowing two guests per legal bedroom, Max Occupancy:
as defined by the Windemere Township ordinance. Bedrooms:

AGREEMENT

1. I certify and agree that I am the owner of the above property, and that all uses will conform to the provisions of Windemere Township.
 2. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application and Windemere Township Ordinances and any other local, county, and/or state regulations.
 3. I certify that the information provided here is to the best of my knowledge, true and correct. **Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid.**
- A permit must be issued prior to any activities taking place on the property.**

*Applicant Name	*Applicant Signature	*Date
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-FOR OFFICE USE ONLY-

Date Received:	File #:	
Paid:	Payment Method:	Receipt #:
Date Issued:	Valid Thru:	

Attachment A: Site Plan Sketch

Sketch your site plan below or submit professionally drafted plan or survey document. A survey is required for all lots within the Shoreland District and all lots under 1 acre. Questions about survey requirements can be directed to Zoning Administrator. Please note that structure blueprints are not required.

Site plans must include the following:

1. Dimensions of the parcel
2. All existing structures and driveway(s)
3. Location of water supply and sewage treatment systems within 150' of the subject parcel.
4. Location of any public or private easements including drainage, utility, road or access.

