



CLARK TOWNSHIP

Application for Short-Term Rental Permit



207 N. Blind Line Rd
PO Box 367
Cedarville, MI 49719
(906)-484-2672
Fax (906) 484-3199

PROPERTY INFORMATION

Property Owner Name (print) _____

Applicant name (print, if other than Owner) _____

Mailing Address of Owner

Street & Number: _____

City, State, Zip: _____

Telephones/cell phones numbers: _____

Email: _____

EMERGENCY CONTACT NUMBER: _____

Mailing Address of Applicant

Street & Number: _____

City, State, Zip: _____

Telephones/cell phones numbers: _____

Email: _____

EMERGENCY CONTACT NUMBER: _____

Rental Address

Street & Number: _____

Community (Cedarville or Hessel): _____

Parcel tax number: _____

Total capacity of people using the rental: _____

Local Contact Representative Person (if different than Owner)

Name: _____

Street Address: _____

Community: _____

Telephone/cell phone numbers: _____

Email: _____

FEE SCHEDULE (January 1 is anniversary date. Fees are not prorated.)

\$100 Non-Refundable Application Fee plus \$400 Annual Permit Fee

\$400 Annual Renewal Fee

\$500 Annual Renewal Fee if violations of Township ordinances or State laws occurred during the year. (Subject to appeal)

FACILITY INFORMATION

of bedrooms _____ emergency egress windows per room: _____

of beds _____

of bathrooms: _____

of off-street parking spaces: _____

Septic or Sewer

Water tested: (date) _____ Agency: _____

Are pets allowed? _____

of fire extinguishers _____ locations: _____

Access to lake on property; usable dock _____

ATTACHMENTS REQUIRED

- 1. Proof of property ownership: property deed, lease agreement, or land contract.
- 2. List of any restrictions on the property including access easement(s).
- 3. Site plan with property lines including location of septic field, docks (if applicable), driveway, well, and parking area. **Property lines and corners must be clearly marked on site.**
- 4. Floor plan of facility with number of bedrooms to be occupied.

Owner's Signature: _____

Date: _____

Applicant's Signature _____

Date _____

ADMINISTRATIVE USE & INFORMATION ONLY

Permit Issue date: _____ Expiration date: _____

Application fee paid: Amount: _____ Date paid: _____

Permit fee paid: _____ Date paid: _____

Permit authorized by: (print name): _____

Title: _____

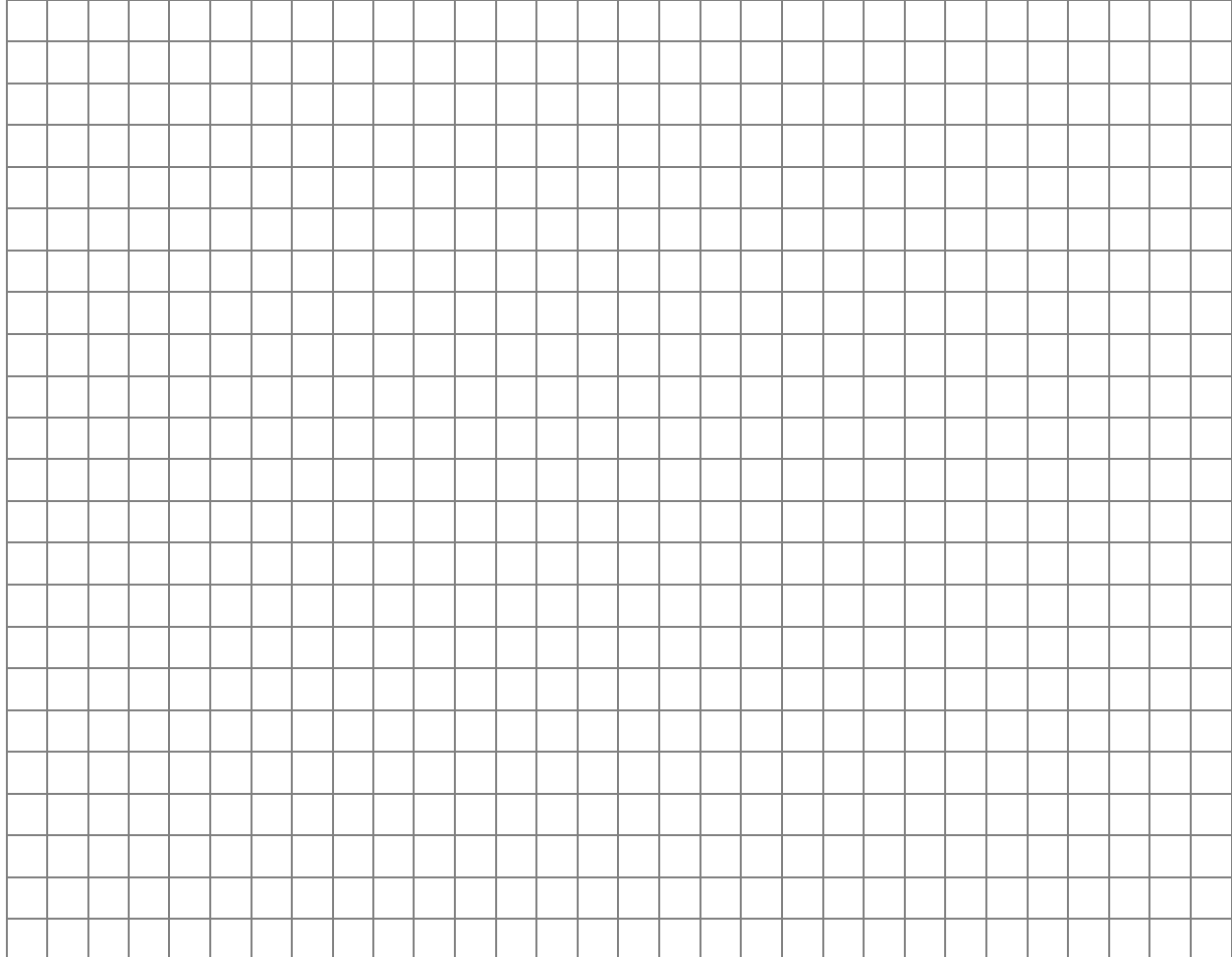
Signature: _____

Date: _____

Copies to: Owner/Applicant; Code Enforcement Officer; Supervisor office.

SITE PLAN: *Make a scale drawing below showing actual lines, angles, and dimensions of the structures and the parcel boundary to be used for the rental, the exact size (to scale) and location on the lot of all existing buildings, other structures, easements, parking areas, streets, and driveways, well, docks, and septic field.*

This page must accompany your application.



NOTICE TO APPLICANT

The purpose of this grid to assist the Township in defining property boundary, uses, and structures which will be involved in the rental application.

The undersigned hereby agrees to abide by all Zoning, Building, and other Township ordinances, and regulations, and to comply with all parking, easements and other requirements requested by the Code Enforcement Officer.

Date: _____ Applicant's Signature: _____

Township Administration notes:

Short-Term Rental Facility Safety List

The following items are meant to ensure the safety of the facility and guests. The list is not all inclusive but meant to guide the property owner to make their facility an optimal site for the health, safety, and welfare of their guests.

Electrical

- ground fault receptacle(s) in bathroom
- outlets in working condition, easily accessed
- all lights working
- exterior safety lights
- interior emergency lighting and/or exit lighting
- baseboard heat (if applicable) working; air conditioning units working
- smoke alarms in each bedroom, kitchen & hallways

Water & Waste

- water tested and approved by local health department
- hot water tank working
- Septic/sewer in working condition
- Instructions for sewer alarms: who to call, what to do.
- laundry facilities working

Exterior/Interior

- facility 911 address clearly posted
- property corners visibly marked (pegged, flagged, etc.)
- exterior safety light(s) working
- trash receptacles available & clean
- adequate off-street parking
- docks safe, structurally sound, usable
- egress windows in bedrooms
- fire extinguishers visible and up to date
- wood stove/fireplace/chimney in clean, working condition

Emergency Contact Information Posted (911)

- Ambulance
- Fire
- County Sheriff
- Code Enforcement Officer

Local Contact Representative Name and Telephone Number Posted

Permit Posted and Visible