

APPLICATION FOR SITE PLAN REVIEW
Short-Term Rental, Tourist Home / Bed & Breakfast



ALMIRA
TOWNSHIP

Property Parcel # 10-01- _____

Property Address: _____

Property Zoning: _____ Property Size/Acreage: _____

Office Use Only:

Application #: _____	ZA Signature: _____
Payment: _____	Date: _____
Permit Status: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ Probation <input type="checkbox"/> Approved w/ Restrictions <input type="checkbox"/> Denied	PC Signature: _____ Date: _____
Probation: _____	
Restrictions: _____	

Property Owner (Mailing Address)

Agent/Manager (Mailing Address)

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State & Zip: _____

State & Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Complete all of the following, checking the appropriate boxes:

1. Indicate permit type:

- Short-Term Rental (STR), non-owner-occupied dwelling
- Tourist Home / Bed & Breakfast (TH/B&B), owner-occupied dwelling

2. Indicate the intended rental capacity:

Total number of bedrooms to be used: _____

Maximum number of concurrent guests: _____

Is your maximum number of concurrent guests more than two (2) guests per bedroom plus an additional two (2) guests on a sofa bed or other temporary accommodation?

- Yes No

If yes, explain: _____

3. Provide the following:

- Property Deed Recent tax statement
 Recent survey, if available Association by-laws, as applicable

4. Do Deed Restrictions or Association By-Laws restrict renting?

- Yes No

If yes, explain: _____

5. Provide the following sewage, water well, and waste disposal systems information:

- Recent domestic water quality report
 Recent septic evaluation by BLDHD, or pumping record for septic system
 Contract with or recent statement from licensed waste hauler

6. Provide a site plan that includes the following:

- Existing buildings/structures Property line setbacks
 Driveway location(s) Available off-street parking
 Refuse container(s) location Zoning district(s) of adjoining parcels
 Linear feet of shore line, as applicable
 Neighboring driveways within one-hundred (100) feet

7. Identify emergency contact(s):

- Property Owner Agent/Manager

I agree that the Property Owner and/or Agent/Manager will be available as a twenty-four (24) hour contact whenever the property is actively rented.

Applicant initials:

YES _____

NO _____

8. Will boats be allowed with this rental?
 Yes No

If yes, indicate maximum number and size of boats: _____

9. I understand that STR and TH/B&B permits expire on December 31st of each year and that renewal applications will be considered beginning October 1st of each year.

Applicant initials:

YES _____

NO _____

10. I understand that any change in property ownership voids STR and TH/B&B permits and that STR and TH/B&B permits do not transfer to new Property Owner(s).

Applicant initials:

YES _____

NO _____

11. I understand that the Planning Commission may attach reasonable conditions with the approval of a site plan, per Almira Township Zoning Ordinance, Section 7.05.C.

Applicant initials:

YES _____

NO _____

12. Indicate preferred payment type (\$500.00 fee):

- Cash
 Check (to "Almira Township")
 Credit/Debit (2.75% transaction fee)

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true. If any statements and/or information are found at a later date to be false, this permit shall become null and void. I understand that I must meet all applicable Federal, and State code requirements including Almira Township Ordinances.

Applicant Signature: _____ **Date:** _____