



# APPLYING FOR A SHORT-TERM RENTAL LICENSE

East Bay Charter Township has approved Short-Term Rental Ordinance No. 3 of 2023. In order to apply for a short-term license, there is information to gather and paperwork to be completed prior to the online application. No short-term rental license required for units located in Regional Business District Zoning District. If for any reason, you cannot comply with applying online, please seek the assistance of the township's Office of Planning & Zoning. This department can be reached at (231) 947-8681.

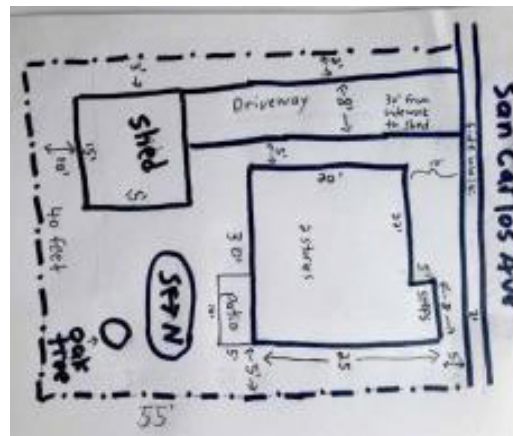
You can download this [short term rental property checklist](#) to help guide you through the process.

The online application can be accessed by visiting [eastbaytwp.org](http://eastbaytwp.org) and clicking on the [short-term rental application link](#). Before you begin, the following information may be helpful in gathering the required information.

## Sketch the Floor Plan and Site Plan

**Floor Plan:** Applicants shall provide a floor plan (official or hand-drawn) that includes the number of bedrooms. As you review your property, please remember to review the safety regulations outlined in Section 6 (i) of the ordinance, show the door and window locations of the bedrooms in your floor plan. As an example, submitting Airbnb floorplans utilizing Airbnb will comply with the floor plan requirement. Though, the below hand-drawn example is completely acceptable. Reminder: there is a maximum occupancy equal to two persons per sleeping room plus four persons overall per short term rental permit. As an example, a three-bedroom short-term rental would have a maximum occupancy of 10 individuals (3 bedrooms x 2 per room = 6 + 4 overall = 10 total maximum occupancy). There is a maximum number of guests allowed between the hours of 8:00am and 10:00pm is 1.5 guests per 1 occupant. With the previous example of 10 total occupants you would be able to have 15 additional guest during the daytime. Any structural changes such as adding/removing a bedroom, wall, door, windows, etc. shall be updated on a floor plan and provided to the Office of Planning and Zoning.

**Site Plan:** Applicants shall provide a site plan (official or hand-drawn) that shows the dwelling unit on the property, including any outbuildings, and where motor vehicles, boats, campers, and trailers will be parked on site, as they may not be parked on public or private streets.



## Take photos

Photos submitted should sufficiently document the short-term rental property seeking a license is in compliance with the township's Junk Ordinance (EBCT Ordinance 2005-4). Photos should include the short-term rental dwelling unit and grounds, including a picture of the front, back and sides of the structure.



## Determine Applicant and Responsible Party

As a property owner, if you choose to have another party apply for a short-term rental and act in your behalf, please use the Designation of Authority to Request an Application of a Short-Term Rental License form. This person may or may not be your local agent, you can indicate this on the form. Though, in either case, there must be a locally accessible responsible party who can be contacted and potentially onsite in the event of an emergency or complaint. The responsible party must reside or have a business office within a 45-mile radius of the subject property. You will provide this information during your online application.

## Compliance with Wastewater Disposal

For short-term rentals not accessible to public utilities, review the requirements in Section 5.b.16 of Ordinance No.3 Short-Term Rental of 2023, as well as the Short-Term Rental Checklist for the documentation necessary. All rental property owners required to receive a well and septic report from the Grand Traverse County Health Department confirming the system is designed correctly for the number of bathrooms/bedrooms and guests. The septic system is required to be examined, maintained, or pumped within the past three years, schedule a visit with a commercial septic hauler as needed.

Additional resources: [EPA Kitchen Brochure](#), [EPA Bathroom Brochure](#), [EPA Septic Flyer](#)

## Required Notification to Renters

The short-term rental outlines certain notifications must be provided to your renters, prior to occupancy and during occupancy. The township has drafted two documents to aid operators comply with these requirements. Visit [eastbaytwp.org](http://eastbaytwp.org) to find a letter to send your new contracts prior to their visit and find the Good Neighbor Brochure which must be completed and kept in a common, noticeable area of the rental to comply with requirements.

## Gather Property Documents

1. Proof of ownership will be requested while you are applying online. This could be a copy of your property deed or a copy of your property tax bill.
2. Include a copy of any subdivision restrictions or condominium bylaws.

3. The applicant must provide documentation of contact information for all beneficiaries of the any trust or all members of any LLC that owns the property.

## **Minimum Stay**

There is a minimum of seven (7) days between the beginning of each rental (Section 6.b.).

## **Minimum Separation**

Minimum 1000-foot separation distance between any new short-term rentals (Section 6.p.) Contact the Township for this information.

## **Permit Fee**

The annual license fee is paid online at the end of the application and is \$400. There is a processing fee charged by the payment vendor, Stripe. For a credit card payment, the processing fee is 2.9% + \$0.30 per successful credit card charge. For ACH payments, the processing fee is 0.8% with a maximum charge of \$5. [Please visit this webpage](#) for information regarding the fees charged by Stripe.

## **Post Permit on Listing**

Once received, all licensed short-term rentals must include their license number on all online or print listings. Failure to do so may jeopardize the status of your license.

## **Post Invasive Species and Boat Washing**

All rentals adjacent to any bodies of water within the Township are required to provide occupants with the provided notice from the MIDNR explaining the laws regarding aquatic invasive species and boat washing.

## **Remit All Required Taxes**

The short-term rental operator is required to be current on all past taxes and continue to remit all appropriate taxes to the correct agency. [Visit the Michigan Department of Treasury](#) to learn more.

## **Renew Permit**

Permits are only valid for 365 days. Permits must be renewed annually on November 1 to remain in compliance with the Ordinance. All licenses can be renewed up to 30 days prior to November 1.

## **Have questions? Contact us.**

Our Short-Term Rental Compliance Specialist oversees the materials submitted for short-term rental applications. They can be reached at [slasusa@eastbaytwp.org](mailto:slasusa@eastbaytwp.org) or at (231) 947-8681 ext 1 or by visiting the township hall at 1965 N. Three Mile Road. Please call ahead to schedule an appointment with Township staff to ensure availability and time to answer any questions.