



VACATION HOME RENTAL APPLICATION

City of Frankenmuth

240 W. Genesee Street

Frankenmuth, MI 48734-1398

Phone: (989) 652-9901 • Facsimile: (989) 652-3451

Please complete this form if you are applying for a Vacation Home Rental. General instructions and other specific ordinance information are attached. Also, please attach additional pages and/or other information as required to make the application complete. Incomplete applications will not be acted upon until they are complete. Please note that you do not need to pay for both a Site Plan Review application for your project, but you must go through a site plan review process.

General Application Instructions Processing and Enforcement Information

Zoning Code Section 5.181 Appendix A- Smoke and Carbon Monoxide Detector Code

Requirements & City Map of Permitted Locations for Vacation Home Rentals

Date of Application _____

Property Owner _____

Telephone Number _____ Email Address _____

Zoning District _____ Tax ID # _____

Property Location _____

Address _____ City, State, Zip _____

Owner's Signature _____

NEW PERMITS/RENEWAL with hearing* \$141 Fee. *Approval subject to Construction Code officials issuing a certificate of occupancy for such use. Said fee is additional. Subject to change by ordinance.

RENEWALS without hearing. Will the Vacation Home Rental permit activity remain the same as the prior year? Yes No. If no, please detail all of the proposed changes and attach that information to this application form. \$46 Fee. Subject to change by ordinance.

Please describe your rental (Bed and Breakfast, Non-owner Occupied Rental, Owner-Occupied Rental):

For new permits or changes to permit renewals, please respond to the following and check the “[]” box if there is an attachment.

1. Please submit a site plan of the property listing the total square footage of the dwelling. Include attached garages, driveways, location and number of off-street, paved parking areas (spaces must be 9’ by 20’ or 10’ by 18’); lawn/landscaped area and accessory and/or outbuildings. In addition to a minimum of two off-street parking spaces, please indicate the total number of spaces on site _____.
2. Please submit a floor plan (layout) of each level indicating the exits, types of rooms (i.e. bath, kitchen, bedroom, closet, etc.), bedroom sizes and square footage, and list the maximum number of occupants sleeping in each bedroom.
3. Indicate if your dwelling unit complies with the latest Michigan Residential Code edition concerning the requirements for smoke and carbon monoxide detectors (see attached)*
 Yes No
4. List the maximum overnight occupancy proposed based on number of bedrooms and size _____. List the maximum number of daytime guests and visitors _____.
5. Please list the name, address, email and telephone numbers of designated representative. Note the representative must be authorized to take remedial action on your behalf and live within a one hour drive of the above property location.
Name: _____ Telephone: _____
Address: _____
Email: _____
6. I understand that I am responsible for reviewing and adhering to all Covenants, Conditions and Restrictions (or deed restrictions) in place for my property, if applicable.

You are hereby applying for a Vacation Home Rental permit in accordance with the Zoning Code of the City of Frankenmuth. New permit requests may require a public hearing before the Planning Commission, while permit renewals may not. In addition to the following requirements, all are subject to those listed in Section 5.181 of the Zoning Code:

1. The applicant must be the property owner
2. Vacation Home means any dwelling unit intended for permanent occupancy that it is occupied for transient use by any person other than the primary owner for any form of compensation and for periods of less than (3) days for a period of at least twenty-four (24) consecutive hours.
3. The vacation home rental permit will automatically become null and void upon sale or transfer of the property.
4. Permits expire March 31st and must be renewed each year.

In applying for this permit, I hereby understand these regulations and will comply with the provisions of this permit, along with other applicable City Codes.

Applicant’s Signature _____ Date _____

Office Use Only

Application #: _____ Date Received: _____

Is vacation home rental use permitted in the Zoning District? Yes No

Year the home was constructed? _____ Any modifications thereto? Yes No

Are smoke detectors and CO detectors present as required by Code? Yes No

Square footage of residence? _____ No. of bedrooms? _____

Sf of bedrooms _____

Maximum occupancy? _____ Maximum visitors allowed? _____

Does the designated representative live within one hour of travel time? Yes No

Payment: No Charge Invoice Cash Check Received