



SHORT TERM RENTAL (NON/OCC) PERMIT APPLICATION

City of Frankenmuth

240 W. Genesee Street

Frankenmuth, MI 48734-1398

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

Date _____ No. of Bedrooms _____ Permit No. (if existing) _____

Owner Name _____ Phone No. _____

Owner Address _____ City, State, Zip _____

Email Address _____ Fax No. _____

Location of activity if different than above: _____

Location or Name of Local Agent: _____

NEW PERMITS*. Please attach a sketch or floor plan depicting the location and details of the proposed activity. \$200 Fee. Please check here if you have received a complete copy of Section 5.181 of the Zoning Code.

*Approval subject to Construction Code officials issuing a certificate of occupancy for such use. Said fee is additional.

RENEWALS. Will the Short Term 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. \$50 Fee.

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

1. Shall provide a local agent, residing within thirty (30) miles of the property. This agent, if not the owner, shall be the responsible party for the property and provide a twenty-four (24) hour contact phone number that will be made available to the police, the city, and all adjoining property owners.
2. Total number of guests overnight should at no time exceed 12 lodgers, excluding those under the age of four (4). Total number of guests and visitors allowed during the day at short-term rentals -non-owner occupied dwellings at any time shall not exceed up to eighteen (18) persons, excluding children under four (4) years of age except for no more than twelve (12) days per year, as approved by the operator.
3. Shall operate in such a way as that all needed parking is provided on-site and not in the street. If additional on-site parking is needed it should be approved by the zoning administrator and installed and designed in such a way as is common in single family neighborhoods. If outdoor lighting is provided for the parking locations, it must be approved by the zoning administrator. It shall not exceed typical residential installation and be located in such a way as to screen neighboring properties.
4. Shall have a minimum of two exits and meet all the requirements and regulations of the City's Housing Code per City Code Chapter 61.
5. Each short-term rental facility must maintain a guest register. The registers will be audited yearly to ensure utilization of the rental licenses.
6. All licenses shall be issued, transferred, suspended or revoked per City Code Chapter 71

In applying for this permit, I hereby understand these regulations and will comply with the provisions of this permit, along with all other applicable City Codes. I furthermore attest to be in compliance with said regulations.

Applicant's Signature _____ Date _____

If you have any questions, please contact the Zoning Administrator during regular business hours.

Make checks payable to the "City of Frankenmuth"

-Office Use Only-

Check all of the following which are applicable:

- [] Planning Commission Approval/Denial on _____
- [] Inspection - Date of Inspection _____ Inspection Status Approved/Denied
- [] Re-inspection - Date of Inspection _____ Inspection Status Approved/Denied
- [] Administrative Approval/Denial _____

Signature

Date

Payment: [] Invoice [] Cash [] Check No. _____ Date Rec'd: _____