



Short Term Rental Application Packet

The following packet of information includes all necessary information and/or links necessary to complete an application for an Annual Short-Term Rental License.

Complete the application packet and submit with payment to the Town of Scott no later than the first Wednesday in February.

The Town Board will review all license applications at the regularly scheduled Town Board Meeting in March. All successful applicants' licenses will go into effect on the first of April, and will be active for 1 year.

Every Short-Term Rental is required to re-apply each year.

Short Term Rental License is non-transferable.

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## **Submit the following information as part of the Short-Term License Application**

- ☐ Complete the Short-Term Rental – Permit Application.
- ☐ Site Plan: including available on-site parking.
- ☐ Floor Plan and requested maximum occupancy.
- ☐ Inspection Check List - Building & Fire Protection Inspections
- ☐ Confirmation of dwelling insurance – Property & Liability
- ☐ Example of Rental Schedule
- ☐ Summary Page to be Posted in Rental Home
- ☐ Notice to Neighbors
- ☐ Frequently Asked Questions
- ☐ Short Term Rental License Ordinance
- ☐ Brown County Room Tax Commission form (*attached*).
- ☐ Copy of the State of Wisconsin License for a Tourist Rooming House License issued by the Brown County Public Health Division under WI. Stat. Sec. 254.64  
(*Contact Brown County Health Department (920) 448-6400, for license information.*)
- ☐ Copy of an approved State Lodging Establishment Inspection form from Brown County Public Health Division dated within one year of the date of issuance or renewal.  
(*Contact Brown County Health Department (920) 448-6400, for license information.*)
- ☐ Copy of Seller's Permit from the Department of Revenue. [DOR Sales and Use Tax Permits \(wi.gov\)](http://www.wisconsin.gov/dor/sales-use-tax-permits)

# Permit Application

**1. Vacation Rental Address** (a separate application is required for each short-term rental property)

\_\_\_\_\_  
\_\_\_\_\_

**2. Owner Information**

Name (Please Print) : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone : \_\_\_\_\_ e-mail : \_\_\_\_\_

**3. Property Manager** (if applicable)

Name (Please Print) : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone : \_\_\_\_\_ e-mail : \_\_\_\_\_

**4. 24/7 Contact Information**

*According to the Town of Scott Short-Term Rental Ordinance a representative of the short-term rental unit is required to maintain 24 hour / 7 day a week availability, to be reached by phone.*

Name (Please Print) : \_\_\_\_\_

Phone : \_\_\_\_\_

**5. Permit Posting**

*According to the Town of Scott Short-Term Rental Ordinance a complete copy of this application packet and license shall be maintained on the premises, and a summary of the Short-Term License Requirements shall be permanently posted in a conspicuous location.*

Property Owner Acknowledgement: (Please Sign): \_\_\_\_\_

## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit #: \_\_\_\_\_

Permit Issued: \_\_\_\_\_

# Site Plan

According to the Town of Scott Short Term Rental Ordinance a site plan shall be provided that illustrates the lot lines, building location, and designated parking spaces.

*Please provide a Site Plan illustrating the Short-Term Rental property.*

[illegible]

*Please specify the number of parking spaces illustrated, include garage spaces if applicable.*

Number of Parking Spaces:\_\_\_\_\_

*The number of Parking Spaces available shall be specified on all advertising. Overnight parking on any street is prohibited.*

## *Floor Plan*

According to the Town of Scott Short Term Rental Ordinance a building plan shall be provided that illustrates the layout of the building, labeling each room.

*Please provide a Building Plan illustrating the Short-Term Rental property.*

[illegible]

*Please specify the number of bedrooms and the requested occupancy rate.*

Number of Bedrooms:\_\_\_\_\_

Requested Occupancy: \_\_\_\_\_

*Town of Scott Short Term Rental Ordinance specifies that the occupancy capacity is based on a formula allowing 2 occupants per bedroom plus 2 additional occupants extra in the house.*

# Inspection Check-List

## Building and Fire Protection

### Short-Term Rental Inspection Checklist

Property Owner Name \_\_\_\_\_

Property Owner's Primary Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Short Term Rental Address \_\_\_\_\_

Date Inspection \_\_\_\_\_

**General Information Acknowledgement** *(to be completed by property owner and verified by Town Inspectors)*

- \_\_\_\_\_ Renters will be provided a parking diagram verifying the location of all parking spaces available for the short- term rental and the diagram will be posted in a prominent location in the short-term rental. The designated parking spaces, a minimum of two (2) off-street spaces, will be available for use by renters
- \_\_\_\_\_ Operation of the short- term rental will comply with Good Neighbor Guidelines and the Good Neighbor Guidelines will be provided to renters in the rental agreement and by posting adjacent to the front door in the short-term rental
- \_\_\_\_\_ The rental is not an accessory dwelling unit (ADU)
- \_\_\_\_\_ The approved license for the short-term rental will be posted in a prominent location within the short-term rental
- \_\_\_\_\_ I have read and understand the Town of Scott's Code regulating Short Term Rental Units.
- \_\_\_\_\_ All exterior and interior areas of the property shall have ongoing maintenance to ensure the property is maintained sanitary and in good condition; all structures shall be maintained in good repair

### Exterior Safety and Maintenance

- \_\_\_\_\_ Address numbers are visible from the street
- \_\_\_\_\_ Deck and stair rails and guards are properly attached and capable of supporting imposed loads
- \_\_\_\_\_ Stairs, walkways and exits are unobstructed and shall always be maintained unobstructed
- \_\_\_\_\_ Trash containers with tight fitting lids are provided and are stored inside the garage or enclosure; weekly trash removal service is provided by owner.
- \_\_\_\_\_ All exterior areas of the property are in good condition and all structures are in good repair (the property shall be maintained in good condition and good repair)
- \_\_\_\_\_ Window wells serving basement sleeping rooms are provided with escape ladders and operable windows to allow for secondary egress from the rooms, if necessary.

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### **Interior Safety and Maintenance**

- \_\_\_ Fire extinguisher (type 2A:10B:C) is in plain view and must be certified annually
- \_\_\_ Smoke alarms are installed in each sleeping room and immediately outside each sleeping room such as in a corridor, hallway or great room serving the individual sleeping rooms
- \_\_\_ Carbon monoxide detector are installed on each level within 15 feet of sleeping rooms
- \_\_\_ Stairs, walkways and exits are free of tripping hazards, are unobstructed and shall always be maintained unobstructed
- \_\_\_ Bathroom has a toilet, sink, and shower or bathtub and is clean and sanitary
- \_\_\_ Bathroom and kitchen electrical outlets are GFCI protected
- \_\_\_ Electrical system is in good repair, including electrical panel, receptacle outlets, switches and lighting fixtures are in good repair, without exposed wiring, and without extension cords or electrical strips.
- \_\_\_ Mechanical systems (vent fans, heating, cooling and water heater) are operable and in good repair; dryer vent is clean and free of lint
- \_\_\_ All areas of the interior are sanitary and in good condition and maintained in good repair
- \_\_\_ Building permits and final inspections have been completed for all work requiring permits
- \_\_\_ The Good Neighbor Guideline is posted near the main door of the rental space with all required contact info including phone numbers for the licensee, the local responsible party (available to respond within two (2) hours) and the emergency contact
- \_\_\_ The Good Neighbor Letter will be distributed to owners and residents of all adjacent properties, and directly across the street and alley, within two (2) weeks after receiving approval of the short-term rental license.

**I hereby certify that I inspected the property and completed this form, the items initialed above were checked and were found to be in compliance with the code:**

Owner (Print)\_\_\_\_\_ Owner (Sign)\_\_\_\_\_

### **FOR OFFICE USE ONLY**

|                                |                                     |
|--------------------------------|-------------------------------------|
| Date Inspected - Town: _____   | Approved: <u>  Y  </u> <u>  N  </u> |
| Date Issued – Fire Dept: _____ | Approved: <u>  Y  </u> <u>  N  </u> |
| Inspectors: _____              | _____                               |

### **Proof of Insurance**

**I hereby certify that, as the property owner I am responsible for maintaining adequate insurance coverage on this property...**

Owner (Print)\_\_\_\_\_ Owner (Sign)\_\_\_\_\_



# *Summary Page to be posted in Rental*

## Welcome to the Town of Scott

We are pleased you have selected our town as your vacation destination. With its four distinct seasons, proximity to fishing Green Bay and the Fox River, nature trails, and miles from historic Lambeau Field and the Green Bay Packers, the Town of Scott attracts visitors from near and far. The Town of Scott welcomes you, and encourages you to review the important information below regarding your stay in a short-term vacation rental property.

Like many of our visitors, you have decided to rent a house or a condominium for your own unique “live like a local” experience. Because you will be staying in an area with many permanent residents, we ask you to value the look and feel of a quiet and safe place to live, and comply with the city’s short-term vacation rental rules. Disturbances or violations of the Town’s Short-Term Vacation Rental Ordinance may result in citations or fines from the Town, or even eviction by the owner. Keep in mind, residents have the right to call a 24-hour Short-Term Vacation Rental manager to report violations of the rules outlined in this brochure. By keeping your new neighbors in mind during your stay, you can help make the experience enjoyable for everyone.

## Noise

Quiet hours are between 10 p.m. and 10 a.m. each day. Amplified or reproduced sounds should not be heard past the property line of your vacation rental during quiet hours. Please don’t bring the speakers outside and crank up the music at any time of day, even if you think everyone will enjoy it.

## Commercial Activities / Special Events

Commercial activities and/or special events are not permitted on short-term vacation rental property. This means the property cannot be used for large parties, weddings, receptions, graduation celebrations, or commercial gatherings such as meetings or conferences. You may have 4 extra guests over to visit but they may not spend the night.

## Occupancy

The Town of Scott limits occupancy to 2 people per bedroom plus 2 extra people extra per unit this includes minor children.

## Trash

Trash and refuse cannot be stored within public view. Place trash in proper containers. Trash bins may be placed at the curb only for the purpose of collection. Please do not leave trash or recycling at the curb unless it is collection day.

## Parking

Please use off-street parking to the greatest extent possible and avoid parking on nearby residential streets. Onsite parking is allowed on the approved driveway, garage, and/or carport areas only. Never block any driveway or street access. There is no overnight street parking.

## Pets

The Town of Scott requires that all dogs be on a leash whenever they are outside in an unfenced area. If you wish to provide your dog off leash exercise while on vacation, we encourage you to take advantage of the city’s dog parks. We expect everyone to pick up after their pet. NEVER leave your pet unattended in a vehicle; it is illegal. And, just like home, a barking or whining dog disturbs the neighbors and is unfair to the dog.

## Keep in Mind

Renters, please keep in mind that you may be cited, fined, or evicted for creating a noise disturbance or violating any of the provisions for Short -Term Vacation Rentals. Neighbors are provided contact numbers, should an occasion arise they are encouraged to report disturbances. Your permanent neighbors have a right to peace and repose, and this must be respected at all times of the day, but especially into the evening hours.

First, please contact the property owner or property manager identified on the Impact Response Plan provided to you by the property owner/manager. The designated person is required take care of the situation within 45 minutes of receiving the complaint. Second, if the issue is not resolved by the property owner/manager within 45 minutes, the Brown County Sheriff’s Department can be contacted at the non-emergency number (920) 391-7450.



# *Notice to Neighbors*

Within 30 days of approving a short-term residential rental permit, the Town of Scott will provide to all neighbors within 300 feet of the permit:

- \* A concise summary of the terms of the permit, including:
  - (a) maximum number of occupants;
  - (b) maximum number of vehicles allowed to be parked on the property;
  - (c) any conditions applied to the short-term residential rental permit;
  - (d) how to obtain a complete copy of the permit;
  - (e) location of the short-term rental
- \* The name and contact information, including telephone numbers and emails where the permittee of the short-term rental may be reached at all times, 24 hours per day while the short-term residential rental unit is rented.
- \* The Town of Scott enforcement telephone number and Brown County Sheriff's non-emergency number where members of the public may report violations of the short-term residential rental permit.

# *Frequently Asked Questions*

## Is my rental property considered a short-term rental?

A short-term rental is defined as a dwelling unit in which paying guests are entitled to occupancy for a period less than 28 calendar days.

## If I rent my property for more than 30 days, do I have to get a STR?

No. Properties that are rented for more than 28 days are exempt from the short-term rental ordinance.

## Can I rent out a bedroom in my home?

Yes. If the home is your primary residence, the short-term rental ordinance does not apply. Under certain circumstances the use may be considered a Bed & Breakfast. Please contact the Department of Community & Economic Development for more details. 100 North Jefferson Street, Room 608, Green Bay, Wisconsin 54301-5026 (p) 920.448.3400 (f) 920.448.3426 greenbaywi.gov • Proof of insurance • Necessary permits and proof of registration as required in 13-1602(j)(l), Green Bay Municipal Code.

## What are the zoning requirements that apply to short-term rentals?

Those requirements as stipulated in Chapter 13-1602(j), as amended. See the attached link: [https://library.municode.com/wi/green\\_bay/codes/code\\_of\\_ordinances?nodeId=CH13ZOOR\\_SUBCHAPTER\\_13.1600LAUSDEST\\_S13.1602REUS](https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=CH13ZOOR_SUBCHAPTER_13.1600LAUSDEST_S13.1602REUS)

How long is the STR valid for? The STR certificate is valid until June 1 and must be renewed annually.

## Is there a fee for a STR?

The initial fee and renewal fee is \$500.

## If I sell my property, is my STR transferable?

The STRP is non-transferable.

## Does my permit apply to multiple properties?

A separate application and STR must be obtained for each property used as a short-term rental.

## What if I don't get a STR?

Failure to secure a STR will result in City enforcement, which may include legal action.

## Why do I have to designate a local representative?

The City requires that the property owner designate an individual to serve as a local representative to respond if there are immediate issues with the property. The agent may be the property owner.

# *Short Term Rental License Ordinance*

**Town of Scott, Brown County, Wisconsin**

**Short-Term Rental Licensing Ordinance**

**Number: \_\_\_\_\_**

## **Section I: Purpose**

The purpose of this ordinance is to ensure that the quality and nature of the short-term rentals operating within the Town of Scott are adequate for protecting public health, safety, and general welfare and to protect the character and stability of neighborhoods within the town.

## **Section II: Authority**

The Town Board of the Town of Scott has been authorized to exercise village powers pursuant to ss. 60.10(2)(c) and s. 60.22(3), Wis. Stats. The Town Board adopts this ordinance under its general village powers authority and s. 66.1014 of the Wisconsin Statutes.

## **Section III: Definitions**

“Property Manager” means a person who is not the property owner and who provides property management services for one or more short-term rentals and who is authorized to act as the agent of the property owner for the receipt of service of notice of municipal ordinance violations and for service of process pursuant to this ordinance.

“Property Owner” means the person who owns the residential dwelling that is being rented.

“Residential dwelling” means any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one or more persons maintaining a common household, to the exclusion of all others.

“Short-term rental” means a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.

## **Section IV: Short-Term Rental License**

- A) No person may maintain, manage, or operate a short-term rental more than 10 nights each year without a town short-term rental license issued pursuant to this ordinance.
- B) Licenses shall be issued using the following procedures:
  - 1. All applications for a short-term rental license shall be filed with the town clerk on forms provided. Applications must be filed by the Property Owner. No license shall be issued

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unless the completed application form is accompanied by the payment of the required application fee.

2. The town clerk shall issue a short-term rental license to all applicants following payment of the required fee, receipt of all information and documentation requested by the application, and town board approval of the application.
3. A short-term rental license shall be effective for one year and may be renewed for additional one-year periods. A renewal application and renewal fee must be filed with the town clerk at least 45 days prior to license expiration so that the town board has adequate time to consider the application. The renewal application shall include any updated information since the filing of the original application. An existing license becomes void and a new application is required any time the ownership of a residential dwelling licensed for short-term rentals changes.
4. The town board may suspend, revoke, or non-renew a short-term rental license following a due process hearing if the board determines that the licensee: a) failed to comply with any of the requirements of this ordinance; b) has been convicted or whose Property Manager or renters have been convicted of engaging in illegal activity while on the short-term rental premises on 2 or more separate occasions within the past 12 months; or c) has outstanding fees, taxes, or forfeitures owed to the town.

### **Section V: Operation of a Short-Term Rental**

Each short-term rental shall comply with all of the following requirements:

1. The total number of days within any consecutive 365-day period that the dwelling may be rented shall not exceed 180 days-
2. The Property Owner or Property Manager shall notify the town clerk in writing when the first rental within a 365-day period begins.
3. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees.
4. A local property management contact (either the Property Owner or an appointed Property Manager) must be on file with the town at all times. The Property Owner and/or Property Manager must provide the town with current contact information and must be available 24 hours a day, 7 days a week by telephone. The town must be notified within 24 hours of any change in contact information.
5. Each short-term rental shall maintain a register and require all guests to register with their actual names and addresses. The register shall be kept on file for at least two years. The register shall also include the time period for the rental and the monetary amount or consideration paid for the rental.
6. Each short-term rental shall hold a valid State of Wisconsin Tourist Rooming House License and shall provide proof of such license by attaching a copy to the initial license application and all subsequent renewal applications.

## SHORT TERM RENTAL

7. All rentals shall be subject to the Town of Scott Room Tax Ordinance
8. The application for a Short-term Rental License shall include a site plan illustrating an appropriate amount of parking, and exterior lighting.
9. Provide a building plan that illustrates location of garbage and recycling containers (inside), and the number of bedrooms and sleeping quarters, in order to determine total occupancy allowed.

### **Section VI: Penalties**

Any person, partnership, corporation or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$\_\_\_\_\_ nor more than \$\_\_\_\_\_, plus the applicable surcharges, assessments and costs for each violation. Each day a violation exists or continues constitutes a separate offense under this ordinance.

Penalties set forth in this section shall be in addition to all other remedies of injunction, abatement or costs whether existing under this ordinance or otherwise.

### **Section VII: Fees**

Initial Short-term Rental License Application fee: \_\_\_\_\_

Renewal Short-term Rental License Application fee: \_\_\_\_\_

### **Section VIII: Severability**

Should any portion of this ordinance be declared invalid or unconstitutional by a court of competent jurisdiction, such a decision shall not affect the validity of any other provisions of this ordinance.

### **Section IX: Effective Date and Publication**

This ordinance shall become effective upon adoption and publication as required under s. 60.80, Wis. Stat.

ADOPTED by a vote of \_\_\_ for and \_\_\_ against on this \_\_\_ day of \_\_\_\_\_, 20\_\_.

By the Town Board of the Town of Scott

\_\_\_\_\_  
Mike Van Lanen, Town Chair

Attested to this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
John Roth, Town Clerk

## Brown County Room Tax Commission Form

|                                         |                                   |
|-----------------------------------------|-----------------------------------|
| <b>BROWN COUNTY ROOM TAX COMMISSION</b> | <b>HOTEL/MOTEL/INN FACILITIES</b> |
| Account #:                              | 84-8403-05-1                      |

**THE 10% ROOM TAX, EFFECTIVE 7/1/12,** collected on retail room rental or lodging is due and payable on or before the 20th day of the following month. Make check, draft, money order payable, or electronic payment<sup>(1)</sup> to: Associated Trust Company and return with copy to:  
**\*\*\* Associated Trust Company, Attn: Trust Operations Dept., P.O. Box 12800, Green Bay, WI 54307-2800 \*\*\***  
*Unpaid taxes bear interest at 1.0% per month from the due date and the assessment of a \$100.00 late fee.*

**PART I - Facility, Owner and Preparer Information**

|                 |             |        |  |       |  |            |  |
|-----------------|-------------|--------|--|-------|--|------------|--|
| Tax Report for: | Ashwaubenon | Month: |  | Year: |  | Permit No: |  |
|-----------------|-------------|--------|--|-------|--|------------|--|

I declare under penalty of perjury that the room sales information contained on this document and any accompanying documents is true and correct, with full knowledge that all information made on this document are subject to investigation and that any false information may be grounds for legal action.

| Facility Name & Address: | Owner Name & Address: | Preparer Information  |
|--------------------------|-----------------------|-----------------------|
| Name                     | Name                  | Preparer Name         |
| Street, Suite, PO Box    | Street, Suite, PO Box | Preparer Phone Number |
| City, State Zip          | City, State Zip       | Preparer Signature    |

**PART II - Room Sales Information**

|                                             |           |                                          |
|---------------------------------------------|-----------|------------------------------------------|
| 1. Gross Room Nights Sold                   |           |                                          |
| 2. Tax Exempt Room Nights Sold              |           | Complete Part III below                  |
| 3. Total Room Sales Revenue (w/o Sales Tax) | \$        |                                          |
| 4. Less: Tax Exempt Room Sales Revenue      | \$        |                                          |
| 5. Total Taxable Room Sales (Line 3 - 4)    | \$        |                                          |
| 6. 8% Room Tax (of Line 5)                  | \$        | Applied against debt retirement          |
| 7. 2% Room Tax (of Line 5)                  | \$        | Paid to the Convention Visitor Bureau    |
| 8. Total 10% Room Tax (Line 6 + 7)          | \$        |                                          |
| 9. Late Filing Fee (\$100)                  | \$        | Include \$100 late fee if filing late    |
| 10. Interest (1% per month)                 | \$        | Include interest amount if filing late   |
| <b>11. TOTAL TAX DUE (Lines 8 + 9 + 10)</b> | <b>\$</b> | <b>Remit to Associated Trust Company</b> |

Contact Associated Trust Company directly at 920-327-5638 for electronic submission (payment) instructions.

**PART III - Tax Exempt Guest Information**

Please summarize all tax exempt guest information below. Effective November 1, 2013, this section is replaced with the hotel/motel's Property Management System report that provides all the information needed in Part II above. Failure to provide exempt tax receipt information will deem the room tax delinquent and late fees and interest will be assessed.

**Tax Exempt Organizations - List the organization name(s) and the corresponding number of nights stayed**

| Name(s) of Organization(s): | Nights | Name(s) of Organization(s): | Nights |
|-----------------------------|--------|-----------------------------|--------|
|                             |        |                             |        |
|                             |        |                             |        |
|                             |        |                             |        |

**Customers Staying 30 Days or More**

|                               |  |                                   |  |
|-------------------------------|--|-----------------------------------|--|
| Number of Different Customers |  | Total Tax-Exempt Room Nights Sold |  |
| Number of Room Nights Sold    |  |                                   |  |

# County and State Licenses and Forms

*(Please attach)*

- ☐ State of Wisconsin License for a Tourist Rooming House
- ☐ State Lodging Establishment Inspection form
- ☐ Seller's Permit from the Department of Revenue.