VILLAGE OF EPHRAIM

FOUNDED 1853

Dear Village of Ephraim Property Owner,

On August 9, 2022, the Village of Ephraim enacted Village of Ephraim Ordinance No. 04-2022 creating section 12.08 of the Ephraim Code of Ordinances Regulating Short-Term Rentals.

The Village Board and the Plan Committee carefully considered the ordinance to balance 2017 WI ACT 59, the preservation of residential property rights, and the local interests in protecting current and future public health, safety, and welfare. The ordinance strives to set expectations for guests and property owners without regulating length of stay. All involved recognize that Short-Term Rentals "STRs" are integral to the local tourism economy.

If your property meets the definition of a short-term rental and has been issued, or would otherwise be subject to a State of Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) Tourist Rooming House License (TRH) under Ephraim Ordinance No. 04-2022, your property will be required to obtain a Village of Ephraim STR license.

Ordinance No. 04-2022 became effective on January 1, 2023. The Village of Ephraim STR license will be renewed annually, on or before November 30 of each year. Licenses expire December 31 annually and if not renewed by the expiration date, property owners will be required to complete a new license application and remit a new license fee.

Application Steps:

1. Thoroughly review the **Short-Term Rental Ordinance (click here).**
2. Your property must be licensed by the State of Wisconsin Department of Agriculture, Trade and Consumer Protection "DATCP" and issued a Tourist Rooming House License "TRH". Provide a copy of the license dated within one (1) year of issuance or renewal with your permit application. If you do not have your DATCP TRH license, please arrange to start the licensing process by contacting **DATCP**.
    a. DATCP contact information:
        1. Phone: (608) 224-4923 – email: datcpdfslicensing@wisconsin.gov
3. If applicable, register with the Wisconsin Department of Revenue "WI DOR" for Sales Tax and PRAT tax. For further information, click **here**.
    a. If you have questions, please contact the Wisconsin Department of Revenue at (608) 266-2776.
    b. If you "direct book" your property, please provide a copy of your Seller's (Sales Tax) and PRAT registrations.
4. Your property must be licensed by the **Door County Tourism Zone Commission "DCTZC"** and issued a lodging permit. A copy of the DCTZC permit needs to be included with your

application. If you do not have your DCTZC permit, please contact the DCTZC to begin the permitting process.

a. DCTZC contact information:

    1. Phone: (920) 854-6200 – email: info@doorcountytourismzone.com

5. Completing the permit application: The property owner, NOT the designated agent (or property management company), shall complete the **Short-Term Rental of License Application Form.** (**Click here**). Please be sure to enter ownership as reflected in Door County Land Records.

    a. If you own multiple properties within the Village of Ephraim, up to four (4) units can be applied for on the same permit application as long as the property owners, as reflected in Door County Land Records, are listed **EXACTLY** the same (person/entity) for each property.

    b. If your property is served by a Private Onsite Wastewater System "POWTS" please provide a copy of the sanitary permit to establish design capacity.

    c. At a minimum, Property Rules must include all information contained in the Village of Ephraim Good Neighbor Best Practices (Village Requirements). Options to create the Property Rules are included in the assistance section of this letter.

    d. Provide a sketch of your Floor Plan with information on square footage and rooms labeled with a bedroom count (does not need to be to scale).

    e. Describe your Refuse/Recycling Plan.

    f. Provide a Site Plan showing onsite parking spots, designated fire pit area (if applicable), and trash/recycling storage area.

    g. Provide copies of Neighbor Notification letters for residentially zoned properties. Options for generating the letters are included in the assistance section of this letter.

6. Gather all the information and copies that are required to be submitted with the application. (Review for completeness on the back page of the application form or FAQs page 2)

    a. Applications must be complete to be considered on time for due dates.

7. Mail, email or deliver your application and supporting documents to the Village of Ephraim Administrative Office with the $200 STR License fee made payable to the Village of Ephraim. Please note your property address in the memo field with "STR". (Due date November 30 - Late fee of $150)

    Office address: 10005 Norway Street, Ephraim WI 54211 (office hours Mon-Fri 8 AM-4 PM.)
    Mailing address: PO BOX 138, Ephraim, WI 54211
    Email Address: office@ephraim.wi.gov

8. Once the application has been reviewed and approved, you will receive a license by mail.

9. If a property management company manages your rental for you, you must provide a copy of your completed permit application packet and license to the management company so

that they can comply with the STR ordinance, property occupancy maximums, and property rules.

ASSISTANCE: Materials and information have been enclosed/attached that will assist you in completing the permitting process:

- ✓ **Village of Ephraim STR Ordinance** (**click here**)
- ✓ **Permit Application & Instructions Page** (**click here**)
- ✓ **Seller's Permit & PRAT registration**: If you ***only*** book on platforms such as Airbnb or VRBO, known as marketplace providers/ remote sellers, you will not need to provide a Wisconsin Department of Revenue" WI DOR" Seller's Permit or Premier Resort Area Tax "PRAT" registration. However, if you "direct book" your property, these registrations with WI DOR are required. To read more, click **here**.
  - If you have questions, please contact the Wisconsin Department of Revenue at (608) 266-2776.
- ✓ **The FAQs** are designed to provide all the need-to-know information to assist you through the licensing process.
- ✓ **Neighbor Notification Letters**. You will need to use the directions in the FAQs (**click here**) to determine the addresses within 300 feet of your property.
  - If your property is located in one of the Village's three commercial districts and protected waterfront districts (C-S, C-C, C-N & PW), neighbor notification letters are not necessary. Only those properties located in residentially zoned districts are required to complete the neighbor notification process (R-1 and RR*). (If you need help determining your Zoning District, please contact the Village Administrative Office at 920-854-5501 or office@ephraim-wisconsin.com)*
  - To complete your letters, you have the following options:
    - Make copies of the form letter (**click here**) and fill in the address information, property information, and mail them to the addresses of neighboring properties within 300 feet.
    - Download the fillable PDF (**click here**). Enter the information, save, print and mail to the properties within 300 feet of your property.
- ✓ **The Good Neighbor Best Practices** are a starting point to ensure that the most important Village rules are part of your property rules. At a minimum, what is included in the VillageGood Neighbor Rules must be included in your property rules. Please feel free to add to this document to ensure that it works for your guests and property. There are two (2) options:
  - There is a fillable form available (**click here**) if you would like to use the Good Neighbor Rules, as is. Simply type in your information in the fields and print.

- Also available is a word document (**click here**) that will allow you to edit the document to make it work for your property. Remember, at a minimum, what is included in the Village Good Neighbor Rules must be included in your property rules.

- ✓ **Reminder**! If there are any changes to your information or your designated agent's information, report the changes to the Village immediately. Please email changes to office@ephraim.wi.gov

If you need assistance, please reach out to Village staff. Phone: 920-854-5501 –
Email: office@ephraim.wi.gov

Sincerely,

Village of Ephraim
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Ephraim, WI 54211
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