

Town of Nasewaupee
Door County
Sturgeon Bay, WI 54235

Short-Term Rentals of Residential Dwelling
In the Town of Nasewaupee, Door County WI

Are you are currently, or thinking of, renting out your property for overnight stays? Following is some basic information and answers to questions.

What is a Short-Term Rental? A residential dwelling that is offered for rent for a fee and for fewer than thirty (30) consecutive days is considered a short-term rental (STR). It is sometimes referred to as a vacation rental or tourist rooming house. If you are advertising on Airbnb, VRBO or other similar marketing site, you are likely operating a tourist room house for short-term rental purposes.

Why do I need a license? The purpose of the enacted Short Term Rental (STR) Ordinance is to balance the interests of property owners to use their property as short term rentals, on the one hand, with the interests of residents who seek to protect the quality of life and the character and stability of neighborhoods, on the other hand. The Town has the best interests in mind for STR owners, renters and neighbors.

What do I need to do to apply for a STR license? Complete the STR license application and provide all supporting information. The Town requires the following:

- Short Term Rental Permit [Application](#) completed online
- Address and Tax Key of the residential dwelling
- Names, addresses, and phone numbers of the Applicant, Owner of the dwelling, and Operator/Registered Agent
- Copy of current [Wisconsin Department of Agriculture, Tourism & Consumer Protection \(DATCP\) Rooming House](#) License or confirmation of DATCP application
- Copy of [Door County Tourism Zone permit](#)
- Proof of design capacity of the Private Onsite Wastewater Treatment System (POWTS)
- Maximum occupancy for the dwelling (based on POWTS design)
- Copy of Property Rules
- Proof of casualty and liability insurance issued by an insurance company authorized to do business in the State of Wisconsin, identifying the property as used for rental, short term or otherwise.

How long is the license good for? The annual license term begins January 1 and ends December 31. Renewal applications must be applied for at least 45 days prior to license expiration.

When does the Ordinance take effect? The ordinance will be in place beginning October 14, 2021, and all provisions of the ordinance will be enforceable.

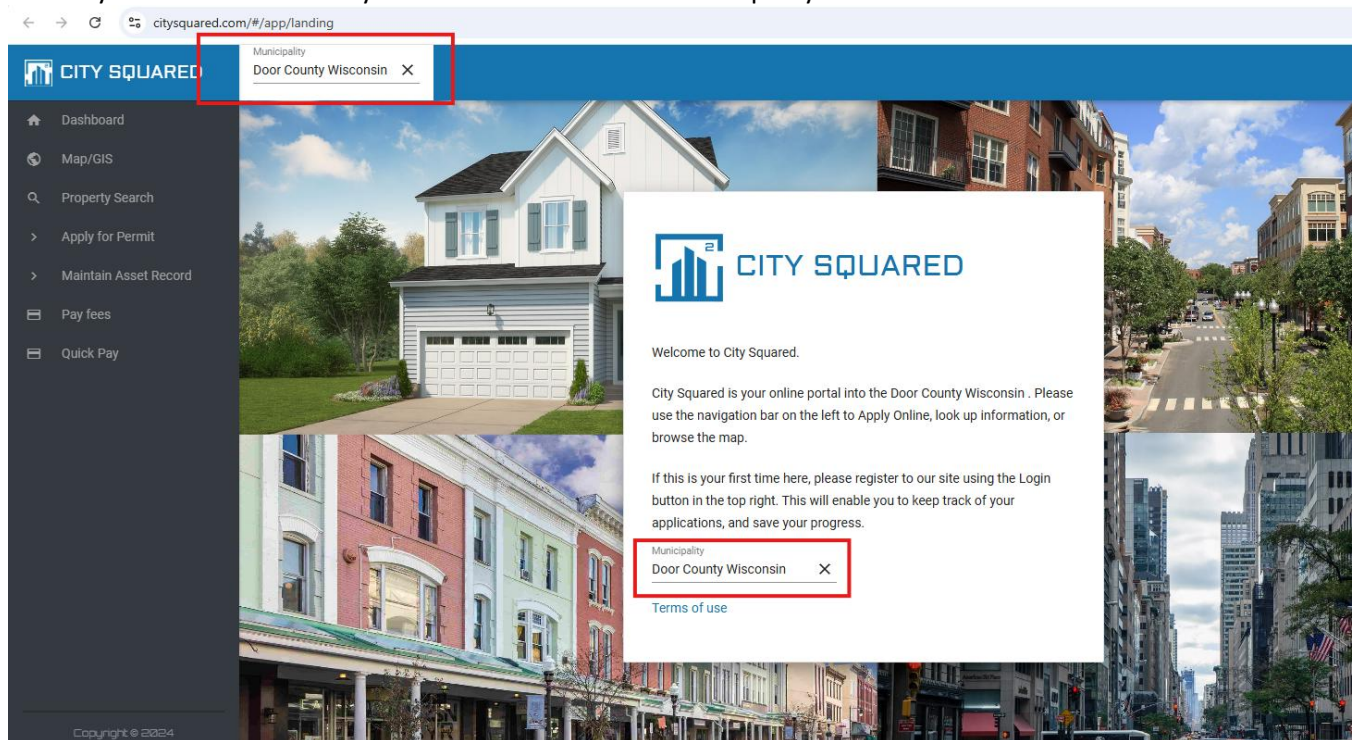
What happens if I don't get a license? If you fail to obtain a license and/or continue to operate in violation of the Town's ordinance, you may be subject to penalties and/or revocation of license as stated in Section 4.5.060 and 4.5.070 of the Short-Term Rental Ordinance.

Why are there limits on occupancy if I'm on a private onsite wastewater treatment system (POWTS)? A POWTS, which includes septic systems and holding tanks, is designed for occupancy based on number of bedrooms. With Door County's fragile karst topography, overloading the system is a concern for maintaining groundwater quality. POWTS must be in compliance with Door County Code and occupancy is limited to the number of occupants for which the POWTS is designed.

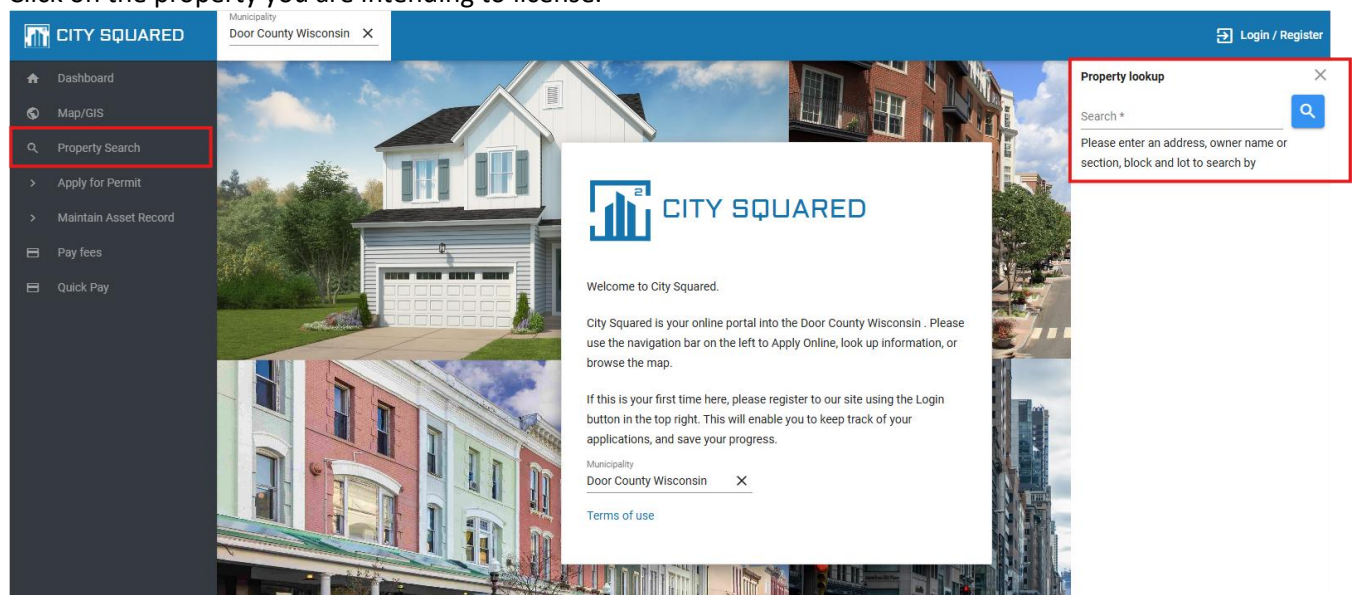
1.You can find your sanitary permit information by utilizing City Squared (link below).

<https://www.citysquared.com/#/app/landing>

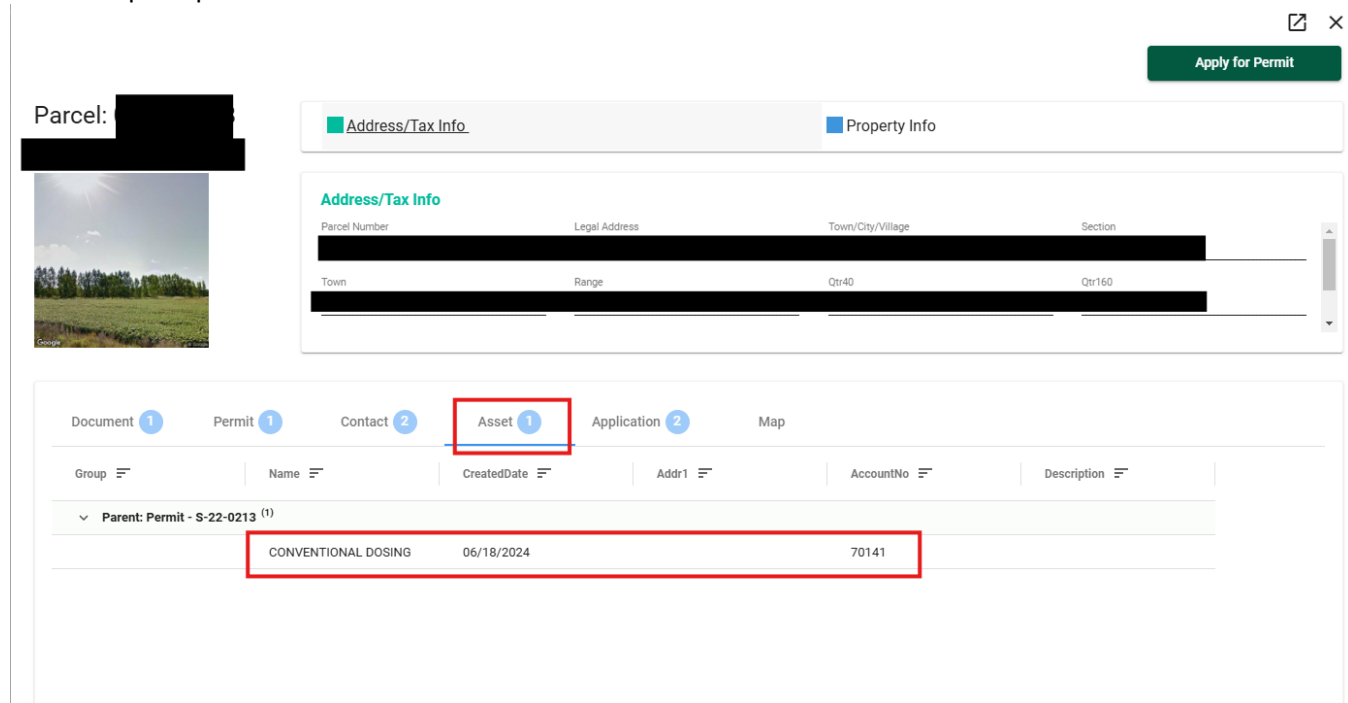
Ensure you have “Door County Wisconsin” listed as the municipality.



2. Click on “property search” on the left-hand side of the page. Then, on the right-hand side of the page enter the search criteria as instructed in the prompt. Results of the search will show below the Property Lookup box. Click on the property you are intending to license.



3. On you have selected the property, click on the section titled “Asset”. Then click on the “permit section”. This will open up another screen.



Parcel: [Redacted]

Address/Tax Info | Property Info

Address/Tax Info

Parcel Number | Legal Address | Town/City/Village | Section

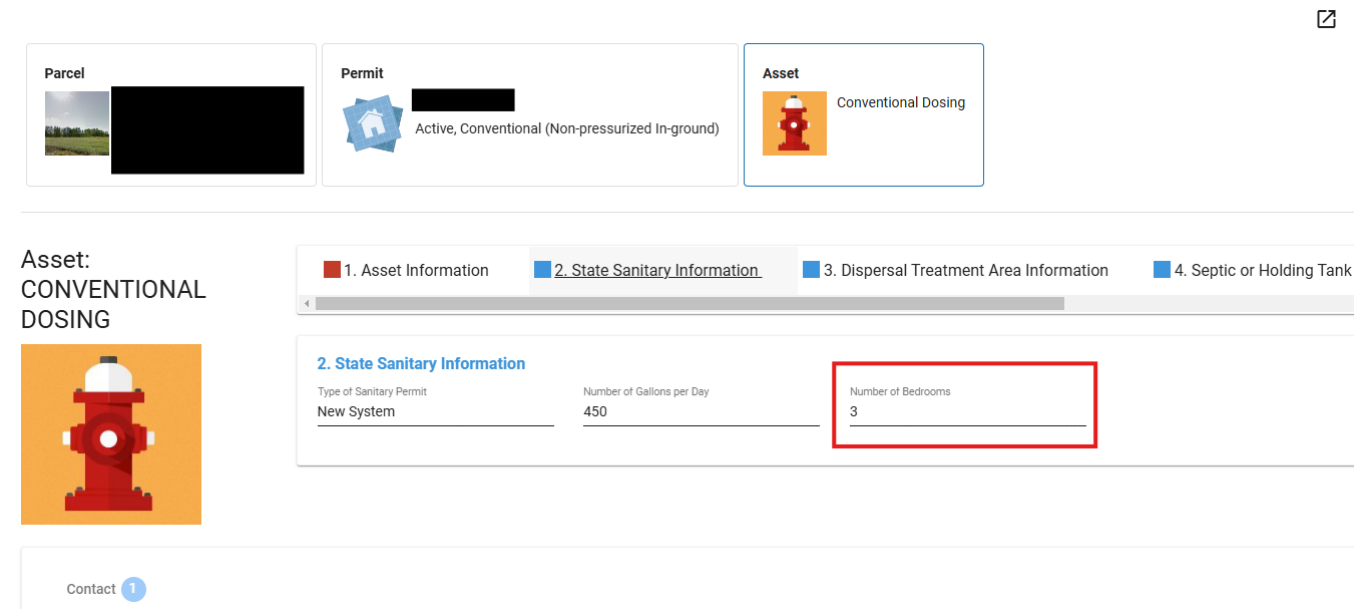
Town | Range | Qtr40 | Qtr160

Document 1 | Permit 1 | Contact 2 | **Asset 1** | Application 2 | Map

Group	Name	CreatedDate	Addr1	AccountNo	Description
Parent: Permit - S-22-0213 (1)					
	CONVENTIONAL DOSING	06/18/2024		70141	

4. This section will contain number of bedrooms. Depending on the age of the POWTS, the exact screen may differ. You may use a screenshot that shows the number of bedrooms that your POWTS is designed for in submitting your license. If you don't clearly see bedroom capacity please reach out to the Door County Sanitarian. Contact information is in the link below.

<https://www.co.door.wi.gov/421/Sanitarian-POWTS>



Parcel: [Redacted]

Permit: [Redacted] Active, Conventional (Non-pressurized In-ground)

Asset: Conventional Dosing

Asset: CONVENTIONAL DOSING

1. Asset Information | **2. State Sanitary Information** | 3. Dispersal Treatment Area Information | 4. Septic or Holding Tank

2. State Sanitary Information

Type of Sanitary Permit: New System

Number of Gallons per Day: 450

Number of Bedrooms: 3

Contact 1

What do I need to include in the Property Rules that are posted on my property and included with my application? Page 5 of the STR Ordinance states the minimum information that needs to be posted including a copy of the State of Wisconsin Tourist Rooming House License and the Town STR License and the following:

- Maximum occupancy of the property
- Contact information for the designated Operator/Agent or Property Owner

- Where to park
- Quiet hours of 10:00 pm to 7:00 am Sunday through Thursday and 11:00 pm to 7:00 a.m. on Friday and Saturday; fireworks prohibited
- Property Owner's policy regarding pets, if applicable
- Outdoor burning regulations
- Non-emergency contact information for law enforcement and fire
 - Door County Sheriff's Office Non-Emergency Number: 920-746-2400
 - Nasewaupee Fire Rescue Non-Emergency Number: 920-743-1833
- How to deal with existing POWTS (location of high-water alarms, etc.)
- How to deal with waste and recyclables

What if I have a complaint regarding a STR? The Town has contracted with Granicus/Host Compliance to report any non-emergency concerns or nuisance violations. The 24/7 hotline number is (920) 488-9677 and can also be found on the Town of Nasewaupee [website - Short-Term Rentals](#).

If the issue is an emergency, call 911.

Other Helpful Resources & Publications:

- "[A Guide to Renting Out Your Property for Overnight Stays](#)" is a compilation of submissions by experts at Wisconsin DATCP, Wisconsin Hotel & Lodging Association, League of Wisconsin Municipalities, Wisconsin Insurance Alliance and Wisconsin Counties Association.
- The [Door County Tourism Zone Commission's website](#) has a guide for commencing rentals, monthly reporting, good neighbor policy and recent news for lodging providers.
- The [Wisconsin Department of Agriculture, Trade & Consumer Protection \(DATCP\)](#) defines a tourist rooming house as all lodging places, cabins and cottages (other than hotels and motels) offered for pay to tourists or transients. Their website provides instructions, requirement for inspection, fees charged and how to get the license process started.