



April 1, 2025

Re: Renewal of Short-Term Rental of Residential Dwellings in the Town of Sevastopol

Dear Property Owner:

July 1st will be here before we know it, so this is a friendly reminder that the paperwork to renew your Short-Term Rental License will need to be submitted to my office for approval by June 30th, 2025. Late submissions will cause owners who are grandfathered in (renting less than 6 nights) to lose that option. There will be no exceptions.

The following is a summary of the most important requirements you must follow in the Ordinance in the Town of Sevastopol:

1. Completion of a Short-Term Rental License Application, submission of supporting documentation, payment of fee and issued Town of Sevastopol License.
2. You must obtain a Wisconsin Tourist Rooming House License from the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP)
3. You must obtain a Door County Tourism Zone Commission (DCTZ) Permit.
4. You are required to provide certain contact information to neighboring residential property owners located within 400 feet of your rental property, along with the copy of your Property Rules for guests and your DATCP license number.
5. Occupancy limits are based on property POWTS.

Since you have already provided all the information to the Town, please fill out the renewal application (enclosed), and initial all the items on the back, letting me know nothing has changed in regard to the original documents submitted, and send it back to me along with the renewal fee of \$250.00. If anything has changed regarding your application, please include a copy of the material with your renewal application. I am asking owners to send out information to neighboring residential property owners located within 400 feet of your rental property, along with the copy of your Property Rules for guests and your DATCP license number. It's been a few years since we have done this, and you may have new neighbors. I will be doing an audit on this, so please follow through. This renewal license is active from July 1, 2025, through June 30, 2026.

If you have any questions, please contact me. Thank you.

Sincerely,

Amy M. Flok
(920) 746-1230
office@townofsevastopolwi.gov

Enclosures