



**TOWN OF SEVASTOPOL
SHORT-TERM RENTAL LICENSE
APPLICATION**

No person shall operate a Short-Term Rental without first obtaining a license.

Staff Use:

License No. _____
Date Issued: _____
Expiration Date: June 30, _____
Tax Parcel No: 022 - _____
Property Address: _____
Maximum Occupancy: _____

FEE: New Application – \$300 - Owner / Occupied – Primary Residence

Property Owner
Name *

_____ Last _____ First

Address of Property
to be Rented **

Owner Mailing
Address ***

Phone No. _____

Email: _____

Parcel Id. No. _____

022 - _____

Maximum No. of Guests: _____

Private Onsite

Wastewater

Treatment Systems
(POWTS)

Permit No. _____

Date Issued: _____

(POWTS permit information available at Door County Sanitary Records (<https://www.citysquared.com/#/app/DoorCountyWI/landing>))

State of Wisconsin Tourist Rooming House Permit No. _____ (attach copy of license)

Door County Tourism Zone Lodging Permit No. _____ (attach copy of permit)

Note: Occupancy Limit is based on Sanitary Facilities. Occupancy is limited to the number of occupants as sized by the POWTS or the State license, whichever is less. If served by public sewer, the State license determines the occupancy.

** If property is titled in the name of a corporation, partnership, trust or other entity, a list of officers, directors and agents must be attached, with address and contact information (phone, email).*

*** Property must be owner/host's primary residence. Only the owner of the property may operate the short-term rental and must be on the premises during rental periods.*

**** If different than address of rental property, i.e., post office box.*

Designated
Resident Agent *

_____ Last _____ First

Agent Mailing
Address

Phone No. ** _____

Email: _____

** Only applicable for rental of seven (7) days or more.*

*** Phone Contact must be available 24 hours per day/7 days a week and reside in Door County WI during periods of rental.*

I certify that I am the owner or the authorized agent/representative of the owner of the property that is the subject of this License Application. I certify that the information contained in this form and the attachments are true, accurate and complete. I agree to comply with all applicable State, County and Municipal codes, statutes and ordinances and with the conditions of this License. I understand that the issuance of this License creates no legal liability expressed or implied on the municipality. Proof of the License and the Property Rules shall be posted in a conspicuous location at all times while the property is rented. I have received a copy of the municipality's Short-Term Rental Ordinance and I understand that failure to comply with any and all provisions of the Ordinance may result in license revocation, forfeitures and additional compliance inspection fees. I understand that no person shall operate a Short-Term Rental without first obtaining a License.

Applicant Signature: _____

Date: _____

Submit the following items with your application. No application will be accepted without all of the following:

- Completed, signed and notarized Residence Affidavit.
- Copy of Property Rules. A list of property rules required under Section 6.A. of the Short-Term Rental Ordinance. Property Rules must include the following minimum information:
 - Emergency contact information
 - Contact information for designated Agent or Property Owner
 - Maximum occupancy of the property
 - Where to park and maximum off-street parking spaces
 - Quiet hours of 10 pm to 7 am
 - Pet control policy – leash requirements, minimize noise
 - Outdoor burn regulations
 - What to do with garbage
 - Property Rules shall be included with the online/advertising listing.
- Copy of State Tourist Rooming House License. If you do not have a State license, please visit the [Wisconsin State Department of Agriculture, Trade & Consumer Protection \(DATCP\) website](#) to begin the process to obtain a license for a Tourist Rooming House.
- Copy of the Door County Tourism Zone Lodging Permit. For permit instructions and forms, visit the [Door County Tourism Zone lodging permit instructions](#).
- Evidence of homeowner’s or business liability insurance for the premises to be rented.
- Sample notification letter to be sent to neighboring property owners (within 400 feet of the dwelling property, all directions).
- A diagram of the property identifying the property lines and location of off-street parking, including the maximum number of off-street parking spaces provided for renters/guests. The diagram does not have to be to scale. GIS overhead property maps and recorded surveys are available on the [Door County Land Use GIS Maps website](#).
 - Shoreline property owners should remind renters/guests about riparian rights of neighboring property owners. See [DNR Common Questions on Waterway Public Access](#).

Agreements and Acknowledgements. Please initial that you understand and will abide by the following:

| Agreement | ✓ | Initials |
|--|---|----------|
| I understand that if the rental is less than seven (7) consecutive days, the short-term rental property must be owner-occupied. | | |
| I have received a copy of the Town of Sevastopol’s Short-Term Rental Ordinance and agree to comply with the provisions of the ordinance. | | |
| My Property Rules contain the minimum information as required in the short-term rental ordinance. | | |
| I will provide all neighboring property owners (400-foot radius) with contact information, a copy of my Property Rules and a copy of my WI DATCP/tourist rooming house permit. | | |
| A copy of my Property Rules will be provided to all guests/renters and shall be included in all online marketing and advertising. | | |
| My Property Rules will include instructions on trash pick, applicable rules and regulations pertaining to leaving or storing trash or trash receptacles in designated areas. | | |
| I will not exceed the maximum occupancy limits as stated in the permit issued by the Door County Sanitarian or as indicated on the WI DATCP license, whichever is less. | | |
| I have obtained a Door County Tourism Zone lodging permit and understand the reporting and collection of room tax is required. | | |
| I understand that this permit is non-transferable. | | |
| I understand that failure to comply with all provisions of the ordinance may result in penalties, forfeitures, suspension, revocation, costs and such other remedies. | | |