



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

- Copy of Property Rules. A list of property rules is 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 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 items specified in Section 6.I of the Ordinance shall be included in all online marketing and advertising.		
My Property Rules will include instructions on trash pick-up, 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.		

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