



VILLAGE OF SISTER BAY
SHORT TERM RENTAL
LICENSE APPLICATION

For Staff Use

License No. _____

Date Issued: _____

Expiration Date: June 30, _____

Max. No. of Guests Approved _____

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FEES: \$1500.00 (initial app) or \$1000.00 (renewal app). Fees are not prorated or refundable. Applications are accepted beginning March 1 for the license year beginning July 1. License requests received later than 45 days prior to the license expiration date are not guaranteed to be approved by July 1st. Licenses are annual; a new license and fee is required every year. Incomplete applications will be returned and additional fee of \$150.00 for resubmission required.
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This is a(n)

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Initial Application

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Previously Licensed Annual Application

RENTAL PROPERTY NUMBER/STREET: _____

Maximum No. of Bedrooms _____ Minimum No. of Off-street Parking Stalls _____

PROPERTY TITLED TO: _____

(Name of individual, partnership, limited liability company, corporation, trust, etc. shown on Property Deed)

PRIMARY CONTACT NAME: _____

MAILING ADDRESS: _____

CITY, STATE ZIP: _____

PHONE: _____ EMAIL: _____

(All owners of record must provide contact information and sign this application. Use additional space provided on Page 3 for additional owner information.)

LOCAL RESIDENT AGENT (within 30 miles): _____

AGENT MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

APPLICATIONS SHALL INCLUDE:

- ☐ Completed Village of Sister Bay Short-Term Rental License Application Form signed by all owners in title
- ☐ A floor plan of the dwelling with all rooms identified, indicating the sleeping areas available for rent and maximum capacity accommodated therein for sleeping purposes
- ☐ A site plan indicating where parking is available onsite; where the driveway is located; driveway width; and the maximum number of parking stalls available to guests
- ☐ Identify surface of driveway (asphalt, concrete, etc.); if shared driveway, provide a signed agreement from the other party sharing the driveway indicating they acknowledge the shared driveway will be used by short-term renters and they are in agreement to the use thereof
- ☐ Current photos of all four sides of the exterior of the building and one photo at the end of the driveway looking into the property towards the dwelling
- ☐ Copy of the most recent recorded deed to the property
- ☐ Registered Agent Statement or Contract for Services
- ☐ Current copy of the DCTZC permit
- ☐ Valid State of Wisconsin Tourist Rooming House License
- ☐ Copy of the most recent DATCP Inspection Report or Home Inspection Report

- ☐ If served by a private well or POWTS, well and sanitation reports as required
- ☐ Proof of a contract for refuse and recycling collection and disposal services
- ☐ If in an R-2 District, verification by Development Agreement or Homeowner's Association/Condominium Bylaws which authorize short-term rentals
- ☐ Copy of the Property Rules (see below)
- ☐ The required non-refundable application fee

A copy of the State of Wisconsin tourist rooming house license, Door County Tourism Zone Good Neighbor Policy, and the Village STR license shall be posted on the property. **Property Rules** must include, at minimum, the following components:

- The name and phone number of the Operator or Resident Agent.
- A diagram of the property identifying the property lines and the location of off-street parking, including the maximum number of off-street parking spaces provided for renters, and where located, prohibited vehicles and parking areas, including a statement that no parking is allowed on the grass, no campers are allowed, and no boats can be parked onsite more than 24 hours.
- Quiet hours of 10PM to 10AM.
- Pet policy in compliance with, at a minimum, Chapter 10 of the Village of Sister Bay Municipal Code.
- Information about refuse and recycling storage and collection that demonstrates compliance with Chapter 50 of the Village of Sister Bay Municipal Code.
- Fireworks are strictly prohibited.
- Outdoor burning regulations, including where to check to see if a burn ban is in effect.
- Information specific to the property about tornado safety, operation of the fire and carbon monoxide alarms, where to locate a fire extinguisher and location of all hoses for extinguishing.
- Notification that, in an attempt to stop the spread of invasive species, the renter and their guests are prohibited from transporting firewood not harvested in Door County.
- No firearms are allowed on the property.
- No illegal activity is permitted on the property.
- Notification that the Operator may be cited or fined by the Village or have their license revoked if the renter violates any provisions of the Village of Sister Bay Municipal Code.

Certification Statement:

I certify that I have read and am familiar with the municipality's Short-Term Rental licensing rules, Zoning Code and other sections of the Municipal Code that are applicable to my property, and the short-term rental thereof, and I am the titled 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 the License. I acknowledge that I have read and understood the use and development restrictions on the property deed, condominium bylaws, or homeowner association, if applicable, and am in compliance with said restrictions.

I understand that the issuance of the License creates no legal liability expressed or implied on the municipality. Proof of the License and Property Rules shall be posted in a conspicuous location at all times while the property is rented. I have read and am familiar with the municipality's Short-Term Rental licensing rules and I understand that failure to comply with any and all provisions of the License may result in license suspension, revocation, non-renewal, and penalties. I understand that no person shall operate or continue to operate a Short-Term Rental without first obtaining a License.

Owner Signature: _____ Date: _____

Printed Name: _____

Owner Signature: _____ Date: _____

Printed Name: _____

Owner Signature: _____ Date: _____

Printed Name: _____

Owner Signature: _____ Date: _____

Printed Name: _____

Signed and completed applications, including all addendums, can be scanned and sent as one pdf document to the Village Clerk at the following address: heidi.teich@sisterbaywi.gov

You may also mail the completed application to the Village Administration Office at:

Village of Sister Bay
PO BOX 769
Sister Bay, WI 54234

Payment should be made by check, made payable to *Village of Sister Bay*. There is no option to pay by direct debit or credit card at this time.