

City of Tawas City

Short Term Rental Zoning Permit

FOR OFFICE USE ONLY

Date of Application: _____

Permit Number: _____

Date of Approval: _____

Date of Expiration: _____

New Permit [] Renewal [] Owner Change [] Update Information []

Property Owner's Contact Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Designated Agent (if someone other than Owner) (see attached)

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Information

Rental Property Address: _____ Zoning District _____

Property Tax ID: _____ # of Units: _____ # of Off-Street Parking Spaces: _____

Other Information Required

1. Provide site plan which shows location and number of off-street parking spaces for the unit(s) and/or building
2. Provide one copy of a scaled floor plan of the unit
3. Provide a fire escape plan that, once approved, will be displayed prominently in the unit
4. Provide completed Short Term Rental Permit Self Inspection form
5. If required, provide the completed Local Agent Designation and Authorization Form

Owner Affidavit

- I hereby acknowledge that the information supplied to the City is accurate to the best of my knowledge. I have read Section 7.39 of the City of Tawas City's Zoning Ordinance.
- The local agent will be available 24-hours a day during the rental period and be within 45 minutes travel time of the property.
- I will provide the phone number of the local agent to all neighbors within a one hundred (100') foot radius of the subject property boundaries.
- A notice will be posted in a prominent first-floor window (in at least 16-point type) with the name of the local agent, a 24-hour telephone number at which the agent can be reached, and the maximum occupancy of the dwelling unit as permitted by the Ordinance. The street address of the property shall be posted in at least two (2) prominent locations within the dwelling unit. The address should be posted near the kitchen and near any telephone or pool.

Owner's Signature: _____ Date: _____

Owner's Printed Name: _____