**Annual Permit Application**

**For Short-Term Rentals in Sylvan Township**

\*Boxed areas are to be completed by Sylvan Township ONLY

**Permit Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The attached Ordinance is considered part of this permit form.

Rental Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Property Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s or Contact’s Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments accompanying the application:

* **Site Plan:** 2.2.1.1
* **Floor Plan:** 2.2.1.2
* **Contact Information:** 2.2.1.3
* **Septic Compliance Certificate:** 2.2.1.4
* **Water Test:** 2.2.1.5
* **Parking Layout:** 2.2.1.6
* **Proof of Insurance:** 2.2.1.9
* **Proof of Building/Safety Codes/Fire Inspection:** (2.3.4)
* **Proof of Noise Monitoring System/Report:** *(Report for Renewal applications Only)*(2.3.7)

**Sylvan Town Board of Supervisors Review:** *(These shall be performed after application is submitted)*

* **Shoreline Setback:** 2.2.1.7 Reviewed on: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Premises Inspection:** 2.2.1.8 Reviewed on: ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, we, the undersigned, herewith make application for permission to have a short-term rental unit in Sylvan Township at the above address, to be in accordance with Sylvan Township Short-Term Rental Ordinance 2021-03 and to include all of the attachments listed above and that the property adheres with the shoreline setback terms of the ordinance.

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Dated Signature of Applicant I

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated Signature of Applicant II

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated Signature of Applicant III