



# CLARK TOWNSHIP

## Application for Short-Term Rental Permit



207 N. Blind Line Rd  
PO Box 367  
Cedarville, MI 49719  
(906)-484-2672  
Fax (906) 484-3199

### PROPERTY INFORMATION

**Property Owner Name** (print) \_\_\_\_\_

**Applicant name** (print, if other than Owner) \_\_\_\_\_

#### Mailing Address of Owner

Street & Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephones/cell phones numbers: \_\_\_\_\_

Email: \_\_\_\_\_

**EMERGENCY CONTACT NUMBER:** \_\_\_\_\_

#### Mailing Address of Applicant

Street & Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephones/cell phones numbers: \_\_\_\_\_

Email: \_\_\_\_\_

**EMERGENCY CONTACT NUMBER:** \_\_\_\_\_

#### Rental Address

Street & Number: \_\_\_\_\_

Community (Cedarville or Hessel): \_\_\_\_\_

Parcel tax number: \_\_\_\_\_

Total capacity of people using the rental: \_\_\_\_\_

#### Local Contact Representative Person (if different than Owner)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Community: \_\_\_\_\_

Telephone/cell phone numbers: \_\_\_\_\_

Email: \_\_\_\_\_

#### FEE SCHEDULE (January 1 is anniversary date. Fees are not prorated.)

\$100 Non-Refundable Application Fee plus \$400 Annual Permit Fee

\$400 Annual Renewal Fee

\$500 Annual Renewal Fee if violations of Township ordinances or State laws occurred during the year. (Subject to appeal)

## FACILITY INFORMATION

# of bedrooms \_\_\_\_\_ emergency egress windows per room: \_\_\_\_\_

# of beds \_\_\_\_\_

# of bathrooms: \_\_\_\_\_

# of off-street parking spaces: \_\_\_\_\_

Septic  or Sewer

Water tested: (date) \_\_\_\_\_ Agency: \_\_\_\_\_

Are pets allowed? \_\_\_\_\_

# of fire extinguishers \_\_\_\_\_ locations: \_\_\_\_\_

Access to lake on property; usable dock \_\_\_\_\_

## ATTACHMENTS REQUIRED

- 1. Proof of property ownership: property deed, lease agreement, or land contract.
- 2. List of any restrictions on the property including access easement(s).
- 3. Site plan with property lines including location of septic field, docks (if applicable), driveway, well, and parking area. **Property lines and corners must be clearly marked on site.**
- 4. Floor plan of facility with number of bedrooms to be occupied.

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

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## ADMINISTRATIVE USE & INFORMATION ONLY

Permit Issue date: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Application fee paid: Amount: \_\_\_\_\_ Date paid: \_\_\_\_\_

Permit fee paid: \_\_\_\_\_ Date paid: \_\_\_\_\_

Permit authorized by: (print name): \_\_\_\_\_

Title: \_\_\_\_\_

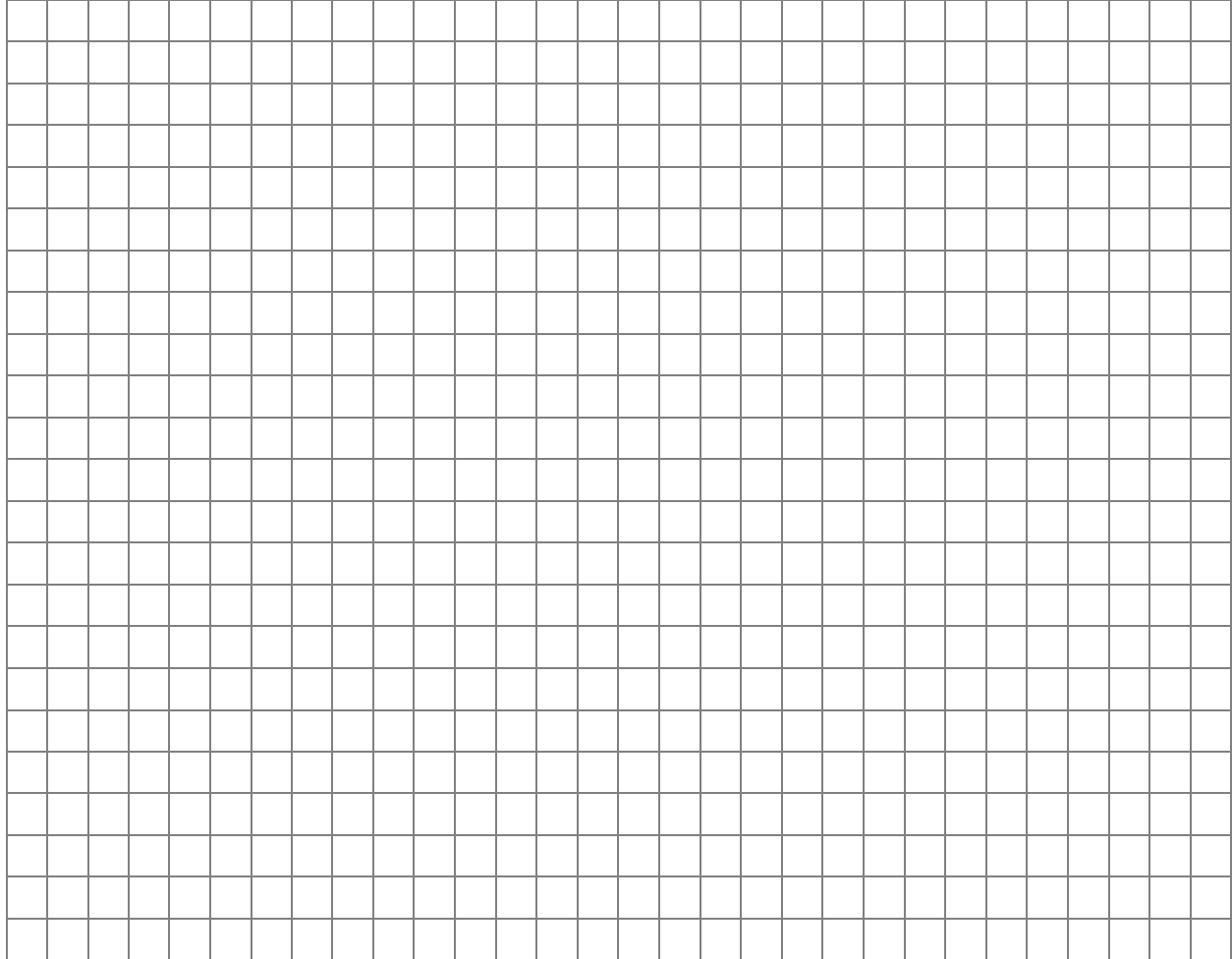
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Copies to:** Owner/Applicant; Code Enforcement Officer; Supervisor office.

**SITE PLAN:** *Make a scale drawing below showing actual lines, angles, and dimensions of the structures and the parcel boundary to be used for the rental, the exact size (to scale) and location on the lot of all existing buildings, other structures, easements, parking areas, streets, and driveways, well, docks, and septic field.*

**This page must accompany your application.**

A large grid for drawing a site plan. The grid is composed of 20 columns and 20 rows of small squares, providing a scale for the drawing.

**NOTICE TO APPLICANT**

The purpose of this grid to assist the Township in defining property boundary, uses, and structures which will be involved in the rental application.

The undersigned hereby agrees to abide by all Zoning, Building, and other Township ordinances, and regulations, and to comply with all parking, easements and other requirements requested by the Code Enforcement Officer.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Township Administration notes:

# Short-Term Rental Facility Safety List

The following items are meant to ensure the safety of the facility and guests. The list is not all inclusive but meant to guide the property owner to make their facility an optimal site for the health, safety, and welfare of their guests.

## Electrical

- ground fault receptacle(s) in bathroom
- outlets in working condition, easily accessed
- all lights working
- exterior safety lights
- interior emergency lighting and/or exit lighting
- baseboard heat (if applicable) working; air conditioning units working
- smoke alarms in each bedroom, kitchen & hallways

## Water & Waste

- water tested and approved by local health department
- hot water tank working
- Septic/sewer in working condition
- Instructions for sewer alarms: who to call, what to do.
- laundry facilities working

## Exterior/Interior

- facility 911 address clearly posted
- property corners visibly marked (pegged, flagged, etc.)
- exterior safety light(s) working
- trash receptacles available & clean
- adequate off-street parking
- docks safe, structurally sound, usable
- egress windows in bedrooms
- fire extinguishers visible and up to date
- wood stove/fireplace/chimney in clean, working condition

## Emergency Contact Information Posted (911)

- Ambulance
- Fire
- County Sheriff
- Code Enforcement Officer

## Local Contact Representative Name and Telephone Number Posted

## Permit Posted and Visible