

City of St. Ignace

396 N State Street
 St. Ignace, Michigan 49781
www.cityofstignace.com
 (906) 643-9671

Application for Short-term Rental License

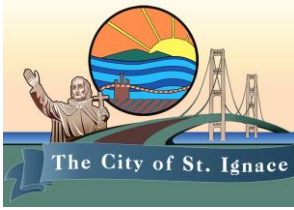
The Short-term Rental License is to be renewed annually. All licenses expire May 31.

Owner Information	
Name:	
Address:	
Phone:	
E-mail:	

Designated Representative	<i>*Must be available 24 hours a day and be able to respond within 30 minutes of contact—see below for more information*</i>
Name:	
Address:	
Phone:	
E-mail:	

**City Code Section 38-364(d)(7) The Owner or Operator of a Short-term Rental shall identify a designated representative as a contact person at least eighteen (18) years of age, responsible to act on behalf of the Owner or Operator when the Owner or Operator is not immediately available to respond to calls of nuisance or emergency. The Designated Representative is granted authority by the Owner or Operator to enforce rental agreements and to stand in the place of the Owner or Operator to make decisions when reasonably requested to do so by emergency service, utility companies, Zoning Administrator, City Manager, or employees of DPW when acting in the ordinary course of business. The Owner or Operator shall provide the name, address, and a current 24-hour working phone number of the Designated Representative on the application for a Short-term Rental permit. Said Designated Representative must be available during the rental period within a thirty (30)-minute drive of the dwelling unit or authorize an alternate person eighteen (18) years of age or older who can respond within thirty (30) minutes.*

Property Information	
Category of Operation:	<input type="checkbox"/> Category 1, Owner Occupied. The owner shall live in the dwelling unit or in a separate unit on the parcel while the short-term rental is active. \$250.00/year. <input type="checkbox"/> Category 2, Not Owner-occupied. The property owner resides on a different property or parcel than the one occupied by the guest when the short-term rental is active. \$350.00/year.
Short- Term Rental Address:	
Number of Bedrooms:	
Maximum Occupancy:	
# of off-street parking spaces:	



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Neighbor Notification: Category 2 short-term rentals in residential zones require notification to property owners within 300 feet of the proposed rental property. The attached notice will be sent to neighboring property owners upon completion of all other permit requirements. A notification fee of \$60 will be charged. This notification does not need to be completed annually.

Affidavit

I agree the statements made in the above application are true, and if found not to be true, any registration or permit issued may be void.

I also agree to comply with the conditions and regulations provided with any registration or permit that may be issued.

Further, I agree that any permit that may be issued is issued with the understanding that the individual(s) or organization(s) named or represented on that permit will comply with all applicable sections of the City of St. Ignace Code of Ordinances.

I also agree that a designated local representative will be available to oversee the short-term rental in accordance with City Code and to respond to calls from renters, concerned citizens, and representatives of the City. The local agent will be available to always accept telephone calls on a 24-hour basis that the short-term rental is rented and occupied, and will have a key to the rental unit and be able to respond to the rental within 30 minutes to address issues, or will have arranged for another person to address issues in the same timeframe.

I also agree that the STR Use Permit shall be displayed within the dwelling unit and contain all the information outlined in Sec (e)(5) of the St. Ignace Short Term Rental Ordinance.

Further, I agree that when the property owner is not present during STR use, the information outlined in Section (e)(6) of the St. Ignace Short Term Rental Ordinance will be provided to guests.

I understand that this permit expires May 31 annually, and must be renewed each year.

Finally, I understand that this is an application for a short-term rental registration only and does not include any representation of conveyance of rights in any other statute, building code, deed restriction, or other property rights.

Owner Signature

Date

Administrative Use:

Date Received: _____

Neighbors notified: ___ Y ___ N ___ N/A

Renewal: ___ Y ___ N

Inspection completed in last 5 years?: ___ Y ___ N

Fee owed: _____