



Village of Suttons Bay
420 N Front Street
P O Box 395
Suttons Bay, MI 49682
231.271.3051
suttonsbay@suttonsbayvillage.org

SHORT-TERM RENTAL APPLICATION (RENEWAL)

Property Information:

Street Address: _____

Property Tax ID #: _____

Property Owner: _____

Are there any changes in the Property Owner, 24 Hour Contact, Authorized Agent, or Site Plan from the original Short-Term Rental Permit?

- No Sign below and submit with renewal fee
- Yes Please read the Short-Term Rental Ordinance. Please note that changes to ownership or the original site plan will require a new application. Note that the Village has capped short-term rental permits at 45. Please check with the Village to see if there are any permits available.

By signing this Application, I/we:

- *Certify that this information is accurate to the best of my knowledge, and that I have the legal authority to apply for this permit.*
- *Certify that I/we have authorization to apply for this permit.*
- *Certify that I/we have read the Village of Suttons Bay Short-Term Rental Ordinance and agree to abide by its terms and conditions.*
- *Understand that this Short-Term Rental Permit is issued to the Owner and cannot be transferred to another owner upon sale or transfer of the property without re-application.*
- *Certify that there are no applicable deed, subdivision, or condominium restrictions or covenants that prohibit Short-Term Rentals.*
- *Authorize Village of Suttons Bay officials to enter the subject property for the purpose of verifying the information on this application and enforcing the Short-Term Rental Ordinance.*

The Short-Term Rental Permit Fee is \$600.00 payable to Village of Suttons Bay.

Print name of Owner/Agent

Signature of Owner/Agent

Date: _____ Owner Agent (Check one)

	NOTIFICATION TO ESTABLISH Short Term Rental In the Village of Suttons Bay	DATE: _____
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The Short-Term Rental operator will provide notification of their Short-Term Rental and 24-hour contact information to all properties within two hundred feet (200') of the Short-Term Rental. A list of those properties will be provided by the Village of Suttons Bay.

Rental Property Address:

Operator 24 Hour Contact Information:

Name of Operator : _____

24 Hour Phone Number(s) Operator: _____

Email Address(es): _____

PROOF OF NOTICE

Parcel #ID

NOTICE TO ESTABLISH Short Term Rental

45 - 043 - ____ - ____ - ____

Sheet Instructions: The ordinance requires the owner/operator provide "Notice to Establish" Short Term Rental (STR) and contact information of the owner/operator to all properties within two hundred feet (200') of the boundaries of the licensed STR.

This Proof of Notice is used to provide evidence that properties within 200' of the STR have been provided "Notice to Establish" a short-term rental.

After all properties within 200' have been noticed, please complete this form and return to the Village with your application. The list of properties provided by Village Administration can be attached.

Operator 24 Hour Contact Information:

Rental Property Address: _____

Name of Operator: _____

24 Hour Phone #: _____ E-mail Address(es): _____

- 1. Form to be delivered or mailed: NOTIFICATION TO ESTABLISH – Short Term Rental
- 2. According to Short Term Rental Ordinance, I served by first class mail or personal delivery the below properties.

(Assistance identifying properties within 200' can be obtained from Village Administration)

Indicate by Mail or Personal Delivery	Name	Address of Service	Date

I declare that this Proof of Notice has been examined by me and that its contents are true to the best of my information, knowledge and belief.

Date: _____

Signature: _____

Name: (Type or Print) _____

