



Village of Suttons Bay  
420 N Front Street  
P O Box 395  
Suttons Bay, MI 49682  
231.271.3051

[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)

**VILLAGE OF SUTTONS BAY**  
**SHORT TERM RENTAL PERMIT**  
**RENEWAL APPLICATION**

**Property Information:**

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

Property Tax ID #: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Contact Phone # \_\_\_\_\_

**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 note the new information on a Short Term Rental Application, sign, and submit with renewal fee.

**By signing this Application and initialing each item below, 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 purposes of verifying the information on this permit and enforcing the Short Term Rental Ordinance. \_\_\_\_\_*

**The Short Term Rental Permit Fee is \$500.00 for a three year term made Payable to Village of Suttons Bay.**

\_\_\_\_\_  
**Print name of Owner/Agent**

\_\_\_\_\_  
**Signature of Owner/Agent**

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

Owner     Agent    (Check one)