

**VILLAGE OF BENZONIA**  
**SHORT TERM RENTAL APPLICATION FORM**

***Receipt of Application – Village Use Only***

Signature of Village Staff Receiving Application: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Application # \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date Expired: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Application Fee: \$ \_\_\_\_\_ Paid By: \_\_\_\_\_

**OWNER/APPLICANT INFORMATION**

1. Short Term Rental (STR) Physical Address: \_\_\_\_\_  
*(street address)*
2. Tax Number/Parcel No. 10- \_\_\_\_\_
3. Owner's Name: \_\_\_\_\_
4. Owner's Address: \_\_\_\_\_
5. Contact Info: Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
6. Local Agent's Name: \_\_\_\_\_
7. Local Agent's Address: \_\_\_\_\_
8. Contact Info: Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
9. Number of STR Dwelling Units: \_\_\_\_\_
10. Number of Bedrooms to be used by occupants: \_\_\_\_\_ 11. Maximum Occupancy: \_\_\_\_\_
10. Parking Spaces Provided for STR use (provide sketch/drawings as needed on attached page): \_\_\_\_\_

( ) **check if additional sheets are attached.**

**LIST ADDITIONAL DOCUMENTS PROVIDED:**

**PROCESS:**

1. Permit will expire December 31<sup>st</sup> of even calendar years. (the first will expire in 2024, 2026, etc.) **Please submit renewal application by October 31<sup>st</sup> of the even calendar year, not required for 2022.**
2. Permit fee - \$200.00/bi-annual +\$50 initial application (one time). Fees are set by resolution by the Village Council and are subject to change.
3. The application will not be processed until the fee is paid and application is completed. Fees are nonrefundable once a permit has been issued by the Zoning Administrator.
4. A certificate of general liability insurance (per the STR ordinance) must be submitted before a permit will be issued.
5. Any advertisement for the short term rental must include the short term rental permit number.

**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 Village of Benzonia Ordinances.

Further, I agree that all dwelling units may be inspected for compliance as set forth in applicable ordinances and that the dwelling can only be used as a short-term rental once the Village issued Short-Term Rental Permit is issued and posted, per Village ordinance.

Further, I agree each dwelling unit will have an operating smoke detector in each bedroom and an operating carbon monoxide detector on each floor. These appliances will be maintained every ninety (90) days at a minimum.

Accordingly, I agree that at least one copy of the Village's Good Visitor Guidelines will be provided to renters each time the dwelling unit is rented, and that one copy with the address of the property will be clearly posted in the dwelling unit.

I also agree that a local agent will be available to oversee the short-term rental in accordance with Village Code and to respond to calls from renters, concerned citizens, and representatives of the Village. The local agent will be available to accept telephone calls on a 24-hour basis at all times 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 60 minutes to address issues, or will have arranged for another person to address issues in the same time frame.

I understand that this permit expires bi-annually, at the end of the even calendar year.

I understand that if an inspection is required by the Village and does not pass and a re-inspection is needed, a \$100 re-inspection fee will be required to be paid prior to the re-inspection.

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

\_\_\_\_\_  
Owner or Applicant Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner or Applicant Signed Name

**FOR VILLAGE USE**

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application: (circle)    Approved                      Denied                      Permit #: \_\_\_\_\_

Zoning Administrator (signature): \_\_\_\_\_ Date: \_\_\_\_\_