

TOWN OF SEVASTOPOL

SHORT-TERM RENTAL LICENSE APPLICATION

No person shall operate a Short-Term Rental without first obtaining a license.

Staff Use:

License No. _____
Date Issued: _____
Expiration Date: June 30, _____
Tax Parcel No: 022 - _____
Property Address: _____
Maximum Occupancy: _____

FEE: New Application \$ 300 (non-refundable) Annual Renewal \$250

Property Owner Name *

_____ Last _____ First _____

Owner Mailing Address

Phone No. _____ Email: _____

** If property is titled in the name of a corporation, partnership, trust or other entity, a list of officers, directors and agents must be attached, with address and contact information (phone, email).*

Designated Resident Agent *

_____ Last _____ First _____

Agent Mailing Address

Phone No. ** _____ Email: _____

**Or indicate SAME if Owner.*

*** Phone Contact must be available 24 hours per day/7 days a week during a rental.*

Address of Property To be Rented

Parcel Identification No. 022 - _____

Private Onsite Wastewater

Treatment System (POWTS) Permit No. _____ Date Issued: _____

(permit information available at [Door County Sanitary Records](#))

State of Wisconsin Tourist Rooming House Permit No. _____ (attach copy of license)

Door County Tourism Zone Room Tax Permit No. _____ (attach copy of permit)

Note: Occupancy Limit is based on Sanitary Facilities. Occupancy is limited to the number of occupants as sized by the POWTS or the State license, whichever is less. If served by public sewer, the State license determines the occupancy.

I certify that I am the owner or the authorized agent/representative of the owner of the property that is the subject of this License Application. I certify that the information contained in this form and the attachments are true, accurate and complete. I agree to comply with all applicable State, County and Municipal codes, statutes and ordinances and with the conditions of this License. I understand that the issuance of this License creates no legal liability expressed or implied on the municipality. Proof of the License and the Property Rules shall be posted in a conspicuous location at all times while the property is rented. I have received a copy of the municipality's Short-Term Rental Ordinance and I understand that failure to comply with any and all provisions of the Ordinance may result in license revocation, forfeitures and additional compliance inspection fees. I understand that no person shall operate a Short-Term Rental without first obtaining a License.

Applicant Signature: _____

Date: _____

All applications for a Short-Term Rental License shall include the following:

- Copy of Property Rules. A list of property rules required under Section 6.G. of the Short-Term Rental Ordinance shall be submitted with the application for a license. Property Rules must include the following minimum information:
 - Emergency contact information
 - Contact information for designated Agent or Property Owner
 - Maximum occupancy of the property
 - Where to park and maximum off-street parking spaces
 - Quiet hours of 10 pm to 7 am
 - Pet control policy – leash requirements, minimize noise
 - Outdoor burn regulations
 - What to do with garbage
 - Property Rules shall be included with the online/advertising listing.

- State Tourist Rooming House License. If you do not have a State license, please visit the [Wisconsin State Department of Agriculture, Trade & Consumer Protection \(DATCP\) website](#) to begin the process to obtain a license for a Tourist Rooming House.

- Door County Tourism Zone Room Tax Permit. Visit the [Door County Tourism Zone Commission Checklist](#) for permit holder information and application.

- Evidence of homeowner’s or business liability insurance for the premises.

- A diagram of the property identifying the property lines and the location of off-street parking, including the maximum number of off-street parking spaces provided for renters/guests. The diagram does not have to be to scale. GIS overhead property maps and recorded surveys are available on the [Door County Land Use GIS Maps website](#).
 - Shoreline property owners should remind renters/guests about riparian rights of neighboring property owners. See [DNR Common Questions on Waterway Public Access](#).

All applications for a Short-Term Rental License are subject to the following:

Each short-term rental shall comply with the requirements of Short-Term Rental of Residential Dwellings Ordinance No. 01-2021. It is recommended that you read the complete ordinance [Short-Term Rental Ordinance No. 01-2021](#). These requirements include, among other requirements, the following:

- Neighboring property owners (200-foot radius) shall be provided with contact information, copy of Property Rules and State DATCP license number.

- Garbage. Property rules shall include the trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property.

- Occupancy is based upon the permit issued by the Door County Sanitarian or as indicated on the Wisconsin DATCP license, whichever is less.

- Include the following Property Rules in the House Rules section or equivalent in your online/ advertised listing: Maximum Occupancy, Quiet Hours from 10 pm to 7 am; Pets leashed and minimize noise; Maximum off-street Parking spaces.

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