

Short-Term Rental Permit Application

Parcel # 0611- Permit Number:

THIS APPLICATION IS FOR: <input type="checkbox"/> New/Initial Application \$300.00 <input type="checkbox"/> Renewal of Permit \$150.00			
PROPERTY INFORMATION			
Property Address			
# of Bedrooms at Property			
# of Bedrooms for STR		Max Occupancy (2/bedroom)	
# of Improved Parking Spaces on Property for Renter Use		Minimum # of Consecutive Nights for STR	
Is the STR the Operator's Primary Residence?		Will the Operator stay overnight with all guests?	
Will the Operator or a Designated Agent be present at the STR within 30 minutes of request?		Maximum number of days the STR will be operated per year?	
PROPERTY OWNER INFORMATION (Names of all officers of corporation, partnership, LLC, organization, trust)			
Owner (1) Name			
Mailing Address			
Telephone			
E-Mail			
Owner (2) Name			
Mailing Address			
Telephone			
E-Mail			
Owner (3) Name			
Mailing Address			
Telephone			
E-Mail			

SHORT-TERM RENTAL BUSINESS OWNER INFORMATION (If Applicable)	
Owner Name	
Primary Residence Address	
Mailing Address	
Telephone	
E-Mail	
OPERATOR INFORMATION (Host name on advertising, must be a person and not an organization)	
Operator Name	
Primary Residence Address	
Mailing Address	
Telephone	
E-Mail	
DESIGNATED AGENT INFORMATION (If applicable - Must be a person and not an organization)	
Designated Agent Name	
Primary Residence Address	
Mailing Address	
Telephone	
E-Mail	
LIST ALL PLATFORMS WHERE STR WILL BE ADVERTISED (VRBO, AirBnB, etc.)	

REQUIREMENTS	Initials
STR permit number, minimum duration of stay, maximum occupancy limit, and number of improved parking spaces must appear in all advertisements and listings.	
The STR permit is non-transferable and does not authorize any person, other than the person named therein, to operate a short-term rental home in the residential dwelling.	
A quarterly report, which lists the dates of stay, number of guests for each stay, and a listing of all websites and places where the operator has advertised the short-term rental is required by February 1, May 1, August 1, and November 1 for the preceding calendar quarter.	

<p>The Operator hereby certifies that if the property is used for short-term rentals of 1 to 6 days duration, the property is and will remain the operator’s primary residence during the period of the permit.</p>	
<p>The Operator hereby certifies that if the property is used for short-term rentals of 1 to 6 days duration:</p> <p>(a) the Operator will stay at the property during the period of all rentals including overnights; OR</p> <p>(b) the Operator or Designated Agent shall be physically present at the at the property within 30 minutes of request during any rental period; or</p> <p>(c) the short-term rental will not be operated for more than thirty (30) days in any 365-day period.</p>	
<p>SUBMITTAL REQUIREMENTS</p>	
<p><input type="checkbox"/> STR application and permit fee paid in full</p> <p><input type="checkbox"/> Site plan showing improved parking spaces for renter use</p> <p><input type="checkbox"/> Copy of current Tourist Rooming House License issued by Public Health Madison & Dane County (PHMDC) for the property</p> <p><input type="checkbox"/> Copy of Applicant’s Seller’s Permit, and any other permit or license required to operate the short-term rental</p> <p>Additional Submittal Requirements for Primary Residency Short-Term Rentals</p> <p><input type="checkbox"/> Two separate forms of documentation showing the proposed short-term rental is the primary residence of the operator – refer to Town of Pleasant Springs Ordinance Chapter 11 – 2022-001</p> <p><input type="checkbox"/> Operator’s Primary Residence Affidavit Form (below)</p>	
<p>CERTIFICATION OF EACH OWNER / OPERATOR (Attach copies if needed)</p>	
<p>I certify that all information provided on this application is true and accurate. I understand that failure to comply with any applicable provisions of Ordinance Chapter 11 2022-001, including providing false information on a permit application, is grounds for revocation of my permit, and other enforcement measures. I have reviewed the Town of Pleasant Springs Ordinance Chapter 11 2022-001 and I will operate in compliance with the Short-Term Rental regulations in the Town of Pleasant Springs. I understand the submission of the application by the Town does not constitute the issuance of a permit and that a valid short-term rental permit must be issued before the property can be offered, advertised, or rented.</p>	
<p>Signature</p>	
<p>Printed Name</p>	
<p>Date</p>	
<p>FOR OFFICE USE ONLY</p>	
<p>Permit Application: <input type="checkbox"/> Denied <input type="checkbox"/> Approved</p>	
<p>Permit Conditions:</p>	

Payment Information:	
Staff Signature:	
	Date:

Operator's Primary Residence Affidavit Form

Each host and cohost must submit a separate affidavit form.

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LOCATION	
Address of Short-Term Rental	
DEFINITION OF PRIMARY RESIDENCE FOR THE PURPOSE OF ORDINANCE 11-24 AND STR	
<p>The Town of Pleasant Springs Ordinance Chapter 11-2022-001 defines a primary residence as a residential dwelling that serves as an individual's true, fixed, and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives government-issued mail, receives a Wisconsin lottery credit, claims residence for purposes of voter registration, claims as an address on Federal income tax forms, and lists as their address on state issued identification cards and driver's license. An individual can have only one primary residence.</p>	
ATTEST	
<p>I swear or affirm under oath that I am the owner or tenant of the residential dwelling listed above and that this is my primary residence as defined above. I acknowledge that I am to notify the Town of Pleasant Springs within three (3) days if for any reason this address is no longer considered my primary address. I understand that my short-term rental license may be revoked if I am found to not be in compliance with the requirements of the Town of Pleasant Springs Short-Term Rental Ordinance.</p> <p>I understand that the statement made above regarding my primary residence is required by the Town of Pleasant Springs Ordinance Chapter 11 2022-001 in order to receive a short-term rental permit in the Town of Pleasant Springs. I further understand that pursuant to Wisconsin Statute 946.32 any person who, under oath, knowingly makes a false statement when that statement is required by law may be guilty of a Class H Felony. With this understanding, I swear or affirm under oath that I have carefully considered the contents of this Affidavit before signing and that the above statement regarding my primary residence is true.</p>	
Operator Signature	
Operator Print Name	
Date	
PUBLIC NOTARY	
Subscribed and sworn to me before this _____ day of _____, 20_____.	
Notary signature continued next page	

<p>My Commission Expires</p>	<p>_____ Notary Print Name</p> <p>_____ Notary Signature</p>	<p>Notary Seal</p>
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