Village of Ephraim Short-Term Rental License Application

License Year: 2023 A license must first be obtained prior to operating or advertising a Short-Term Rental.

| A. | |
|----|--|
| | |

| 1 | | OWNER | INFORMA | TION: * Plea | ase provide | a mailin | g address where yo | u can receive mail. | |
|--------------------------------|---------------|---------------------|--|-------------------------------|---------------|----------------------|-------------------------|---------------------------------|--|
| Owner N | ame: | | | | | | | | |
| Owner St | treet Addre | ess *: | | | | | | | |
| City: | | | | State: | | | Zip: | | |
| Phone (2 | 4/7) #1: | | | | Phone (24 | /7)#2: | | | |
| Email: | | | | | | | | | |
| • | | | | corporation, ct informatio | | | other entity, a list of | officers, directors, and agents | |
| | | | Door County, a Designated Agent must be selected that resides within the county tional periods. (See next section) | | | | | | |
| 2 | | | | | DESIGN | ATED AG | ENT: | | |
| Designat | ed Agent N | Name*: | | | | | | | |
| Designat | ed Agent S | treet Add | lress: | | | | | | |
| City: | | | | State: | | | Zip: | | |
| Phone (2 | 4/7) #1: | | | | Phone (24 | /7)#2: | | | |
| Email: | | | | | | | | | |
| *Or indica | ate "same" i | f the prop | erty owner | - Designated | d Agent MU | IST RESID | E IN DOOR COUNTY | | |
| 3 | | | | | PROPERTY | INFORM | ATION: | | |
| Property | Tax Parcel | ID: | 121- | | | | | | |
| Property A | ddress (Pleas | e list all app | olicable fire r | numbers): | | | | | |
| Unit #1 Info | ormation: | | Unit #2 Info | formation: | | Unit #3 Information: | | Unit #4 Information: | |
| Address: | | | Address: | | | Address: | | Address: | |
| | | | | | | | | | |
| # of bedroo | oms: | | # of bedroo | # of bedrooms: | | # of bedroo | oms: | # of bedrooms: | |
| # of occupa | ants: | | # of occupants: | | # of occupant | | nnts: | # of occupants: | |
| Online Listing IDs: | | Online Listing IDs: | | Online Listing IDs: | | ng IDs: | Online Listing IDs: | | |
| Airbnb ID# | : | | Airbnb ID# | | 1 | Airbnb ID#: | | Airbnb ID#: | |
| /RBO ID#: | | VRBO ID#: | | VRBO ID#: | | | VRBO ID#: | | |
| Other ID#: | | | Other ID#: | | | Other ID#: | | Other ID#: | |
| Other ID#: | | | Other ID#: | | | Other ID#: | | Other ID#: | |
| ADVERTI | SED # OF B | EDROOMS | S FOR YOU | JR ONLINE L | ISTING(S): | | | | |
| | | | | UR ONLINE I | | | | | |
| | | | | - | nsaction co | mpleted | between owner | □ Yes □ No | |
| | t (no third | | | | | | | 103 1140 | |
| | | | <u> </u> | the following | g intormatio | n: | | | |
| WI DOR Seller's Permit Number: | | | 456- | | | | | | |
| WI DOR PRAT Reg. Number | | | 020- | | | | | | |

| 4 | | | | S | ANITARY II | NFRASTR | UCTURE | | |
|--|--|--|---|--|--|---|--|--|--|
| Sanitary 1 | Infrastructu | ıre: | Municipal S | Sewer 🗆 | H | Holding Ta | ank 🗆 | | POWTS 🗆 |
| If Munici | pal Sewer, _l | please list | your Villa | ge of Ephra | aim Sewer A | Account I | Number: | | |
| | IF PROPERTY IS SERVICED BY PRIVATE ONSITE WASTEWATER "POWTS" TREATMENT SYSTEM COMPLETE THE NEXT SECTION. | | | | | | | | |
| Please provide information for each unit. If necessary please attach detailed information for each unit. DOOR COUNTY SANITARIAN POWTS PERMIT #: | | | | | | | | | |
| | | | | | | | | | |
| | | | | - | sign Capacit | - | | | |
| | | | | | VICED BY PO | | | | |
| | | | | | POWTS syst | | ncy as define | ed by the E | Ephraim Code of Ordinances) |
| 5 | | | | | REFUSE/RE | CYCLING | PLAN: | | |
| REFUSE/F | RECYCLING | PLAN: | | | | | | | |
| | | | | | | | | | |
| 6 | Once I rece Please initia | • | age of Ephi | raim permit | t number, I w | will add th | is informati | ion to any | and all online listings. |
| 7 | I have read | the Village | e of Ephrair | n Short-Ter | rm Rental or | dinance ir | its entirety | y. Please | initial: |
| contained County, a of the Lice | l in this form nd Municipa | n and the a al Codes, st | attachments tatutes, and | s are true, a d ordinance: | ccurate, and s and with th | l complete he conditi | e. I agree to ons of the L | comply v | y that the information with all applicable State, understand that the issuance |
| failure to | | les shall be any and a | e posted in all provision | a conspicuons of the Vill | ous location | at all tim | es while the | e property | ense and Good Neighbor Best |
| failure to | comply with | les shall be any and a n, non-ren | e posted in all provision | a conspicuons of the Vill | ous location | at all tim | es while the -Term Rent | e property | is rented. I understand that nce may result in license |
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Village of Ephraim Short-Term Rental License Application Directions

The Application shall be completed by the Owner of the property.

1) Complete Owner Information section (SECTION 1).

Complete the owner information section. If the property is titled in the name of a corporation, partnership, trust, or other entity, please provide a list of officers, directors and agents on a separate sheet of paper with names, addresses and contact information (phone and email). Please provide a mailing address where you can receive mail.

2) Complete Designated Agent section (SECTION 2).

If you do not reside in Door County boundaries while you operate your property for short-term rentals, you will need to select a designated agent as a <u>local contact person</u>. If you have a property management company, (not required), please enter their information in this section. **If you reside in Door County during operational periods, indicate "SAME".**

3) Complete Property Information section (SECTION 3).

As a licensed DATCP Tourist Rooming House, you can operate up to four (4) or units (e.g., rooms, cottages, cabins). Please complete for each unit: The address, number of bedrooms, maximum occupancy and the online listings ID's for each online listing platform (remote seller) utilized for the property. Please complete the section indicating your advertised # of bedrooms and advertised # occupants for your online listings.

4) Complete the Sanitary Infrastructure section (SECTION 4).

Select the type of septic system that services your property. If municipal sewer, enter your Village of Ephraim sewer account number. If your property is serviced by POWTS, please provide the DC Sanitarian Permit Number, number of bedrooms, design capacity and complete the calculation section for POWTS for each unit. If necessary, attach a separate sheet of paper.

5) Complete the Refuse/Recycling section (SECTION 5).

Please describe your refuse/recycling plan. Be sure to include information about your service provider or personal plan to handle refuse/recycling. Will renters need to put receptacles out for pick up?

- (SECTION 6) Initial that you will add your Village of Ephraim permit number to all online advertising. If you need help be sure to call or message your platform. Each platform has a specific process for adding this information.
- 7) **(SECTION 7)** Initial that you have read the Village of Ephraim Short Term Rental Ordinance.
- 8) (SECTION 8) Read the certification section and then sign.

9) Complete the Checklist Section (SECTION 9).

Check off each item on the checklist as you complete it. Where indicated to attach a copy, be sure to include with your application. If you need assistance with an item on the list, please review the FAQs or contact the Village of Ephraim administrative office at 920-854-5501 or office@ephraim-wisconsin.com. Applications can be submitted by regular mail or email. All items must be included with the application for consideration. Partial applications will not be considered on time for due dates.