

ORDINANCE No. 2022-01

Property Parcel ID# ____-____-____-____	SIDNEY TOWNSHIP SHORT TERM RENTAL APPLICATION	Property Street Address:
OWNER:		
Name:	Phone:	
Mailing Address:	Email:	
OPERATOR (If applicable)		
Name:	Phone:	
Address:	Email:	
As the operator, please provide proof of ownership or authority to represent owner.		
24 HOUR CONTACT:		
Name:		
Phone:		
Email:		
Owner or his/her representative must be available 24 hour a day during rental period.		
OCCUPANCY:		Based on location, number and size of bedrooms
Floor level	Size/sq ft	1. Minimum bedroom size-1 person-40 sq ft
Bedroom #1		2. Maximum allowable per bedroom is ____
Bedroom #2		3. Maximum occupancy per property is ____
Bedroom#3		
Bedroom#4		
Bedroom#5		4. Every bedroom should have access to a bathroom without entering another bedroom
PARKING PROVIDED: A minimum of 2 on site parking spaces are required		
FLOOR PLAN SKETCH: A floor plan sketch showing size and sq ft of a habitable spaces must be provided		
PROCESS:		
1. Permit will expire on year from the date is was approved		
2. Permit fee-\$200. Inspection fee-\$100 every 3 years		
3. The application will not be processed until the fee is paid and application is completed		
SUBMIT TO Sidney Township, P.O. Box 141, Sidney Mi 48885 or drop of at the Hall at 3019 S. Grow Rd. Sidney		
I declare that this application has been examined by me and that its content are true to the best of my information, knowledge and belief.		
Name:(printed)		
Signature:	Date:	

Short Term Rental Application
Floor plan layout sketch
Site sketch

A large grid of graph paper, approximately 30 units wide by 40 units high, intended for drawing floor plans and site sketches. The grid is composed of thin black lines forming small squares.

Please provide a sketch of each floor showing bedroom and bathroom locations. Also provide a sketch of the site showing where parking spaces are provided.

2023 SHORT TERM RENTAL INSPECTION CHECKLIST

- | <u>Yes</u> | <u>No</u> | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the address number posted and visible using minimum 4" tall numbers on a contrasting background? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do egress/exit routes comply with applicable codes? (e.g. stairs, handrail) |
| <input type="checkbox"/> | <input type="checkbox"/> | Do egress/exit doors open from the inside without the use of a key, tool, or special knowledge? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are required egress windows (bedroom windows) operable? And meet minimum size? (Minimum 5 sq. ft. <u>opening</u> when located on main floor or basement, 5.7 sq. ft. on 2 nd floor, <u>and</u> minimum opening width of 20 inches and minimum opening height of 24 in.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are smoke detectors located where required by code and operable? (Generally, one in each sleeping room, one outside bedroom area – but not in close proximity to cooking appliances. See installation instructions.) |
| <input type="checkbox"/> | <input type="checkbox"/> | If a carbon monoxide alarm is required by code, is it installed and functional? (Required if dwelling has a fuel burning appliance or attached garage. One detector each level – see installation instructions.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a fire extinguisher, with a minimum rating of 2-A:10-B:C, provided and either directly visible or in a labeled location? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there proper access to the electrical panel? (Typically requires clear space 30" wide, 36" in depth, and 78" in height in front of panel.) |
| <input type="checkbox"/> | <input type="checkbox"/> | If any extension cords are in use, are they used in a compliant manner – used only for portable appliances, and unplugged when not in use? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are combustibles kept away from heat sources, including hot water heater, furnace, and fireplace? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the dryer vent system free of hazards/obstructions? |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency contact numbers ("IN CASE OF EMERGENCY DIAL 911") posted? |

Recommended items:

- Keep a functional flashlight in every sleeping area.
- Install/Turn on a porch light for arriving guests.
- Keep poisonous, caustic, and flammable chemicals in secure cabinets and away from ignition sources.
- Change smoke detectors as recommended by manufacturer (typically after 10 years).
- Install interconnected smoke detectors. Wireless detectors are now available.
- Change outlets located within six feet of wet areas to GFCI protection. (e.g. bathrooms and kitchen counters).
- Post owner/manager emergency contact information.
- Have a fire extinguisher on each level.
- Maintain proper insurance coverage – homeowner's doesn't cover short term rental.

Address: _____ Inspector: _____ Date of Inspection: _____