



Applying for a Short-Term Rental License

East Bay Charter Township has approved Ordinance 5-2019, a Short-Term Rental Licensing Ordinance. In order to apply for a short-term license, there is information to gather and paperwork to be completed prior to the online application. If for any reason, you cannot comply with applying online, please seek the assistance of the township's Office of Planning & Zoning. This department can be reached at (231) 947-8681.

You can download this short term rental property checklist to help guide you through the process.

The online application can be accessed by visiting eastbaytwp.org and clicking on the [short-term rental application link](#). Before you begin, the following information may be helpful in gathering the required information.

Sketch the Floor Plan and Site Plan

Floor Plan: Applicants shall provide a floor plan (official or hand-drawn) that includes the number of bedrooms. As you review your property, please remember to review the safety regulations outlined in Section 6 (i) of the ordinance, show the door and window locations of the bedrooms in your floor plan. As an example, submitting Airbnb floorplans utilizing Archibnb will comply with the floor plan requirement. Though, the below hand-drawn example is completely acceptable. Reminder: there is a maximum occupancy equal to two persons per sleeping room plus four persons overall per short-term rental permit. As an example, a three-bedroom short-term rental would have a maximum occupancy of 10 individuals (3 bedrooms x 2 per room = 6 + 4 overall = 10 total maximum occupancy).

Site Plan: Applicants shall provide a site plan (official or hand-drawn) that shows the dwelling unit on the property, including any outbuildings, and where motor vehicles, boats, campers, and trailers will be parked on site, as they may not be parked on public or private streets.



Take photos

Photos submitted should sufficiently document the short-term rental property seeking a license is in compliance with the township's Junk Ordinance (EBCT Ordinance 2005-4). Photos should include the short-term rental dwelling unit and grounds, including a picture of the front of the structure.



Proof of Notification to Adjacent Property Owners

All applicants are required to notify neighboring property owners prior to applying for a permit. A notification document is provided for your convenience online to mail or personally deliver to neighbors, including those located across the street. As well, the Affidavit of Notification of Short-Term Rental Neighboring Property Owner(s) is required for application. Both documents can be found on the township's website.

Determine Applicant and Responsible Party

As a property owner, if you choose to have another party apply for a short-term rental and act in your behalf, please use the *Designation of Authority to Request an Application of a Short-Term Rental License* form. This person may or may not be your local agent, you can indicate this on the form. Though, in either case, there must be a locally accessible responsible party who can be contacted and potentially onsite in the event of an emergency or complaint. The responsible party must reside or have a business office within a 45-mile radius of the subject property. You will provide this information during your online application.

Compliance with Wastewater Disposal

For short-term rentals not accessible to public utilities, review the requirements in Section 6 (j) of Ordinance 5-2019, as well as the Short-Term Rental Checklist for the documentation necessary to show a compliant system. If you haven't had your system examined or pumped within the past three years, schedule a visit with a commercial septic hauler.

Required Notification to Renters

The short-term rental outlines certain notifications must be provided to your renters, prior to occupancy and during occupancy. The township has drafted two documents to aid operators comply with these requirements. Visit eastbaytwp.org to find a letter to send your new contracts prior to their visit and find the *Good Neighbor Brochure* which must be completed and kept in a common, noticeable area of the rental to comply with requirements.

Gather Property Documents

1. Proof of ownership will be requested while you are applying online. This could be a copy of your property deed or a copy of your property tax bill.
2. Include a copy of any subdivision restrictions or condo bylaws.

Have questions? Meet with the Zoning Administrator.

Leslie Couturier, Zoning Administrator, oversees the materials submitted for short-term rental applications. She can be reached at lcouturier@eastbaytwp.org or at (231) 947-8681, or by visiting the township hall at 1965 N. Three Mile Road. While you are always welcome to stop by, for guaranteed availability, appointments are appreciated to focus on your questions.

Permit Fee

The annual license fee is paid online at the end of the application and is \$350. There is a processing fee charged by the payment vendor, Stripe. For a credit card payment, the processing fee is 2.9% + \$0.30 per successful credit card charge. For ACH payments, the processing fee is 0.8% with a maximum charge of \$5. [Please visit this webpage](#) for information regarding the fees charged by Stripe.

Post Permit on Listing

Once received, all licensed short-term rentals must include their license number on all online or print listings.

Remit All Required Taxes

The short-term rental operator is required to remit all appropriate taxes to the correct agency. [Visit the Michigan Department of Treasury to learn more.](#)

Renew Permit

Permits are only valid for 365 days. Permits must be renewed annually to remain in compliance with the Ordinance.