

SHORT-TERM RENTAL APPLICATION
FREQUENTLY ASKED QUESTIONS

1. Do I have to get all of my neighbors to sign a notarized affidavit that they were notified of a neighboring short-term rental?

Answer: No. All you need to do is to notify them that you will be operating a short-term rental and provide them with 24/7 emergency contact information. Then, as the short-term rental operator, you sign a notarized affidavit that you contacted all your abutting neighbors and provided them with the 24/7 emergency contact information. Abutting neighbors are neighbors you share a property line with and includes those who live across the street.

2. What if my septic tank has not been inspected in the past three years?

Answer: A new septic tank inspection is necessary.

3. I have had my septic tank inspected within the past three years, but I don't have a copy of my septic tank inspection?

Answer: Contact your septic tank hauler and see if they can provide a copy from the previous inspection. Otherwise, a new inspection will be needed.

4. Can the County Health Department provide a certification of inspection of my septic tank or holding tank?

Answer: No. They may be able to provide a copy of your original permit, but they do not perform inspections or provide certifications. Please note that if your tank was installed prior to 1972, they may not have a copy of a permit. Also, some of their East Bay Township records from the 1990s no longer exist. In some instances the Township may have a copy. The County Health Department has indicated they will work with the local septic haulers to help residents with missing records to re-establish a record.

5. Does my septic/holding tank inspector need to have NSF and NAWT certification?

Answer: Since the ordinance was adopted, the Township has learned that the NSF certification process ended in late 2018. Furthermore, the nearest NAWT certified firm is 75 miles away. As a result, the Township is accepting inspections by septic tank haulers. Some of the haulers in the area are former NSF certified firms, but until the ordinance is revised, NSF or NAWT certification is longer a requirement.

6. What if my septic tank haulers tells me they cannot do the inspection in winter?

Answer: We have been informed that haulers can do inspections during the winter, though topography may limit their ability to do so. If you are unable to find a hauler to do an inspection, please submit a note explaining the situation with your application and, if the application is otherwise complete and in good order, the Township will grant a temporary license until the inspection has been completed successfully.

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7. Is my well supposed to be inspected?

Answer: No, only septic and holding tanks.

8. Do my property taxes have to be paid and up-to-date to receive a permit?

Answer: Yes.

9. Why did East Bay Township choose an out-of-state firm to administer the short-term rental web portal and licensing?

Answer: East Bay Township is not aware of any firms from Michigan currently providing such online services. The Township went through the formal bidding process and two firms responded; neither from Michigan. It is worth noting, the Host Compliance Technical Advisor working with the Township is based in St. Joseph, Michigan.

10. Why is the fee \$450/year?

Answer: The fee is based upon industry guidance using the average of two nights rental fee in the market as the barometer. The \$450 is less than the average for two nights rental in East Bay Township based on data from Host Compliance. The fee is meant cover the Township's expected costs for hiring Host Compliance, legal counsel in implementation and enforcement, Community Police Officer costs to handle enforcement, and staff time. The fee places the cost of the short-term rental program on the owners of the short-term rentals rather than taxpayers and residents absorbing these costs.

11. Can I rent out my space for less than seven days?

Answer: Yes, but you are limited to one short-term rental per week on the Gregorian calendar. In other words, no other rentals may be booked/lodged until seven days have passed from the start of the previous short-term rental.

12. Is there a deadline to apply?

Answer: Yes (**May 1st**), but the Township understands there is a learning curve to all of this and therefore will work with short-term rental owners actively seeking a license. If you are running into problems or issues, please let us know and we will work with you. Extended delays without sufficient cause are not acceptable.

13. Will I be required to renew my license each year?

Answer: Yes

14. When will I be required to renew my license?

Answer: Your renewal deadline will be one-year from the date of your license.

Updated 2/28/19 – deadline for applying

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15. Who do I contact if I have additional questions?

Answer: East Bay Township Office of Planning & Zoning at 231-947-8681.