

**Village of Summit - Vacation Rental Establishment License
ANNUAL APPLICATION FOR PROPERTY OWNER/OPERATOR**

1. Vacation Rental Establishment Details:

Address: _____
Total Square Footage of the principal Structure to be used: _____
Total number of bedrooms available for use: _____
Total number & types of beds available for use: _____
Total number of Occupants allowed: _____

2. Owner Contact Information

Name: _____
Address: _____

Cell Phone No: _____
Email Address: _____

3. Operator Contact Information: (if other than owner)

Name: _____
Address: _____

Cell Phone No: _____
Email Address: _____

4. Agent Contact Information: (if Owner resides more than 40 miles from the vacation rental Establishment)

Name: _____
Address: _____

Cell Phone No: _____
Email Address: _____

5. Real and Personal Property that may be used during the vacation rental:

- | | |
|---|---|
| <input type="checkbox"/> House | <input type="checkbox"/> Guest House |
| <input type="checkbox"/> Dock | <input type="checkbox"/> Golf Cart |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Boathouse |
| <input type="checkbox"/> Other (specify): _____ | <input type="checkbox"/> Boat – List Boats: _____ |
| _____ | _____ |

6. The following must be attached to this application:

- A copy of the State Tourist Rooming House License for the vacation rental establishment.
- Proof the vacation rental establishment complies with the WI Commercial Building Code as required by WI Administrative Code Section vacation rental establishment 72.14.
- Proof of property and liability insurance covering the vacation rental establishment property and use (copy of current policy).
- Proof that the property is connected to a municipal sewer system or that the septic system is properly sized and maintained for purposes of the proposed use (letter from County or verification from Village of sewer hook-up).
- Proof of parking as required is available (include a scaled drawing/photo/map).
- Proof how property lines are delineated and property address is displayed (photos/map).
- The applicable fee payment is enclosed. \$ _____

Date: _____

Signed: _____
Property Owner

180-Day Rental Period Commenced On:

_____ Printed Name: _____

Application is complete and meets all requirements of Ordinance. Planner Initials: _____