

PENN TOWNSHIP
APPLICATION FOR SHORT TERM RENTAL DESIGNATION

ANNUAL APPLICATION FEE - \$200.00

General Property Information:

Short Term Rental Address: _____

Parcel ID: _____

Zoning District: _____ Property Acreage: _____ Homeowner's Association: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Contact Number (24 Hours): _____

Owner's Email: _____

Owners that reside in excess of 15 miles from the STR, must designate a local Agent

Designated Agent for the Property if other than the Owner(s):

Agent's Name: _____

Agent's Signature: _____

Agent's Address: _____

Agent's Contact Number (24 Hours): _____

Agent's Email: _____

Number of Dwelling Units: _____

Number of Bedrooms: _____

Square Footage: _____

Maximum Number of Occupants: _____

Maximum Number of Vehicles Permitted: _____

Floor Plan:

Must include layout of each floor with rooms labeled by use.

Site Plan:

Must include property lines, driveways and all structures.

Must include the location and number of parking spaces.

Number of Parking Spaces: _____

Sewage System: Public Sewer/On-Lot (Please circle one)

1. If connected to an on-lot system does the site plan include location and all components of the sewage disposal system? _____
2. Documentation that the septic system is working as designed.
3. Proof that the septic tank has been pumped in the last three (3) years.

How will trash be handled: _____

Signature:

By signing this application, I certify that all facts in the application and all accompanying paperwork is true and correct. Approval to operate a STR may be revoked should the information included is found to be incorrect or erroneous or if use of the STR violates any Township, County, State or Federal Law or Regulation.

Signature of Property Owner

Date of Application

Application Checklist (To be completed by the Zoning Officer):

- _____ Proof of Ownership/Insurance
- _____ Floor Plan Provided
- _____ Site Plan Provided
- _____ Sewage Requirements Met
- _____ Receipt of Water Testing Certificate
- _____ Receipt of all necessary Federal, State & Local Permits

Date of Inspection: _____

Notes:

Approval: Y / N

Approval Date: _____

Authorized Agent: _____