

VILLAGE OF PORT AUSTIN SHORT TERM RENTAL LICENSE APPLICATION

P.O. Box 336
17 West State Street
Port Austin, Michigan 48467

989-738-5199
villofpa@airadvantage.net

License Application No.:	Parcel ID No.:	Property Address:
2025-	____-____-____-____-____	Port Austin, MI 48467

OWNER	
Name:	Phone:
Mailing Address:	e-mail:

AUTHORIZED LOCAL AGENT	
Name:	Phone:
Mailing Address:	e-mail:

24 Hour Contact:	Phone:

PROPERTY DESCRIPTION	SAFETY EQUIPMENT DECLARATION				
Number of dwelling units on parcel	<input type="checkbox"/> Smoke detector in each bedroom <input type="checkbox"/> Carbon monoxide detector on each floor <input type="checkbox"/> Fire extinguisher on each floor				
Number of bedrooms per unit					
Advertised maximum occupancy per unit					
Number of off-street parking spaces					
	Maintenance Schedule: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>				

LICENSE PROCESS

All Zones: Complete license application pages 1 & 2
 R1/R2 Zones: Provide notice of intent to establish Short Term Rental to neighboring properties and complete page 3
 Submit the following documentation to the Village Clerk:

- License Application/Safety Equipment Declaration
- Site Plan/Inspection Consent
- Declaration of Notice (Residential Zones Only)
- Liability insurance declaration page

Remit annual fee to Village Treasurer
 License approval process may proceed when documentation is complete and fee is paid
 Village Short Term Rental Administrator may contact owner/agent to schedule a property inspection

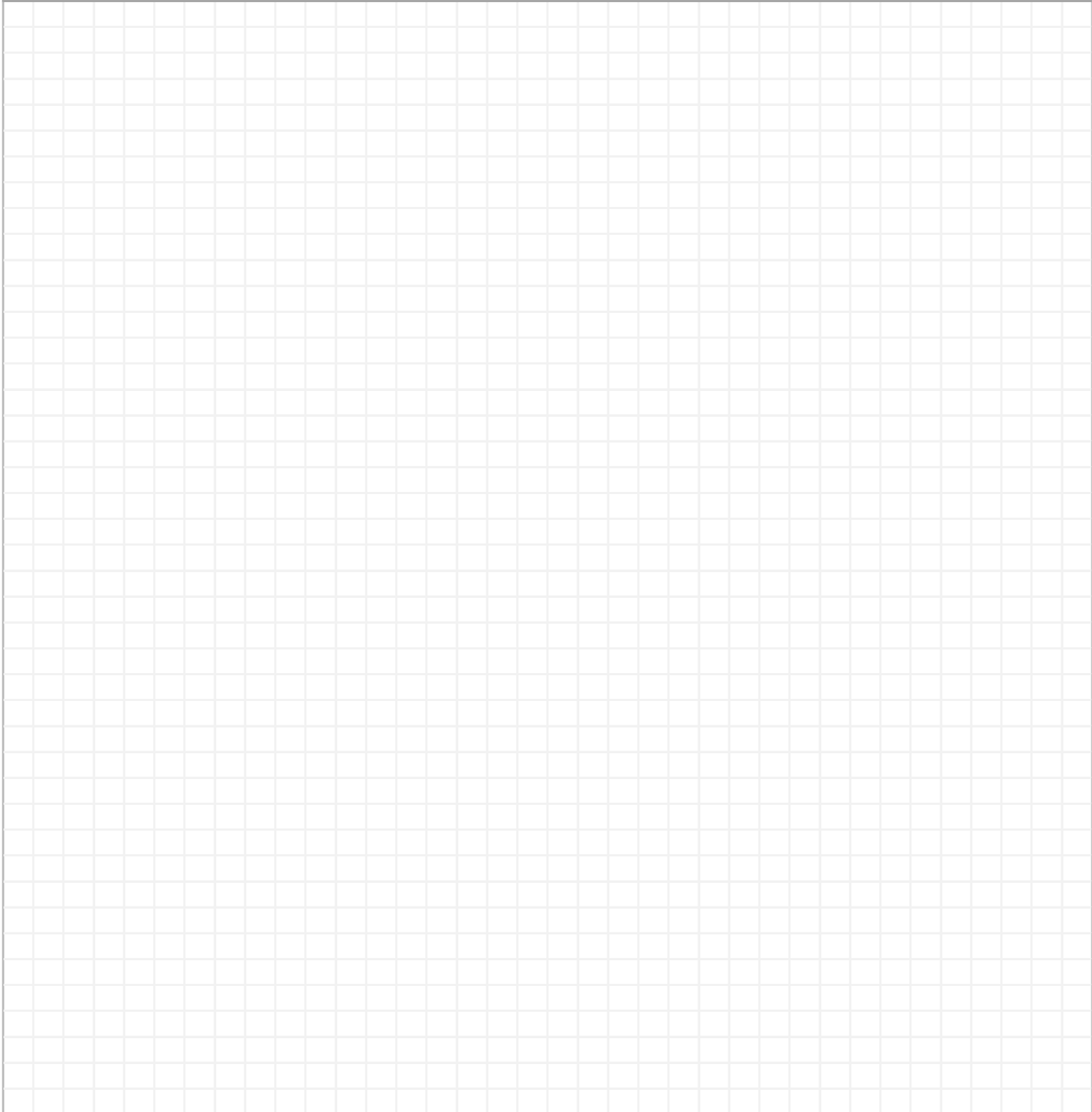
License expires annually on March 1. Please submit completed renewal application 30 days prior to expiration.

I have read, understand and agree to comply with the Village of Port Austin Short Term Rental Ordinance.

Property Owner/Agent Signature:	Date:

**VILLAGE OF PORT AUSTIN SHORT TERM RENTAL
SITE PLAN and INSPECTION CONSENT**

ADDRESS:	PARCEL NO.: _-_-_-_-_-_-_-_-_-_-
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Sketch a site plan of habitable levels detailing bedrooms, bathrooms, kitchen, egress and off-street parking.

I hereby grant consent to the Village of Port Austin for inspection of the property described herein to certify compliance with its Short Term Rental Ordinance.

Property Owner/Agent Signature:	Date:
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