

# RENTAL PERMIT APPLICATION

Town of La Pointe / 240 Big Bay Road / PO Box 270 / La Pointe, WI 54850 / 715-747-6913

*Application must be filled out completely and signed by an owner (Please print)*

Owner(s) (as listed on tax statement):

\_\_\_\_\_

Mailing address:

\_\_\_\_\_  
\_\_\_\_\_

Phone number(s):

\_\_\_\_\_

Email address:

\_\_\_\_\_

Authorized agent:

\_\_\_\_\_

Agent's phone number(s):

\_\_\_\_\_

- The owner or authorized agent has or must file for an Accommodation Tax Permit with the Town Treasurer before this application can be approved.
- The owner or authorized agent agrees to an inspection by the La Pointe Fire Department (long-term) or Ashland County Health Department (short-term) and will comply with any recommendations.
- I agree to allow designees of the Town who are authorized to administer the rental ordinance to access the above-described property at any reasonable time for inspection.
- I understand that, if granted, this permit expires on May 14 of the succeeding calendar year.
- I understand that, if granted, this permit does not cover any other dwelling on this property.
- Violations of the Town rental ordinance may be subject to termination of the Rental Permit, forfeiture at a daily rate, and court costs.
- I declare that this application is, to the best of my knowledge and belief, true, correct, and complete. I acknowledge that I am responsible for the accuracy of all information I am providing, which will be relied upon by the Town in determining whether to issue a Rental Permit. I further accept all liability that may result from the Town relying on this information provided in this application.

Owner's signature:

\_\_\_\_\_

Date of application:

\_\_\_\_\_

Property address (fire #, street, unit):

\_\_\_\_\_

Parcel number:

014 - \_\_\_\_\_ - \_\_\_\_\_

Parcel size: \_\_\_\_\_ acres

Permit requested (check one):

- Short-term (\$175)
- Long-term (\$50)

I am seeking a permit for (check one):

- Principal dwelling
- Accessory dwelling
- Tourist room

Number of bedrooms in this dwelling:

\_\_\_\_\_

Number of parking spaces for this dwelling:

\_\_\_\_\_

This dwelling has sleeping accommodations for how many people?

\_\_\_\_\_

In a typical year, how many months does an owner personally stay in this dwelling?

\_\_\_\_\_

## Office Use Only

Amount paid: \_\_\_\_\_

Date: \_\_\_\_\_ Check #: \_\_\_\_\_

Received by: \_\_\_\_\_

Approved / Permit #: \_\_\_\_\_

Not approved / Reason: \_\_\_\_\_

\_\_\_\_\_

Zoning District: \_\_\_\_\_

**ANNUAL RENEWAL DUE ON OR BEFORE MAY 14**

**RENTAL OF A PRINCIPAL SINGLE-FAMILY DWELLING (see Town Rental Ordinance, Section 3.4)**

Rental of a Principal Single-Family Dwelling may be permitted in accordance with the following provisions:

- A. A La Pointe Rental Permit is required for the long- or short-term rental of a principal single-family dwelling. Permits expire on May 15 each calendar year. Annual permit renewal is required.
- B. Off-street parking is required in accordance with Section 4.1 of the Town’s Rental Ordinance.
- C. Adequate sanitation is required, in accordance with state and county regulations.
- D. Safe and sanitary removal and disposal of all refuse and garbage shall be provided.
- E. The rental of a principal single-family dwelling shall not result in excessive noise, traffic, and/or parking congestion. Renters shall respect the privacy of surrounding properties, including private docks and beaches.
- F. Short-term rentals must also obtain licensure and inspection through the Ashland County Health Department.
- G. Where the designated Town official reasonably believes a rental does not conform with the requirements of Section 3.4 of the Town’s Rental Ordinance, the Town official will notify the property owner and/or authorized agent. Upon receiving such notification, the property owner shall abate such action or inaction to comply with the Ordinance as soon as reasonably possible under the circumstances. It shall be arguably presumed that the requirements can be complied with immediately. If the situation is not abated, the Town official shall forward the matter to the Town Board for action including but not limited to revocation of the rental permit.
- H. Where a written complaint regarding a rental property is received by the Town official, the procedure set forth in Section 5.6 of the Town’s Rental Ordinance shall apply.

**RENTAL OF ACCESSORY DWELLINGS (see Town Rental Ordinance, Section 3.5)**

Short-term rental of accessory dwellings on lots improved with a principal single-family dwelling may be permitted in accordance with the following provisions:

- A. The principal single-family dwelling shall not be rented short-term or long-term and shall not possess a permit to rent.
- B. The principal single family dwelling shall not possess a permit for tourist room rental.
- C. All provisions for the rental of a principal single-family dwelling shall be met.

**TOURIST ROOMS (see Town Rental Ordinance, Section 3.6)**

Tourist rooms may be permitted in accordance with the following provisions:

- A. Parking. Off-street parking is required in accordance with Section 4.1 of the Town’s Rental Ordinance.
- B. Type of Dwelling. Tourist rooms shall only occur within a principal single-family dwelling.
- C. Number of allowable guest rooms. No more than two (2) guest rooms shall be offered. No more than two (2) adult guests are allowed per room.
- D. Exterior character. The exterior appearance of the single-family dwelling shall not be altered.

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- E. Food preparation. No food preparation or cooking shall be allowed in guest rooms.
- F. Meals. No meals shall be offered to guests.
- G. Residency. The single-family dwelling offering tourist rooms shall be the owner's personal residence.
- H. Occupancy. The owner shall occupy the dwelling at the time of rental.
- I. Licensing. Prior to establishment of this use and at required intervals thereafter, the owner shall obtain and maintain a license as required by State law.

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