

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. Each rental dwelling requires its own application and permit.*

Date of application:

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

Owner's mailing address:

Owner's phone number(s):

Owner's email address:

Authorized agent (if applicable):

Agent's phone number(s):

Property address (fire #, street, unit):

Parcel number:

014 - _____ - _____

Parking spaces for this dwelling: _____

The dwelling sleeps how many? _____
**14 or more is HIGH OCCUPANCY, and must conform to Section 3.5*

Zoning District: _____

PLEASE SUBMIT:

- This application
- Payment for your Town permit
- A certificate of liability insurance.

PERMIT REQUESTED (check one):

- Short-term – New application (**\$500**)
- Short-term – Renewal application (**\$350**)
- *Short-term is for no less than 7 days up to 29 days**
- Daily – New application (**\$500**)
- Daily – Renewal application (**\$350**)
- *Daily is for no less than 2 days up to 29 days**
- Long-term – New application (**\$10**)

- I certify that I am familiar with La Pointe's rental ordinance, including Section 3 (Regulation of Rental Uses). I will comply with all provisions.
- I have (or will obtain) a Room Accommodation Tax Permit from the Town Treasurer; I will pay or report the required tax on a quarterly basis.
- I agree to the required inspection by the Ashland County Health Department (short-term/daily) and will comply with all recommendations.
- I certify that I will inform paying guests that, if they plan a function that exceeds 3 times the sleeping capacity of the dwelling, I must obtain an Event Permit before they can hold their event.
- 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:

Office Use Only

Amount paid: _____

Date: _____ Check #: _____

Received by: _____

Approved / Permit #: _____

Not approved / Reason: _____

Zoning District: _____

ANNUAL RENEWAL DUE ON OR BEFORE JUNE 14



TOWN OF LA POINTE

MADELINE ISLAND

240 Big Bay Road
PO Box 270
LA POINTE, WI 54850
715-747-6913

SECTION 3: REGULATION OF RENTAL USES (EXCERPTS)

(For complete language, see the Town of La Pointe Ordinance to Regulate Rental Properties)

3.1 GENERAL CONDITIONS (EXCERPTS)

1. All Daily, Short-Term and Long-Term rentals require a permit. These include Apartments, Bed and Breakfasts, Boarding Houses, Condominiums, Dwellings (Principal, Accessory, Incidental, Multi-Household, Single-Household), Hotel/Motels, Resorts, Rooming Houses, and Tourist Rooms.
5. Rental permits expire June 14 each calendar year. Permits that are not renewed by July 15 are considered lapsed. Annual permit fees are established in the Town's Schedule of Fees.
6. All rentals shall adhere to these provisions:
 - A. File a complete and accurate rental application, along with applicable fees, to the Zoning Administrator or designated agent, and provide any required information or documentation as requested. The permit shall be issued within ten (10) days after approval. A permit must be issued before the Dwelling can be rented.
 - B. Keep occupancy at or below the maximum authorized on the rental permit.
 - C. Provide off-street parking in accordance with Section 4.2 of this Ordinance, comply with requirements of the Town's "Private Driveway Private Roadway Ordinance," and display a fire number sign at the beginning of the driveway(s) used to access the Dwelling.
 - D. Provide adequate sanitation to the building or buildings in accordance with applicable State, County and Town regulations. There shall be no accumulation of garbage, refuse, junk, or waste (e.g., boxes, scrap lumber, scrap metal, appliances or motor vehicles in non-working condition). Garbage, refuse and waste shall be stored and disposed of in a clean and safe manner.
 - E. No rental shall result in excessive noise, traffic and/or parking congestion. Renters shall respect the privacy of surrounding properties (e.g., land, docks and beaches).
 - F. Provide fencing and/or vegetative screening, if required, to accomplish a visual and sound buffer with neighboring properties.
 - G. No floodlights or spotlights shall be allowed. This does not include lighting for safety and security.
 - H. All windows and doors shall be closed and secured when the building is not occupied.

3.2 LONG-TERM RENTAL (EXCERPTS)

1. Long-term rentals are qualifying Dwellings that are rented for a fee for thirty (30) consecutive days or more. Long-Term rentals are listed as a permitted use in designated Zoning Districts. Reference Section 2 and Appendix-Zoning District Use Matrix of this Ordinance.
2. Long-Term rentals must obtain a one-time permit from the Town. To obtain or retain a permit, property owners must comply with relevant municipal and state ordinances, regulations, and laws. A new permit must be obtained if ownership changes hands.

ANNUAL RENEWAL DUE ON OR BEFORE JUNE 14

3.3 SHORT-TERM RENTAL (EXCERPTS)

1. Short-Term rentals are qualifying Dwellings that are offered for rent for a fee for seven (7) to twenty-nine (29) consecutive days. As such, they are considered a commercial inn-keeping activity and a business use of a residential property by the property owner. In accordance with state statute, the Town of La Pointe shall issue Short-Term rental permits to qualifying Dwellings for rentals of seven (7) to twenty-nine (29) consecutive days.
2. Short-Term rentals are a permitted use in designated zoning districts in La Pointe.
3. Short-Term rentals must obtain an annual permit from the Town of La Pointe. To obtain or retain a Short-Term rental permit, property owners must comply with relevant municipal and state ordinances, regulations, and laws.
4. The holder of a Short-Term rental permit shall not rent a Dwelling or Unit for fewer than seven (7) consecutive days, unless also holding a Daily rental permit.
5. Property owners of Single-Household Dwellings require a Short-Term rental permit for each Principal, Accessory or Incidental Dwelling being rented on a parcel.
6. Property owners of Multi-Household Dwellings, Bed and Breakfasts, Boarding Houses, Hotel/Motels, Resorts, Rooming Houses, and Tourist Rooms require a Short-Term rental permit for each rental unit within a building or on a parcel if such unit is rented for seven (7) to twenty-nine (29) consecutive days.
10. The owner of the Short-Term rental property shall have liability insurance for each Dwelling used for rental, and provide proof of that insurance with the rental permit application. As of Jan. 1, 2025, the certificate of insurance must list the Town of La Pointe as an additional insured.
11. Short-Term rental permits include authorization to rent Long-Term at any time without an additional permit or fee.

3.4 DAILY RENTAL (EXCERPTS)

1. Daily rentals are qualifying properties that are offered for rent for a fee for at least two (2) consecutive days but fewer than thirty (30) consecutive days. As such, they are considered a commercial inn-keeping activity and a business use of a residential property by the property owner. To obtain or retain a Daily rental permit, property owners must comply with relevant municipal and state ordinances, regulations, and laws.
2. Daily rentals are a conditional use, grandfathered use, or permitted use in designated zoning districts. Reference Section 2 and Appendix-Zoning District Use Matrix of [the rental] ordinance.
3. Daily rentals must obtain an annual permit from the Town of La Pointe.
4. Property owners outside the C-1 Commercial district who possess a valid Short-Term rental permit on the date of adoption of this ordinance shall be eligible to administratively exchange that permit for a Daily permit in 2024.
5. Daily rental permits shall not be issued for Incidental Dwellings.
6. No more than one (1) Daily permit shall be issued for the same parcel.
7. Property owners of Multi-Household Dwellings, Bed and Breakfasts, Boarding Houses, Hotel/Motels, Resorts, Rooming Houses, and Tourist Rooms require a Daily rental permit for each rental unit within a building or on a parcel if such unit is rented for at least two (2) consecutive days but fewer than seven (7) consecutive days.
9. The owner of the Daily rental property shall have liability insurance for each Dwelling used for rental, and provide proof of that insurance with the rental permit application. As of Jan. 1, 2025, the certificate of insurance must list the Town of La Pointe as an additional insured.

11. Daily rental permits include authorization to rent Long-Term or Short-Term at any time without an additional permit or fee.

3.5 HIGH OCCUPANCY

1. High Occupancy Dwellings are eligible for Long-Term and Short-Term permits. These permits shall be issued administratively once the Zoning Administrator verifies that the applicant has submitted a complete and accurate application, and meets other permit requirements.
2. High Occupancy Dwellings in the C-1 Commercial zoning district are eligible for a Daily rental permit. These permits shall be issued administratively once the Zoning Administrator verifies that the applicant has submitted a complete and accurate application, and meets other permit requirements.
3. High Occupancy Dwellings outside the C-1 Commercial zoning district may be issued a Daily rental permit through the Conditional Use Permit process of the Town's Zoning Ordinance.
 - A. Applicants shall submit the standard rental permit application, paperwork, and initial application fee, plus an application for a Conditional Use Permit. Their rental application fee shall count toward the Conditional Use Permit fee.
 - B. In addition to notification requirements of the Zoning Ordinance, the Zoning Administrator shall also notify all owners of record who share access via a shared driveway or private road.
 - C. In applying the standards of approval identified in the Zoning Ordinance and in determining any conditions that may be placed upon the rental permit, the Town Plan Commission shall specifically consider the impact of the proposed Daily rentals on the shared driveway or private road, whether or not the applicant intends to allow Events, and the sleeping capacity of the Dwelling(s).

5.4 VIOLATION (EXCERPTS)

1. Rental permits may be revoked for the following reasons:
 - A. Violation of this Ordinance or of terms of the rental permit and failure to abate the violation within the timetable established in this Ordinance, by the designated Town agent, or by the Town Plan Commission.
 - B. Three (3) or more legitimate calls initiated by non-renters for zoning, police, fire, or health department services for nuisance activities or other incidents within a twelve (12) month period.
 - C. Failure to make payment within 30 days of the due date on taxes or debt owed to the Town by the permit holder or by an individual holding an ownership interest in the rental property.

EVENTS

As defined in the Town of La Pointe Rental Ordinance, Events are functions at a rental residence in which the number of people present at one time exceeds three (3) times the sleeping capacity of the residence but is no greater than six (6) times the sleeping capacity. Events are allowed in zoning district C-1. Events require a separate permit in zoning districts S-1, W-1 and W-2. Events are not allowed in other zoning districts. Event permits are not required at non-rental properties during which the property owner is present.

GATHERINGS

As defined in the Town of La Pointe Rental Ordinance, Gatherings are functions at a rental residence in which the number of people present at one time is no more than three (3) times the sleeping capacity of the residence. Gatherings are allowed at short-term and daily rentals in all zoning districts.