

Short Term Rental Application

Sterling Township, Wayne County, PA

Property Owner Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Email Address _____

Rental Property Address _____

Rental Property City _____ State _____ Zip _____

*24 hour local or Managing Agency Name _____

*24 hour local or Managing Agency Phone Number _____

Total habitable floor space _____

Total Number of bedrooms _____

Total Number of Bathroom _____

Is there a Laundry Room? _____

Total Number of parking space _____

Number of Occupants (not to exceed 12) _____

Number of Dwelling Units (example single family dwelling =1) _____

Maximum number of vehicles (not to exceed the number of on-site parking) _____

Pool, Hot Tub or Spa _____

Fire pit or Burning area _____

*An owner of a short-term rental who resides within thirty (30) miles of the short-term rental may designate himself as the local contact person. The local contact person shall respond to the enforcement officer within one (1) hour after being notified of violation of the ordinance.

SHORT-TERM RENTAL AND ZONING PERMIT **APPLICATION**

Sterling Township, Wayne County, Pennsylvania

Print or type (See attached Instructions)

App. No. _____

Property Owner Information

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

24 Hour Phone number if no managing agency: _____

Property Information

TAX PARCEL (PIN) NO. _____ **CONTROL NO.** _____

PROPERTY SIZE (AC/SF): _____ **ZONING DISTRICT:** _____

PROPERTY LOCATION: (Development Name, Street Name, Lot No. - If not within a Major Subdivision, give distance and direction from nearest intersecting roads.):

EXISTING USE (i.e. Residential Home, Undeveloped Residential lot, Commercial building etc.)

WETLAND: ___ YES ___ NO **FLOOD ZONE:** ___ YES ___ NO

SEWAGE DISPOSAL: () On-lot () Community System

WATER SUPPLY: () Individual Well () Community System

ROAD ACCESS: () Private Road () Municipal Road () State Road

Information for license

*24 Hour Telephone number of owner's managing agency or local contact _____

Marketing entity identification number _____

Total habitable floor space _____

Total number of bedrooms _____

Number of dwelling units _____ (example: single family dwelling = 1)

Maximum number of vehicles allowed for overnight occupants _____

Septic system age (approximate) _____ Capacity _____ Last service date _____

Date Issued: _____

Zoning Officer: _____

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App. No. _____

RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO:

Preferred Management Associates, LLC

PO Box 687

Moscow, PA 18444

Telephone: 570-795-4772

deirdrek@preferredmanagement.org

www.preferredmanagement.org

Note: License Required: Completed application will be forwarded to Sterling Township for approval. Preferred Management Associates will govern registration and licensing for all short-term rentals within Sterling Township.

Applicant/Owner Certification

I (We) hereby represent that the information provided herein and documents submitted herewith are true and correct and request that a Zoning Land Use and Short Term Rental Permit be issued in reliance thereon. Further, I (We) have read all regulations pertaining to the operation of a short-term rental and agree to comply with them and the Sterling Township Zoning Ordinance, as amended. Signing of this application authorizes the Township Zoning Officer and Short-Term Rental Management representative to perform all inspections required to ensure compliance with the Sterling Township Zoning and Short-Term Rental Ordinances.

Owner(s) Signature: _____ **Date:** _____

Co-Owner: _____ **Date:** _____

Note: If the applicant is not the owner, written permission from the Owner(s) is required.

Zoning Officer Use Only

Date Application Received: _____ Fee: \$ _____ Check/Cash: _____

() Application Complete () Application Incomplete; Reason(s) _____

Sewer Enforcement Officer Approval date: _____

Property Verification of: 911 Address Sign _____ Short-term identification _____

() Permit Issued

() Permit Denied; Reason(s): _____

() Short Term Rental License fee paid

SHORT-TERM RENTAL AND ZONING PERMIT APPLICATION CHECKLIST

- _____ Copy of Short Term Rental/ Zoning Permit application
- _____ Photograph of the short-term rental taken from the access roadside
- _____ Floor plans – showing total habitable floor space, total number of bedrooms, maximum number of overnight occupants permitted in each bedroom
- _____ Site Diagram (Survey Map) – generally accurate, showing all structures & buildings, road, driveway, any water bodies/wetlands, indicating the number and location of designated on-site parking spaces, and location of septic system,
- _____ For On-Lot Sewage Disposal System: Evaluation from a pumper/hauler certifying the sewer disposal system is properly functioning, Proof of pumping within the last 3 years prior to this application
- _____ Copy of Wayne County Hotel Room Excise Tax Certificate (verification that sales taxes are paid)
- _____ Copy of current deed/document that establishes applicants' ownership

To be verified before property is rented:

- _____ 911 emergency address sign in accord with applicable requirements
- _____ Post short-term rental identification

Payment:

- _____ Application Fee – \$400.00 total - check payable to Sterling Township
 - Change of Use Zoning Permit \$150.00 - check payable to Sterling Township
 - Short Term Rental Permit (annual) Fee \$150.00 - check payable to Sterling Township
 - Sewage Enforcement Verification \$100.00- check payable to Sterling Township
- _____ Short Term Rental License Fee – \$600.00 - check payable to Preferred Management