

APPLICATION FOR CONDITIONAL USE PERMIT SHORT-TERM RENTAL



CITY OF ST. JOSEPH

700 Broad St., St. Joseph, MI 49085-1206

Phone 269-983-1212 Fax 269-985-0347

Please be certain to provide all required information;

PROPERTY INFORMATION

Property address(es) _____ Property Zoning District(s) _____

Tax Identification Number(s) _____

Short description of Conditional Use request _____

APPLICANT INFORMATION:

Applicant name _____ Company _____

Mailing address _____

Phone _____ Cell _____ Fax _____

E-mail _____

Is the applicant the owner of all properties? YES NO

If the applicant is not the owner, please attach written permission from the owner(s) to apply for this Conditional Use Permit.

An application for a Conditional Use Permit shall be accompanied by the following documents and information:

- A. *This application form, completed in full by the Applicant.*
- B. *A Minor Site Plan, satisfying the requirements of Article XII.*
- C. *A statement describing the intended Conditional Use, and specifically describing how the request complies with each of the criteria required for approval in Section 11.12, and other criteria imposed by this Ordinance affecting the Conditional Use under consideration.*

SEE REVERSE FOR MORE INFORMATION ON CONDITIONAL USE PERMIT STANDARDS.

The information on this application form is, to the best of my knowledge, true, accurate and complete.

APPLICANT SIGNATURE _____ **DATE** _____

I grant permission for members of the City of St. Joseph staff and officials to enter the above described property for the purpose of gathering information related to this application.

APPLICANT SIGNATURE _____ **DATE** _____

CONDITIONAL USE PERMIT STANDARDS: SHORT TERM RENTAL

SECTION 11.2.A

Conditional Uses are allowed by right in a particular District, provided that the Use complies with the standards of this Article.

SECTION 11.3 CONDITIONAL USES

Before establishing, expanding, or amending a Conditional Use, with the exception of terminating a Conditional Use, any Person shall obtain a Zoning Permit from the Zoning Administrator, using a form provided by the City. The Applicant shall provide sufficient information to allow the Zoning Administrator to determine whether the proposed Use complies with the requirements of this Ordinance. If the application is denied, the Zoning Administrator shall identify the reasons for that denial. In such a case, an aggrieved Applicant may either appeal the Zoning Administrator's determination to the Zoning Board of Appeals, as described in Section 14.10, or may seek a Special Use Permit. If the Zoning Board of Appeals denies such an appeal, as an alternative to seeking Circuit Court review of the Zoning Board of Appeals decision as described in Section 15.4.19, the Applicant may seek a Special Use Permit.

SECTION 11.12.11.C

Short-term Rental establishments are allowed as a Conditional Use in the R3 residential District, or in the W Water Recreation District, under the following conditions:

1. The Use shall occupy one or more Dwelling Units authorized under this Ordinance or existing as Nonconformities.
2. On-site parking shall be provided as required in Article XVIII.
3. The Applicant shall provide a scaled floor plan of the premises as part of the Zoning Permit application.
4. The exterior appearance of the Structure shall be harmonious with the character of the surrounding District.
5. A fire escape plan shall be developed and graphically displayed in each Dwelling Unit.
6. A minimum of one (1) appropriate fire extinguisher, in proper working order, shall be located in each Dwelling Unit, in a place readily accessible to guests.
7. Each Dwelling Unit, and the establishment, shall be provided with means of egress as described in the Michigan Residential Code or Michigan Building Code, adopted in Chapter 8, Article V of the Code of Ordinances of the City of St. Joseph, as appropriate.
8. No sleeping room shall be located in a Basement or cellar.
9. Lavatories and bathing facilities shall be available to all Persons using the premises.
10. Retail sales are not permitted beyond those activities serving the registered overnight patrons.
11. The outdoor storage of trash or rubbish shall be screened.
12. The establishment meets all requirements of Chapter 8, Article VI of the Code of Ordinances of the City of St. Joseph.

The City of St. Joseph Zoning Ordinance is available on the City website, www.sjcity.com, or from the Zoning Department.

Date received _____ \$50 Application Fee Paid _____

Submitted Materials: _____ Application Form _____ Minor Site Plan _____ Statement Fully Describing Request

Application reviewed by: _____ Date found complete/incomplete (*circle one*) _____

Application reviewed by: _____ Date found complete/incomplete (*circle one*) _____

Application reviewed by: _____ Date found complete/incomplete (*circle one*) _____