

Florence Township Short-Term Rental Property Interim Use Permit Application
(30 January 2023)

Section 1 - STR Property Information

Address of Property:

Property ID:

Section 2 - STR Owner Information

Name(s) and Address(es) of Property Owner(s), or if the property is owned by a business entity, the Name of the business and the Address(es) of the business agent(s):

Telephone Number(s):

Email Address:

Section 3 - STR Property Manager Information

This information is required only if the property manager is other than the property owner.

Name(s) and Address(es) of Property Manager(s):

Telephone Number(s):

Email Address:

Section 4 - Maximum Number of Occupants

Refer to the STR Ordinance, Section IV, item A, Occupancy limits.

Attach the following documents to this application:

- (1) Property site plan (STR Ordinance, Section III, item A-3).
- (2) Property floor plan (STR Ordinance, Section III, item A-3).
- (3) Certificate of Septic System Compliance (STR Ordinance, Section III, item D).
- (4) Proof of insurance policy (STR Ordinance, Section III, item E).
- (5) A list of neighboring property owners that have been notified (STR ordinance, Section IV, item F).
- (6) Application fee: \$600.

Please attach any comments, questions, or concerns you have regarding this application on a separate sheet.

STR Property Owner Signature(s) (as identified in Section 2 above):

Your signature on this application affirms that you have read, understand, and will comply with the Florence Township Short Term Rental Ordinance.

Sign and date.

STR Property Manager Signature(s) (as identified in Section 3 above):

Your signature on this application affirms that you have read, understand, and will comply with the Florence Township Short Term Rental Ordinance.

Sign and date.

The following is for planning commission use.

Checklist of applicant required items:	
	Site plan (Section III, item A)
	Floor plan (Section III, item A)
	Septic system documentation (Section III, item D)
	Proof of insurance (Section III, item A)
	Proof of neighbor notification (Section IV, item F)
	Application and/or renewal fee

Verify the following ordinance items:	
	Limited Number of Short-Term Rental Properties (Section III, item B)
	Distance Between Short-Term Rental Properties (Section III, item C)
	Required Health and Safety Inspection or Licensing (Section III, item D)
	Required Insurance (Section III, item E)
	Occupancy Limits (Section IV, item A)
	Parking (Section IV, item J)