



We're going outside.

City of Jefferson Procedural Checklist for Short-Term Residential Rental Requirements per Section 300.03.28(10)

This form is designed to be used by the Applicant as a guide to submitting a complete application for a Short-Term Residential Rental permit and by the City to process the application.

Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Property address of proposed sign: _____

I Application Packet Requirements

Each Short-Term Residential Rental shall operate only during the valid period of an Annual City of Jefferson Short-Term Residential Rental License for each calendar year. Operating a Short-Term Residential Rental without a current version of a valid license shall be considered a violation of this Zoning Ordinance, and subject to the penalties of Section 300.10.60. The following information shall be provided on an annual basis, prior to issuance of said Annual City of Jefferson Short-Term Residential Rental License:

The Applicant shall submit 1 electronic pdf or 3 paper copies (11 x 17) of the application.

- The name, address, phone number, and email address of the applicant.
- The name, address, phone number, and email address of the operator.
- The zoning district and parcel address of the subject property.
- The type of structure and maximum occupancy of the premise.
- The period of operation of up to 180 days in a calendar year (which must be consecutive).
- Proof of valid property and liability insurance for the dwelling unit.
- State of Wisconsin Tourist Rental House License.
- Seller's Permit issued by the Wisconsin Department of Revenue.
- City of Jefferson Room Tax Permit.
- Payment of an Administrative Fee, set annually by the City, to cover the costs to the City of administering the above.

The City of Jefferson Short-Term Residential Rental License shall be issued with the completion of the above requirements and meeting the requirements of Section III below.

II Applicability

Includes all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists and transients. It does not include private boarding houses or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under ACTP 73. Short-Term Residential Rental shall only be located as an Accessory Land Use to a Residential Land Use as defined in Section 300.03.06.

III Criteria Used to Evaluate the Sign Permit Application

In deciding whether or not to grant or reissue a Short-Term Residential Rental permit, the Zoning Administrator shall determine whether the proposed application is in compliance with the provisions of Section 300.03.28(10) of the City of Jefferson Zoning Ordinance. In such review, the Zoning Administrator may also consider the following factors:

- 1) Meets all property management requirements.
- 2) Meets all property operational requirements.

IV Process Checklist

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|---|-------------|
| <input type="checkbox"/> Application fee of \$ [redacted] received by City Treasurer | Date: _____ |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed. | Date: _____ |
| <input type="checkbox"/> Receipt of complete application packet by Zoning Administrator | Date: _____ |
| <input type="checkbox"/> Review and action by Zoning Administrator | Date: _____ |