# **Zoning Permit Office Honesdale Borough**

Phone: 570-253-0731, ext. 16 • Phone/Fax: 570-647-0091

zoning1@honesdaleborough.com

# **Short-Term Rental Application**

## Short Term Rental License Requirement

A license shall be required when any dwelling unit is initially proposed to be used as a short-term rental. Each permit shall be renewed annually and at the time any of the conditions of the rental are changed through application to the Code Official who shall be authorized to grant or deny such renewals. Licenses shall be issued only in the name of the owner of the short-term rental unit.

A. The name, address, telephone number and email address of the owner. If the owner does not have a managing agency, agent, or local contact person, then the owner shall provide a 24-hour telephone number.

Na	me					
Ad	dress					
City		State	Zip Code			
Tel	ephone	Email				
В.	The name, address, and 24-hour telephone number o	f the managing agency, a	igent, or local contact person.			
Ма	naging Agent					
Ag	ent Address					
Ag	ent City	State	Zip Code			
Agent Telephone		Agent Email	Agent Email			
	PIN# or TM# Physical Address of Property A diagram or photograph of the premises showing and indicating the number and location of designated on-site parking spaces and documentation detailing the number and location of available off-site parking spaces.					
Ε.	If not on a central sewer system, the location, approximate age, and capacity (if known) of the sewage disposal system.					
	Location	Age	Capacity			
F.	Acknowledgment that the owner, agent, and/or local contact person have read all regulations pertaining to the operation of the short-term rental.					
	I have read and understand the Short-Term Rental regulations: Owner Agent Local Contact					
	Signature	Print Name				
G.	Acknowledgment the owner, agent, or local contact person will post and maintain the short- term rental license along with the notice required under §210-51(A)(9) herein.					
	I acknowledge that: Owner Agent Local Contact					
	Signature	Print Name				

- H. A copy of a current Wayne County Room Rental Excise Tax Certificate and current Pennsylvania Sales Tax License.
- I. Any other reasonable information deemed necessarily by the Code Official.

If the location of the property is in a zone that requires a Conditional Use approval from the Borough Council include a copy of the Conditional Use/Special Exceptions application form with the appropriate number of copies.

#### APPROVALS

# **CODE ENFORCEMENT OFFICER**

Signature

Date Issued:

#### Permit Number

Payment Received

Date:

Method:

Received By:

## **Notes/Comments**