
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.

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

- B. The name, address, and 24-hour telephone number of the managing agency, agent, or local contact person.

Managing Agent _____

Agent Address _____

Agent City _____ State _____ Zip Code _____

Agent Telephone _____ Agent Email _____

C. PIN# or TM# _____ Physical Address of Property _____

- D. 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.

- E. If not on a central sewer system, the location, approximate age, and capacity (if known) of the sewage disposal system.

Yes, property is on central sewer system No, not on central sewer

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

