

## **Short-Term Rental Certificate Application Process**

A short-term rental is an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period less than 30 consecutive days. The Marathon Township ordinance requires that those wishing to rent their property on a short-term basis obtain a Marathon Township Short-Term Rental Certificate (STRC) as detailed below. Short-term rentals apply to all existing dwelling units regardless of legal conforming or legal nonconforming status and regardless of zoning districts. Prior to occupancy or advertising a property as a short-term rental, the property owner (or local representative) shall obtain a Marathon Township STRC. Review and approval of a STRC application may take up to 30 Calendar days, assuming all needed information is supplied.

### **Initial/First application for a Short-Term Rental Certificate**

- Completed STRC application with local representative identified.
- \$500.00 application fee
- Applicable inspection fees
- A septic and well status report and approval from the Lapeer County Health Department.
- A site inspection and approval from the Marathon Township Building Official
- A lease agreement example.
- Proof of condominium association approval, if applicable.
- Proof of property owner consent to rent unit, if applicable.
- Proof of insurance.

### **Renewal of an existing Short-Term Rental Certificate**

A STRC is valid for one calendar year running from January 1 through December 31. A STRC may be renewed annually and must be received no later than December 1 to be considered a renewal. Renewal applications must include:

- Completed STRC application with local representative identified.
- \$250.00 application fee and the required review fees.
- Updated proof of insurance, if applicable.
- Any other information that has changed from the previous year's Certificate application submittal.

All required application material must be submitted at the same time. Applications that are not complete at submission will be returned to the applicant without processing. Once the STRC application has been processed, a STRC placard will be issued to the property owner and must be installed as to be visible from the street right-of-way on which the principal structure is addressed on.

## Frequently Asked Question

### **Is my rental property considered a short-term rental?**

A short-term rental is defined as a dwelling unit in which paying guests are entitled to occupancy for a period less than 30 calendar days.

### **If I rent my property for more than 30 days, do I have to get a STRC?**

No. Properties that are rented for more than 30 days are exempt from the short-term rental ordinance.

### **Can I rent out a bedroom in my home?**

Yes. If the home is your primary residence and you are residing in the home while a room is rented, the short-term rental ordinance does not apply. Please be aware that under certain circumstances the use may be considered a Bed & Breakfast. Please contact the Marathon Township Building Department.

### **What are the zoning requirements that apply to short-term rentals?**

The requirements for short term rentals are stipulated in Chapter 18 of the Marathon Township Zoning Ordinance found in this link: [PREAMBLE \(marathontownship.com\)](#)

### **How long is the STRC valid for?**

The STRC certificate is valid for 12 months starting on January 1 and ending December 31 and must be renewed annually.

### **Is there a fee for a STRC?**

The initial fee is \$500.00 Annual renewal fee is \$250.00

### **If I sell my property, is my STRC transferable?**

The STRC is non-transferable.

**Does my Certificate apply to multiple properties?** No, A separate application and STRC must be obtained for each dwelling unit used as a short-term rental.

### **What if I miss my renewal date (not sent in before 12/01)?**

The STRC will be voided and a new STRC application will be needed.

### **My STRC is leased through Airbnb or another rental agency. Do I still need a Short-Term Rental Certificate?**

Yes. The Township requires a Certificate regardless of how the rental is advertised.

**What if I don't get a STRC?** Failure to secure a STRC will result in Township Enforcement in accordance with the Townships current Civil Infraction Ordinance.

### **Why do I have to designate a local representative?**

The Township requires that the property owner designate an individual to serve as a local representative that can respond within 30 minutes should there be issues with the property. The agent may be the property owner.

### **Can I advertise my short-term rental on-site?**

No, with the exception of the required placard.

### **Could the renter bring their own boat or watercraft?**

No. See Marathon Township Zoning Ordinance 200, Section 18.25, Item 9, Boats.

**Please complete and submit the following information to the Marathon Township Building Department:**

1. \_\_\_\_\_ New application for a Short-Term Rental Certificate (STRC) (Application fee: \$500.00)

OR

\_\_\_\_\_ Renewal of an existing STRC (Renewal fee \$250.00)

2. \_\_\_\_\_ Current Site Plan Review Fee

3. \_\_\_\_\_ Current Inspection Fee

4. \_\_\_\_\_ A Plot plan sketch of the property including (i) the location of the off-street parking spaces; (ii) locations of buildings on property;(iii) an indication of which buildings and portions of buildings are intended to be used for short-term rental, or in case of a multi-dwelling building, which dwelling units are intended to be used for the short-term rental.

5. \_\_\_\_\_ A floor plan sketch of the dwelling indicating;(i) locations of bedrooms, bathrooms, kitchens and wet bars;(ii) locations of exterior doors and escape windows; and (iii) locations of smoke detectors, carbon monoxide detectors and fire extinguishers.

6. \_\_\_\_\_ A copy of the Inspection Report from the Marathon Township Building Official showing his/her approval.

6. \_\_\_\_\_ A Septic and Well Status Report and approval from the Lapeer County Health Department for all Septic Systems servicing the property.

7. \_\_\_\_\_ Proof of condominium association approval if the property is part of one.

8. \_\_\_\_\_ A lease agreement example that indicates language regarding compliance with parking, noise and other applicable conditions of Marathon Township Ordinance, Section 18.25

9. \_\_\_\_\_ Proof of property owner consent to rent the dwelling unit.

10. \_\_\_\_\_ Proof of insurance.

Address of Short-Term Rental Property:

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Tax Parcel ID Number of Short-Term Rental Property:

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**Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

24-Hour Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Local Representative Information:** A property owner or his or her designee who is able to respond to issues on the property within 30 minutes.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

24 Hour Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE NOTE: All required materials MUST be on file before Certificate is issued.**

I, \_\_\_\_\_, the undersigned applicant:

- Acknowledge receiving a copy or are aware of the short-term rental requirements of Section 18.25 of the Marathon Township Zoning Ordinance and agree to comply with such requirements:
- Agree to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- Authorize Marathon Township to verify information contained in the application and inspect the property in the event a complaint is received;
- Acknowledge that the residence may not have been designed, constructed or inspected as a commercial lodging establishment;
- Agree that the local representative shall be available to handle any problems arising from use of the short-term rental unit; and
- Will provide written notification if the local representative changes temporarily or permanently to the Marathon Township Building Department.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

Submit this application and all required documentation to:

Marathon Township Building Department, P.O. Box 475, 4575 Pine Street, Columbiaville, MI. 48421 or email to: [Building@marathontwp.com](mailto:Building@marathontwp.com)

# Condominium Association

## Permission to Use Property as a Short-Term Rental

Date: \_\_\_\_\_

### Location of Short-Term Rental

Address (including Unit #): \_\_\_\_\_

Condominium Name: \_\_\_\_\_

### Operator of Short-Term Rental

Operator Name: \_\_\_\_\_

### Signatures

#### Choose one of the following:

1. \_\_\_\_\_ Letter of permission from Condominium Association is attached, stating permission is granted to operate A Short-Term Rental at this dwelling unit and is signed by an authorized representative of the Condominium Association.
2. \_\_\_\_\_ A Short-Term Rental operation of this dwelling unit is allowed by the Condominium Association and Verified by the signatures below from the authorized representatives of the Condominium Association and the operator.

Operator Signature: \_\_\_\_\_

Condo Representative Name: \_\_\_\_\_

Condo Representative Signature: \_\_\_\_\_

# Property Owner Consent to Use Dwelling Unit as a Short Term Rental

Date: \_\_\_\_\_

## Location of Short-Term Rental

Address (including Unit #): \_\_\_\_\_

## Operator of Short-Term Rental

Operator Name: \_\_\_\_\_

Operator Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Operator's relationship to Property:

1. \_\_\_\_\_ Tenant
2. \_\_\_\_\_ Management Company
3. \_\_\_\_\_ Other: \_\_\_\_\_

## Property Owner of Short-Term Rental

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_ I understand the tenant above will be operating a **Short-Term** Rental at the specified location and I am aware  
That management and maintenance of the property is my responsibility as the property owner.

Owner's Signature: \_\_\_\_\_