



Short-Term Rental Permit Application

Location of Property:

Street Address: _____

Property Number: _____

Short Term Rental Information:

Number of Bedrooms approved on Permit or Floor Plan: _____

Maximum Number of Occupants (6 years old and older) Requested (15 Maximum): _____

Number of off-street parking spaces on-site: _____

Applicant: Check one _____ Owner _____ Agent or Manager (must have written authorization)

Name: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Property Owner:

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Designated Local 24-Hour Contact Person:

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

This local Contact person must be available (within 2 hours) during the Short-Term Rental period and shall have access to the property and the authority to assume management of the unit and take remedial measures.

Certification:

By signing this Application and/or authorizing my Agent to sign this Application, I certify that:

1. I have read the Village of Kaleva Short Term Rental Ordinance and understand the regulations, requirements, and penalties contained in the Ordinance; and 2. The information contained on this Application and Submittals are true to the best of my knowledge. I understand that submittal of false information on this Application is a violation of the Ordinance; and 3. I have the legal authority to sign this Application; and, 4. To the best of my knowledge, there are no deed, subdivision, or condominium restrictions or covenants that prevent the rental of this dwelling on a short term basis; and 5. I understand that a Village of Kaleva Short Term Rental permit is not transferrable to a new owner; and 6. I will notify the Village of Kaleva of any change to the 24-Hour Local Contact Person; and 7. I will post the Village of Kaleva Short Term Rental Good Neighbor Policy and the Short Term Rental Permit in a prominent place in the Short Term Rental; and 8. I understand that my contact number and the Local 24-Hour Contact number will be listed on the Village of Kaleva website, and may be given out to neighbors upon request; and 9. With granting of a Short Term Rental Permit, it is agreed that the operation will conform with the Village of Kaleva Short Term Rental Ordinance and the Village shall not be held liable for any damages resulting therefrom.

Print Name of Property Owner or Agent

Signature of Property Owner or Agent

Check one ☐ Owner ☐ Agent or Manager (must have written authorization)

Date: _____

Village of Kaleva, Manistee County
2025 Short-Term Rental Permit Application
Pursuant to Village of Kaleva Ordinance No. 58 of 2025

On June 16, 2025, the Village of Kaleva Council Board adopted Ordinance No. 58 of 2025, the Village of Kaleva Short Term Rental Ordinance.

Starting on July 23, 2025, anyone operating or advertising a Short-Term Rental in the Village of Kaleva must have a Short-Term Rental Permit. The Village has not yet determined if any limit on the maximum number of permits can be issued.

The Village of Kaleva will begin accepting application for Short-Term Rental Permits on July, 23, 2025 by mail or drop-off to the Village of Kaleva Office, 9208 Kauko Street, P.O. Box 45, Kaleva, MI 49645.

Contact the Zoning Administrator with any questions.

ITEMS REQUIRED SUBMITTAL FOR A SHORT-TERM RENTAL APPLICATION

- **This Application Form**
- **Annual Permit Fee - \$400.00, payable to the Village of Kaleva.**
- **Site Plan showing the required parking spaces. (may be hand drawn)**
- **Health Dept. Permits, Building Permit, or Floor Plan indicating the number of approved bedrooms.**
- **Proof that the septic or holding tanks have been pumped or inspected within three years of the application date.**
- **The applicant shall provide a list of neighbors whose property lies within 300 feet of the short-term rental property. The applicant will be required to send a Notice by certified mail to these neighbors as a condition of the Short-Term Rental Permit.**
- **If the Applicant signing the application is not the owner of the property, written authorization from the Property Owner is required.**

PLEASE READ BEFORE SUBMITTING THIS APPLICATION

- This permit only applies to the rental of an entire dwelling unit on a short-term basis (less than 30 consecutive days)
- A Short-Term Rental Permit cannot be issued for a camper, RV, tent, boat, etc.
- A Short-Term Rental Permit cannot be issued until an on-site inspection is completed.

Office Use:

Application Number: _____ Address: _____
Date Received: _____ Fee-Check Number: _____ Date Application Complete: _____
Permit Number: _____