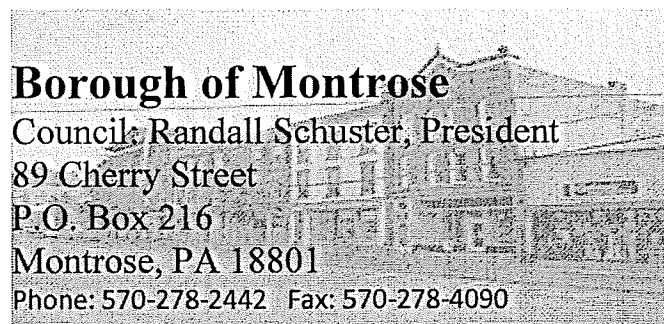




Montrose Borough Short Term Rental Application

This Application should only be used to apply for a Short Term Rental Permit. Short Term Rentals are allowed in all of Montrose Borough's Zoning Districts. In the C-1, I-1 and X-1 Districts, Short Term Rentals are Principal Permitted Uses. However, in the R-1 District, Short Term Rentals are Special Exceptions requiring a hearing before the Montrose Borough Zoning Hearing Board. Please keep this distinction in mind when completing your application.

A Short Term Rental is defined by the Zoning Ordinance as: "A dwelling unit within a residential dwelling structure rented for a period of not less than one (1) day and not more than fifteen (15) days." A Short Term Rental does not limit its occupancy for the exclusive use of one (1) family or for the exclusive use of one (1) functional family.

If you are an Owner of the Short Term Rental and you reside within fifteen (15) miles of the Short Term Rental, you will be considered the Local Contact Person, pursuant to the Zoning Ordinance. However, if you decide to authorize a person to be a manager or agent for the Short Term Rental, then the manager / agent will be considered the Local Contact Person and he/she must live within fifteen (15) miles of the Short Term Rental. If you are the Owner and do not live within fifteen (15) miles of the Short Term Rental, then you must identify a person that will be your Local Contact Person and that person must live within fifteen (15) miles of the Short Term Rental.

By signing this application and submitting it to Montrose Borough, you agree to and acknowledge that the manager / agent acting as your Local Contact Person has your authority to respond to inquiries from renters of the Short Term Rental, members of the public, and representatives of Montrose Borough. You are also agreeing and acknowledging that the Local Contact Person has the authority to speak and act on your behalf and to legally bind you to his/her statements and actions. See the Short Term Rental Ordinance for further information regarding a Local Contact Person.

A copy of the Short Term Rental Ordinance is available upon request. It is your responsibility to read and abide by the Ordinance.

Montrose Borough's Council members, employees, zoning officer, Zoning Hearing Board members and agents cannot provide you with legal advice.

PLEASE TYPE OR PRINT ALL THE INFORMATION REQUESTED. APPLICATIONS THAT CANNOT BE READ WILL BE REJECTED AT THE DISCRETION OF THE ZONING OFFICER.

Short Term Rental Owner Information

Owner's Full Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Short Term Rental Applicant Information (if Applicant is not the Owner)

Full Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____
Explanation of the legal basis for applying if not the Owner: _____

(Use additional pages if necessary)

Short Term Rental Property Information

Address: _____
Parcel Number: _____
Zoning District: _____
Number of Bedrooms:¹ _____
Number of Bathrooms:² _____
Maximum Occupancy³ (per the Short Term Rental Ordinance): _____
For Multi-Unit Structures:
 Total Number of Dwelling Units in the Structure: _____
 Total Number of Dwelling Units used as Short Term Rentals: _____

¹ The term "Bedroom" is defined by the Short Term Rental Ordinance as follows: "A room in a dwelling unit designed for sleeping, containing a closet, and not measuring less than seventy (70) square feet. Each bedroom shall have an operable window serving as the emergency escape and rescue opening with a minimum clear opening of four (4) square feet with a minimum net clear opening height of twenty-two (22) inches and a minimum clear opening width of twenty (20) inches. Bedrooms shall not be located in basements." When providing the answer to this question, please identify those bedrooms that meet the "Bedroom" definition and criteria.

² A bathroom containing a toilet and a sink shall be considered a half bathroom. A bathroom containing a toilet, sink, and either a shower or tub shall be considered on bathroom.

³ See "Occupancy limits" in the Short Term Rental Ordinance.

Attach a floor plan of the Multi-Unit Structure identifying the location of the Dwelling Units which will be used as Short Term Rentals. Hand drawn floor plans are not acceptable.

For all Short Term Rentals, attach a diagram (hand drawn plans are not acceptable) or photographs identifying the location and number of off-street parking spaces. Please refer to the Montrose Borough Zoning Ordinance, as amended by the Short Term Rental Ordinance, to determine the number of parking spaces required for the Short Term Rental which is the subject of this application.

If the Short Term Rental is not serviced by a public sewer, check this box ☐. If you checked this box, you must also attach a certification from a Pennsylvania licensed sewage enforcement officer that the septic system servicing the Short Term Rental is not malfunctioning and has the capacity to address the sewage discharge for the maximum occupancy of the Short Term Rental.

Attach copies of your current Susquehanna County Hotel Room Rental Tax Certificate and current Pennsylvania Sales and Use Tax Permit.

Attach a copy of the deed(s) that vest ownership of the Short Term Rental property in the Owner's / Owners' name(s), along with all leases, agreements, or other binding legal document which evidence that the Applicant has the right to rent the Short Term Rental.

Attach a copy of the insurance policy/policies required by the Montrose Zoning Ordinance as amended by the Short Term Rental Ordinance.

Attach proof that the real estate taxes for the Short Term Rental property have been paid in full.

Attach a copy of the template rental agreement for the Short Term Rental.

Rental Details

Name of Marketing Agency (if applicable): _____

Address of Marketing Agency: _____

Telephone Number of Marketing Agency: _____

Attach a list of all the websites, social media sites, directories, and businesses where the Short Term Rental shall be advertised for rent.

Local Contact Person (if applicable)

Name: _____
Address: _____

Phone Number: _____
Email Address: _____

Certifications

I/we hereby certify that:

1. The information provided in this Application and in the attachments hereto are true and correct.
2. All the Owners of the Property have signed this Application.
3. I/we shall not transfer or assign the Short Term Rental Permit.
4. I/we shall not allow the Short Term Rental to be sublet.
5. I/we shall not allow the number of day guests to exceed the maximum number allowed by the Short Term Rental Ordinance.
6. I/we shall not allow outdoor overnight sleeping and shall regulate renters' use of fire pits, charcoal grills, and propane/gas grills.
7. I/we shall not allow renters and their guests to violate the Short Term Rental Ordinance excessive noise and disturbances provisions.
8. I/we have provided for the Short Term Rental Ordinance's required notices.
9. I/we shall comply in all respects with the Montrose Borough Zoning Ordinance, as modified by the Short Term Rental Ordinance and all other Ordinances and laws of the Borough of Montrose, Commonwealth of Pennsylvania and United States of America. I/we understand that failure to comply with the aforesaid Ordinances and laws may result in fines, suspension, or revocation of a permit.

I/we by my/our signature(s) authorize the Montrose Borough Zoning Officer and the Montrose Borough Codes Officer, or their agents, to inspect the Short Term Rental to (a) verify the information contained in this Application; (b) verify the Short Term Rental is in full compliance with the Montrose Zoning Ordinance, as modified and amended by the Short Term Rental Ordinance, and all the other Ordinances of Montrose Borough, prior to the issuance of a permit or renewal thereof; and (c) investigate complaints.

Owner's Signature: _____
Date: _____

Owner's Signature: _____
Date: _____

Applicant's Signature: _____

Date: _____

Applicant's Signature: _____

Date: _____

Local Contact's Signature: _____

Date: _____

Borough Use Only

Application Received: _____

Fee Paid: \$ _____ (Check # _____)

Inspection Date: _____

Approved ☐ Denied ☐

Notes: _____

Montrose Borough

Zoning Officer Signature: _____

Date: _____

Borough of Montrose

Council: Randall Schuster, President

89 Cherry Street

P.O. Box 216

Montrose, PA 18801

Phone: 570-278-2442 Fax: 570-278-4090

Short Term Rental Application Checklist

- ☐ Application Fee
- ☐ Short-Term Rental Application
- ☐ For Multi-Unit Structures – floor plan
- ☐ Off-street parking diagram
- ☐ Sewage Enforcement Office certification – if applicable
- ☐ Copy of Susquehanna County Hotel Room Rental Tax Certificate
(verification sales tax is paid)
- ☐ Pennsylvania Sales and Use Tax Permit
- ☐ Copy of current recorded deed / leases / agreements
- ☐ Copy of Insurance Policy
- ☐ Copy of proof of real estate tax payment
- ☐ Copy of Short-Term Rental Lease template

This list is provided by the Borough as a courtesy and is not intended to supersede or replace the provisions of the Montrose Borough Zoning Ordinance, as amended by the Short Term Rental Ordinance. You must meet all the requirements of the Zoning Ordinance and provide all information and documentation required therein. Please read the applicable provisions of the Zoning Ordinance in their entirety.