
The City of Traverse City

Office of the Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



Dear Applicant:

Enclosed is an Application for a Tourist Home License which must be completed in its entirety prior to submission. Please familiarize yourself and adhere to both the attached *Checklist for Tourist Home License Applications* and Traverse City Code of Ordinances Chapter 868 *Tourist Homes*, Chapter 1332 Section 1332.01, Chapter 1334 Section 1334.01, and Chapter 1336 Section 1336.01 which can be viewed in their entirety at www.traversecitymi.gov/downloads/868.pdf, www.traversecitymi.gov/downloads/1332.pdf, www.traversecitymi.gov/downloads/1334.pdf, and www.traversecitymi.gov/downloads/1336.pdf.

When submitting your application, please include the following:

- 1). \$100 Application Fee OR \$70 Renewal Fee
- 2). Detailed Site Plan drawn to scale.

Please note that all Tourist Home Licenses will expire on December 31 of each year.

For new applications, notification letters will be sent to the property owners within 300' of the proposed tourist home for a 14-day comment period. Once your application and required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies. Once all departments have approved your request, the City Clerk's Office will issue you a formal ***Tourist Home License***.

For your information, if you rent more than 50% of your home, particularly for more than 14 days in a calendar year, you may no longer be eligible for a principal residence exemption (also known as the homestead exemption). The principal residence exemption/homestead exemption exempts you from up to 18 mills of property taxes. For specific questions regarding the property tax implications of obtaining this license, please contact the City Assessor's Office at (231) 922-4450.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or contact Kim Lautner, Licensing and Election Specialist at klautner@traversecitymi.gov.

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin C. Marentette".

Benjamin C. Marentette, MMC
City Clerk

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12/30/15

Checklist for Tourist Home License Applications

Tourist Home: A single family building owned and occupied by a person renting out not more than three rooms for compensation to persons who do not stay for more than seven days. It is similar to a bed & breakfast; however, no breakfast is required by ordinance. Home must be located at least 1,000 feet from any existing tourist home.

Term of License: From date of issuance to the end of the calendar year, expiring annually December 31.

New License Fee: Non-refundable \$100.

Renewal License Fee: Non-refundable \$70.

1. Complete application.
2. Attach payment of \$100 (new) or \$70 (renewal) fee for application.
3. If a new application, attach a preliminary site plan which shall be drawn to scale and contain the following information unless waived by the Planning Director. (A mortgage survey is acceptable)
 - a. Legal description, property lines and dimensions of each property line.
 - b. Scale of drawing, north arrow and date.
 - c. Property owners name and address.
 - d. Preparer's name and address.
 - e. Streets and alleys
 - f. Ordinance required building setback lines. (Contact the Planning Dept. for assistance at 231-922-4778)
 - g. Existing buildings on the property.
 - h. Proposed number and location of parking spaces and maneuvering lanes together with their dimensions, description of paving material proposed and the existing or proposed points of site access and egress.
 - i. Location of outdoor use areas including walkways, decks, patios, recreation areas, landscape areas and open space.
4. Submit all of above to City Clerk's Office.

Upon receipt of the above, the following actions will take place:

1. The Zoning Administrator will review the Site Plan for compliance with the standards of the ordinance.
2. The Fire Inspector will conduct an inspection, which will be done annually.
3. The Deputy City Treasurer will verify that all taxes and utilities are paid and up to date.
4. The Building Inspector may review because barrier free codes may be applicable if home was built after July 13, 1987.
5. For new applications, notification letters will be sent to the property owners within 300' of the proposed tourist home for a 14-day comment period. After the comment period has lapsed, all comments will be forwarded to the applicant.
6. The Tourist Home License shall be issued.