



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*, and Sections 1332.01, 1334.01 and 1336.01 which can be viewed in their entirety at https://library.municode.com/mi/traverse_city/codes/code_of_ordinances.

When submitting your application, please include the following:

- 1). \$100 Application Fee
- 2). for new applications, a 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, per the Michigan Department of Treasury PRE Division, 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 (formerly known as the Homestead Exemption). Principal Residence Exemption exempts qualifying property owner(s) from up to 18 mills of property taxes. As such, generally, an owner occupied hosted rental can retain the PRE Exemption.

For specific questions regarding the property tax implications of obtaining this license, please contact the City Assessing Department (231) 922-4450, or visit the Michigan Department of Treasury PRE Division (www.michigan.gov/taxes/0,4676,7-238-43535_43539---,00.html).

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 Marentette".

Benjamin Marentette, MMC
City Clerk



City of Traverse City
Application for Tourist Home License
TC Code of Ordinances: 868, 1332.01, 1334.01, 1336.01

____ Annual License \$100.00
____ Detailed Site Plan (**NEW** applications only)

Applicant's Name: _____
 First Middle Last

Resident/Tourist Home Address: _____

Phone No: _____ E-mail address: _____

Name of Tourist Home: _____

Number of Rooms to be used as Tourist rooms: _____

Was home built after July 13, 1987? Yes__ No__ If yes, barrier free codes may be applicable.

The undersigned declares and says he/she wishes to be permitted to perform the operation, service, or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief. Further says that he/she will comply with all provisions of the ordinances of the City of Traverse City and the laws of the state of Michigan relative to the operation, service, or act for which this license is required during the period the license is in effect. And further agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the city of Traverse City for any legal liability that may be adjusted against it and to reimburse the City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service, or act for which the license was issued. Further acknowledges that he/she has received a copy of the rules and regulations.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: _____

Applicant Signature

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.

License Fee: Non-refundable \$100.

1. Complete application.
2. Attach payment of \$100 (new) 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 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.