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City of Traverse City

Office of the City Clerk

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



Dear Applicant:

Attached is an Application for a Vacation Home Rental License which must be completed in its entirety prior to submission. In Traverse City, a “vacation home rental” is a dwelling that is rented for a period less than 30 days.

Please familiarize yourself and adhere to both the attached *Additional Information Regarding Vacation Home Rental License Applications*, and Traverse City Code of Ordinances Chapter 870 *Vacation Home Rental License* which can be viewed in its entirety at [https://library.municode.com/mi/traverse\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/mi/traverse_city/codes/code_of_ordinances).

When submitting your application, please include the following:

- 1). Application Fee (an on-site inspection by the city is required for the first year; and then every three years. The fee is \$200 when an inspection is required and \$150 in other years.)
- 2). Proof of Insurance
- 3). For new applications, a detailed site plan drawn to scale

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

*For your information, per the Michigan Department of Treasury PRE Division, if you rent more than 50% of your home, 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](http://www.michigan.gov/taxes/0,4676,7-238-43535_43539---,00.html)).*

We hope this information is helpful! Should you have any questions, please feel free to contact Kim Lautner, Licensing and Election Specialist at 231-922-4480 or [klautner@traverscitymi.gov](mailto:klautner@traverscitymi.gov).

Most Sincerely,

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

Benjamin Marentette, MMC  
City Clerk



**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

## **Additional Information regarding Vacation Home Rental Licenses**

For further clarification regarding Vacation Home Rental licenses, review the Traverse City Code of Ordinances at [https://library.municode.com/mi/traverse\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/mi/traverse_city/codes/code_of_ordinances).

**Term of License:** From date of issuance to the end of the calendar year, expiring annually December 31. All applications to renew a vacation home rental license should be submitted to the City Clerk no sooner than 90 days before expiration and no later than 30 days before expiration.

**License Fee:** Non-refundable \$200 fee for applications needing an inspection and a non-refundable \$150 fee for applications not needing an inspection.

### **Checklist for Completing an Application**

- Completed application
- Payment.
- Attached Proof of Insurance.
- If a new applicant, or if the existing vacation home has changed in any way, attach a site plan showing conformance to provisions identified in the respective zoning code, including the following information:  
(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 Zoning Administrator for assistance at 231-922-4464)
  - 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.

### **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 every third year.
3. The Deputy City Treasurer will verify that all taxes, utilities and parking tickets are paid and up to date.
4. The Vacation Home License will be issued.

# Home Fire and Emergency Plan

