



Application for:
SHORT TERM HOME RENTAL LICENSE
(As per Municipal Code §141)

505 Third Street • Hudson, WI 54016 • (715) 716-5748

www.hudsonwi.gov

Property Owner Name		Date
Site Address		
Mailing Address		
Phone	Email	
Property Manager Name (if different than applicant)		
Property Manager Phone	Property Manager Email	
Property Manager Address		

No property may be used as a Short Term Home Rental for more than 10 nights each year unless granted a license by the city.

The following license standards are to be satisfied:

- Annual application fee (nonrefundable, regardless of whether or not your application is granted, denied, or rejected) of **\$250.00** payable to the "City of Hudson";
- All requirements under Municipal Code § 141
- Compliance with any other applicable State, county, or local regulations that are not otherwise identified in Municipal Code §141.

I hereby acknowledge that this information is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Hudson; that **I understand this is not a license, but only an application for a license.** All licenses will expire on October 1st on an annual basis.** A license holder will be responsible for obtaining a renewal license 90 days prior to expiration.

Applicant's Printed Name

Applicant's Signature

**For the first year of issuance only, if a license is granted from April 1-September 29, the permit will expire on the second October 1st after issuance; if first granted from October 1st through March 31st, the license will expire on first October 1st after issuance. The license will expire every October 1st thereafter.

What are the requirements for short term home rental in the City of Hudson?

The following sections outline Short Term Rental requirements as required from Chapter 141 of the City of Hudson's municipal code, which are required to be provided and/or completed at the time the application is submitted for consideration and approval. **Please read and the instructions closely and comply with the requests as incomplete applications will be rejected and the nonrefundable fee will not be returned.** Where specific information is requested, those spaces must be filled in. Where there are check boxes, the boxes must be completed to show that those items are acknowledged and understood and/or that requested documents are being provided as part of this application.

Checklist of other items to submit with application.

Failure to submit any of following items will result in your application being rejected as incomplete.

The following items are being provided with this application (check if provided):

- This 6 page application, fully completed
- Annual/renewal application fee, which is nonrefundable (regardless of whether or not your application is granted).
- A site plan, **drawn to scale**, showing parking and driveways, all structures and Outdoor Recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, barbeque grill, recreational fire, smoking area, or pool
- A floor plan, **drawn to scale**, of the home identifying which rooms will be used as Transient Guest bedrooms
- Proof of current insurance for the property
- Copy of a Tourist Rooming House or Bed & Breakfast license from St Croix County (must be obtained prior to application)
- Information on any and all web-based booking service(s) used (including, but not limited to, business websites, AirBNB, VRBO, etc.)
- Copy of the Guest Disclosure Posting

By checking the boxes above and by my signature below, I certify that I have attached true and correct copies of the required documents as part of my application.

Applicant's Printed Name

Date

Applicant's Signature

Performance Standards Questionnaire & Acknowledgment

The following Performance Standards Questionnaire must be completed and turned in with your application. All **Bold** information must be filled in by the applicant. Check marks should be placed in each box to certify that the applicant has reviewed and understands the requirements contained therein.

Maximum Occupancy

Limited to 2 Transient Guests per legal Guest bedroom + 1 additional Transient Guest.

Number of Bedrooms: _____

Maximum Occupancy: _____

Parking

o Residential Zones: No on-street parking is allowed. All guest parking must be accommodated on concrete or asphalt surface on the property. At a minimum, parking shall be provided at the following rate:

- 1-2 Guest Bedroom unit, 2 spaces.
- 3+ Guest Bedroom unit, number of parking spaces equal to the number of Guest Bedrooms.

o B-3 and B-4 Zoning Districts: Parking must either be accommodated on the property or a parking mitigation plan must be approved by city staff.

Number of Parking Stalls Required: _____

Number of Parking Stalls Provided: _____

Exterior Appearance & Signage

There shall be no change in the exterior appearance of the home or premises except:

- o Additional on-site city code compliant parking to accommodate guests.
- o One sign up to 6 square feet, posted on the building, identifying the Short Term Home Rental.

Will a sign be posted on the building? YES / NO

- If "YES", a sign permit is required to be applied for through the Community Development Department. Sign permit applications can be found at the following link: <https://www.hudsonwi.gov/629/Planning-Forms>
- **Attached is a picture/rendering of the sign to be posted on the building**

Health & Safety

Is the short term home rental equipped with the following:

- o Smoke detector and carbon monoxide detectors in accordance with WI statutes on each floor level and sleeping area. YES / NO
- o Fire extinguishers shall be placed in the kitchen area, furnace area, and hallways adjoining bedrooms. YES / NO
- o Inside each bedroom door shall exhibit an evacuation plan, with a diagram of escape routes and emergency telephone numbers. YES / NO

Guest Disclosure Posting

The following rules and regulations must be disclosed to all guests:

- o The name, phone number and address of the Property Owner or Property Manager.
- o The maximum number of Transient Guests allowed at the property.
- o The maximum number of vehicles allowed at the property and where they are to be parked.

- o Property rules related to use of Outdoor Recreation Areas, such as decks, patios, grills, recreational fires, pools and other recreational facilities.
- o City nuisance ordinances will be enforced by the Hudson Police Department, including reduced noise levels between 10 p.m. and 8 a.m.

I hereby certify that the Guest Disclosure Posting has been placed inside the rental within 2 feet of the main entrance as required? YES / NO

Inspections

- o All Short Term Home Rentals shall be inspected prior to initial licensure and annually by the City of Hudson Fire Department.
- o After the City has determined your application is complete, the City will forward the completed application to Community Development and to the Fire Department for further processing.
 - The Fire Department will reach out to the applicant to schedule an inspection of the residence **which is to be complete within 30 days thereafter** or you application may be rejected. The Hudson Fire Department can be reached at 715-386-5861.
 - The Community Development Department will separately reach out if they have any questions on the application. The Community Development Department can be reached at 715-386-4776.
- o I understand that after issuance, upon prior notice to the Property Owner or Property Manager, as applicable, City Departments including Police, Fire and Building Inspections have permission to inspect the premises to investigate any complaints or possible violations in accordance with applicable law.

By checking the boxes above, filling in the requested bold items, and by my signature below, I certify that I have truthfully completed all requested information and/or reviewed and understand all information contained in the "Performance Standard Questionnaire."

Applicant's Printed Name

Date

Applicant's Signature

Acknowledgment of Other Short Term Home Rental Information

The following information must be reviewed and agreed upon by applicants. Check marks should be placed in all boxes to certify that you have reviewed, understand, and agree to the applicable requirements. This checklist must be completed and turned in with your application. Failure to complete will result in a rejection of your application.

Proximity of Assistance

The Property Owner and/or Property Manager must be within 30 miles of the Short Term Home Rental property at any time the property is being used by Transient Guests.

Contact Information

- The Property Owner and/or Property Manager must provide contact information including name, address, and phone number to all property owners within 300 feet of the property boundary.
- The City Clerk's Department and neighboring properties must be notified within 10 days of a change in Property Owner's or Property Manager's contact information.

Refuse

Waste shall be kept in approved watertight receptacles or containers with closed tops and shall be stored out of view as much as possible (Municipal Code §207-4).

Noise

- There shall be no amplified outdoor sound after 10 p.m. or before 8 a.m., and Property Owner and/or Property Manager shall be responsible for ensuring guests are aware of and comply with this City Ordinance.
- All Outdoor Recreation Areas shall be a minimum of 100 feet from neighboring residences.

Sales Taxes and Room Tax

- In addition to state sales tax, the Property Owner is required to pay the city Room Tax.
- Room tax is required to be paid quarterly.
- If no rentals are made during a quarter, a report must nonetheless be submitted to the city stating that no rentals were made or room tax collected during that quarter.
- When a booking service or lodging marketplace (such as AirBNB, VRBO, etc.) is used to coordinate rental of lodging facilities, the company providing the service shall be responsible to collect and pay the city room tax quarterly. Ultimately, however, if those fees are not collected and/or paid timely, it is the Property Owner's responsibility pay those fees or work with the booking service to ensure payment.

License Issuance

I understand the following with regarding licensure under this application:

- Licenses are non-transferrable and shall automatically expire upon change of ownership
- A license constitutes a limited license granted to applicant by the City and in no way creates a vested zoning right or property right to operate a Short Term Home Rental

Complaints, Appeals of Licensing Decisions & License Revocation

Information regarding short term home rental complaints, appeal of license decisions, license revocation, and judicial review is outlined in Municipal Code §141-9.

By checking the boxes within the "Acknowledgment of Other Short Term Home Rental Information" and by my signature below, I certify that I have reviewed and agree to abide by all requirements contained therein.

Applicant's Printed Name

Date

Applicant's Signature

**Short Term Home Rental Application
City of Hudson Department Approvals**



Date Application Received: _____

Site Location: _____

\$250.00 Nonrefundable Fee Paid: YES / NO

Receipt Number: _____

License Number: _____

Date of Issuance: _____

Date of Expiration: _____

DEPARTMENT APPROVALS

Community Development / Planning

Date

Fire Department & Inspection Approval
Fire Inspection Date_____

Date

City Clerk

Date