



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) of **\$250.00** payable to the "City of Hudson"
- Performance standards as found in Municipal Code § 141-4
- 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. This permit will be valid from October 1 through September 30 of the following year. Permit holder will be responsible for obtaining a renewal license 90 days prior to expiration.

Applicant's Printed Name

Applicant's Signature

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

The following is a checklist of requirements from Chapter 141 of the City of Hudson's municipal code. Please read through, fill in the requested **BOLD** information, and abide by all the requirements below to make sure your proposed short term home rental license will be approved.

Checklist of other items to submit.

- 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.
- Annual/renewal application fee.
- Proof of insurance.
- Copy of Tourist Rooming House or Bed & Breakfast license from St Croix County as necessary.
- Information on any web-based booking service(s) used.

Performance Standard Information

- 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 or 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>

Health & Safety

Is the short term home rental equipped with the following?

- Smoke detector and carbon monoxide detectors in accordance with WI statutes on each floor level and sleeping area. **YES** / **NO**
- Fire extinguishers shall be placed in the kitchen area, furnace area, and hallways adjoining bedrooms. **YES** / **NO**
- 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:

- The name, phone number and address of the Property Owner or Property Manager.
- The maximum number of Transient Guests allowed at the property.
- The maximum number of vehicles allowed at the property and where they are to be parked.
- Property rules related to use of Outdoor Recreation Areas, such as decks, patios, grills, recreational fires, pools and other recreational facilities.
- City nuisance ordinances will be enforced by the Hudson Police Department, including reduced noise levels between 10 p.m. and 8 a/m.

Is a copy of the disclosure included in the license application? **YES** / **NO**

Has the disclosure been posted inside the rental within 2 feet of the main entrance as required?

YES / **NO**

Inspections

- All Short Term Home Rentals shall be inspected annually by the City of Hudson Fire Department.
- **Following application submittal, the Hudson Fire Department will contact the applicant to schedule an inspection.** If you have any fire prevention questions please call 715-386-5861.
- 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.

Other Short Term Home Rental Information

□ Proximity of Assistance

The Property Owner 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 Manager must provide contact information including name, address and phone number to all property owners within 100 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

- No amplified outdoor sound after 10 p.m. or before 8 a.m.
- 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 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.

□ 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.

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



Date Received: _____

Site Location: _____

\$250.00 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