

SHORT TERM RENTAL APPLICATION

PAUPACK TOWNSHIP, WAYNE COUNTY PA

Tax Map # 19-0- _____ - _____ - _____

Application # (twp. use) 24 - _____

Print or type-Complete all line items (if not applicable mark N/A)

IS STR EXISTING PRIOR TO AUGUST 22, 2023(Y OR N) _____

Property Owner Information

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Phone Number: _____

Email: _____

Name of Local Contact Person If Different than above (Available 24 Hour Within 60 Minute Response)

Phone Number of Local Contact (24 Hour) _____

Address: _____

Name and Mailing Address of Community Association/HOA (If Applicable)

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Property Information

TAX PARCEL(PIN) # _____ CONTROL # _____

PROPERTY SIZE (AC/SQ FT) _____ ZONED DISTRICT _____

PROPERTY LOCATION (Community Name/HOA, Street Name, Lot Number – If not in a community give road names of nearest intersection)

Sewage Disposal: _____ (On-Lot) _____ (Public)

Water Supply: _____ (Individual Well) _____ (Public)

Road Access: Private Road _____ Municipal Road _____ State Road _____

Information for Permit

Name of Managing Agency: _____

24 Hour Telephone # of owner's Managing Agency _____

Marketing Entity ID # _____

Total Habitable Floor Space (sq. ft.) _____

Total Number of Bedrooms (Advertised): _____

Number of Dwellings on Property: _____

Maximum # of Vehicles Allowed for Overnight Occupants: _____

Septic System Age (approx.) _____ Last Service Date: _____

Central Sewer: (Y/N) _____

COMPLETED BY TOWNSHIP:

ZONING OFFICER: Principal Use [] Conditional Use []

Approved: _____ Date _____

Sewage Enforcement Approval (If Applicable) _____ Date _____

Building Code Enforcement (If Applicable) _____ Date _____

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Return Completed Application And All Supporting Documentation To:

Paupack Township Zoning Officer

Phone:(570) 226-3115

25 Daniels Road

Fax:(570) 226-4257

Lakeville, PA 18438

Applicant/Owner Certification

I (We) hereby represent that the information provided herein and documents submitted herewith are true and correct and request that a Short-Term Rental Permit be issued in reliance thereon. Further, I (We) have read all regulations pertaining to the operation of a Short-Term Rental and agree to comply with them and the Paupack Township Short Term Rental Ordinance. Signing of this application authorizes the Township Compliance Officer to perform all inspections required to ensure compliance with the Paupack Township Short Term Rental Ordinance.

Owner(s) Signature: _____ Date _____

Co-Owner: _____ Date _____

Note: If the applicant is not the owner, written permission of the owner is required.

Application Fee \$1200.00– Check Payable to Paupack Township

Penalty \$500.00 – Pre-Existing Short Term Rentals Applying After 11/20/2023 (90 Day Grace Period)

Compliance Officer use Only

Date Application Received: _____ Fee: \$ _____ Check
#/Cash _____

Application Complete () Application Incomplete () ;

Reasons _____

Permit Issued: () Permit Denied: ()

Reasons _____

DATE ISSUED: _____

COMPLIANCE OFFICER _____

There is a \$50.00 charge for re-inspections

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THE FOLLOWING MUST BE INCLUDED WITH THE APPLICATION

- _____ Submit Required Application Fee (\$1200.00 new permit/\$500.00 renewal)
- _____ Copy of Short-Term Rental Application
- _____ Photograph of the Short-Term rental taken from the access road
- _____ Floor plan (sketch) showing total habitable floor space, number of bedrooms, and maximum number of overnight occupants permitted in each bedroom.
- _____ Site Diagram (plot plan) showing all structures & buildings, road, driveway, any bodies of water, location & number of designated on-site parking spaces, and location of septic system.
- _____ Copy of Wayne County Hotel Room Excise Certificate (verification that sales taxes are paid)
- _____ Copy of current deed/document that establishes applicants' ownership
- _____ Copy of Homeowner/Rental Property Insurance Policy
- _____ Copy of Insurance declaration page (Showing Paupack Township and the Community(POA) as additionally insured
with \$1,000,000.00/\$3,000,000 Minimum Liability
- _____ Copy of Alarm Permit (if system is monitored by third party (ADT, 1ST Alarm, etc.)
- _____ Copy of Short-Term Rental Lease
- _____ Copy of Garbage Removal Contract (If Applicable)
- _____ Copy or Link to any Advertisements for the Short-Term Rental
- _____ For On-Lot Sewage Disposal System: Sewage Disposal System is Properly Functioning, With Proof of Pumping Within the Last 2 Years Prior to This Application.
- _____ Copy of Community Association Bylaws/Covenants
- _____ If Existing Prior to 8/22/2023 - Documentation Supporting This Claim (I.E. County Hotel Tax Statement, Signed Contract With Listing Agent, Online Reviews From Guests, etc)

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PLEASE NOTE: ALL SHORT-TERM RENTAL APPLICATIONS SUBMITTED TO PAUPACK TOWNSHIP, WAYNE COUNTY SHALL BE COMPLETE WITH ALL SECTIONS OF THE APPLICATION AND ALL REQUIRED DOCUMENTATION BEING SUBMITTED WITHIN FORTY-FIVE (45) DAYS OF THE INITIAL APPLICATION DATE. FAILURE TO MEET THIS FORTY-FIVE (45) DAY DEADLINE WILL RESULT IN A DENIAL OF THE APPLICATION AND A ASSESMENT OF A \$500.00 APPLICATION PROCESSING FEE. THE APPLICANT WILL BE REQUIRED TO INITIATE A NEW APPLICATION PROCESS INCLUSIVE OF A NEW APPLICATION FEE SHOULD THEY BE INTERESTED IN OPERATING A SHORT-TERM RENTAL FACILITY IN PAUPACK TOWNSHIP

THE FOLLOWING INFORMATION IS TO BE POSTED IN THE RESIDENCE IN A PROMINENT LOCATION (NEEDS TO BE POSTED PRIOR TO INSPECTION WITH THE EXCEPTION OF THE PERMIT)

- ___ 911 Address
- ___ Name & Number of Managing Agency or Local Contact
- ___ Maximum Number of Occupants
- ___ Maximum Number of Vehicles Allowed on Property
- ___ Garbage Pick-Up Day / Garbage Disposal Procedure
- ___ Copy of Community By-Laws if Applicable
- ___ Short Term Rental Permit

**IF NEEDED 911 SIGNS ARE AVAILABLE AT THE PAUPACK TOWNSHIP BUILDING
PROCEEDS ARE CONTRIBUTED TO THE LAKEVILLE VOLUNTEER FIRE COMPANY**