

# SHORT TERM RENTAL APPLICATION

PAUPACK TOWNSHIP, WAYNE COUNTY PA

Tax Map # 19-0- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Application # (twp. use) 24 - \_\_\_\_\_

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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)

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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, 1<sup>ST</sup> 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

**Homestead Exclusion – Please be aware that you can only claim a Homestead Exclusion if the residence is you primary residence.**

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