

**PAUPACK TOWNSHIP, WAYNE COUNTY
PENNSYLVANIA
SHORT-TERM RENTAL
CONDITIONAL USE APPLICATION – APPLICANT/FEE INFORMATION**

Applicant Name _____
Date

Applicant Address

Applicant (Telephone #) _____
Consultant (Telephone #)

Property Tax Map & Parcel # _____
Private Community Name

TOWNSHIP FEES: \$750.00 Commercial
 \$500.00 Residential

Note: A Deposit of \$500.00 in addition to the Fees above may be required by the Township for stenographer fees, legal notice, certified mailings.

INFORMATION REQUIRED AT THE TIME OF APPLICATION

The Applicant is required to submit ten (10) copies of their STR Conditional Use Application along with the required application fee to the Township at the time of application.

Date _____
Township Secretary/Treasurer Signature

Date Filing Rejected _____
Township Secretary/Treasurer Signature

Reason for Rejection of Application:

Township Application Fee: _____ Date Paid _____ Check # _____

Deposit: _____ Date Paid _____ Check # _____

***PAUPACK TOWNSHIP, WAYNE COUNTY
PENNSYLVANIA***

***APPLICATION TO THE BOARD OF SUPERVISORS
FOR***

CONDITIONAL USE APPLICATION

FOR A SHORT-TERM RENTAL

This application shall be used for the purpose of filing a Conditional Use for a Short-Term Rental to the Paupack Township Board of Supervisors.

GENERAL PROCEDURES

1. All applications as defined within the Paupack Township Zoning Ordinance and Paupack Township Short-Term Rental Ordinance, shall be submitted to the Paupack Township Secretary/Treasurer.
2. The Paupack Township Secretary/Treasurer shall submit a copy of the Conditional Use Application to the Paupack Township Planning Commission for their review and comment at their next regularly scheduled meeting.
3. Upon the submission of a complete Application to the Township of Paupack inclusive of a application, supplemental information, application fee and comments from the Paupack Township Planning Commission, the Board of Supervisors shall establish a hearing date and time to consider the application.
4. The Application shall be advertised within the local newspaper for two (2) successive weeks. The first publication shall not be more than thirty (30) days and the second publication shall not be less than seven (7) days from the date of the hearing.
5. Once the hearing date is established, the applicant and the adjoining property owners within two-hundred (200) feet of the property in question shall be notified by certified mail of the hearing date, time and location.
6. The property in question and the Paupack Township Municipal Building shall be posted by the Paupack Township Code Enforcement Officer at least seven (7) days prior to the hearing date.

APPLICATION REQUIREMENTS

A Complete Application contains ten (10) copies of the following information:

- A. Application, inclusive of all supplemental information submitted to the Paupack Township, Wayne County as defined herein.
- B. Application Fee, checks shall be made payable to Paupack Township. (Amount of the Application Fee is established by Resolution by the Paupack Township Board of Supervisors on an annual basis).

PAUPACK TOWNSHIP BOARD OF SUPERVISORS

**CONDITIONAL USE APPLICATION
FOR**

SHORT-TERM RENTALS (STRs)

Note: Prior to submitting the Conditional Use Application, the applicant must obtain from the Township a report showing the results of the 200' inquiry for existing Short-Term Rentals which is to be included in the application package.

1. Full name, address and phone number (s) of the applicant and the owner of the property:

Applicant:

Owner:

2. Tax Map and Parcel Number of the property including a brief, common description of the location of the property in question (i.e. road, drive). If the property is located within a private community, please identify the community by name:
3. Interest of the applicant in the property (If the applicant is other than the owner of the property, the applicant shall provide a notarized statement from the owner indicating that authorization to act on behalf of the owner has been given to the applicant. This statement shall be attached to the application).
4. Name, address and telephone number of the attorney representing the applicant, if an attorney is involved within the application process.
5. Has a previous STR Conditional Use Application been submitted to the Paupack Township Board of Supervisors for this property?

_____ Yes

_____ No

If the answer to this question is yes, please provide the previous date of application submission.

6. The applicant shall submit photographs of the property in relationship to this application, identifying the following information:
 - A. All structures on the property including the primary structure and all accessory structures
 - B. Any unusual physical limitations which might exist on the property (i.e. water bodies, steep slopes, etc.).
 - C. Access road(s)
 - D. Parking area

7. Provide a brief statement concerning your intent to use this property as a Short-Term Rental (STR) in Paupack Township, Wayne County. You should address the following items:
 - A. Population group to be targeted for the STR use (individuals over a certain age, families etc.)?
 - B. Pets – Will pets be permitted?
 - C. Marketing – How will your STR be marketed?
 - D. If your STR is located in a private community, how will you educate your guest about community rules and regulations?
 - E. If your STR is a lakefront property or has access to a lake and dock privileges, what type and how many boats will your guest be permitted to have?
 - F. Who will be your point of contact for your STR and will you provide this information to your community association, if there is one, and/or your neighbors?
 - G. Will there be any limits on the timeframe for outdoor activities?

8. The Secretary/Treasurer of Paupack Township, Wayne County will, on behalf of the applicant research the Tax Map and Parcel Number, name and address of each property owner within two-hundred (200) feet of the property in question in order to notify them of the intent of the applicant and the date of the hearing.

9. The applicant must submit a copy of the recorded deed which identifies ownership of the property in question.

10. Upon written request of the Chairperson of the Paupack Township Board of Supervisors, the applicant will provide any additional information and records which may be relevant to this application.

11. The application and supporting documentation together with the appropriate application fee shall be submitted to the Paupack Township Secretary/Treasurer.

12. The applicant/owner understands that should they secure Conditional Use approval from Paupack Township, Wayne County, the approval remains with the applicant/owner as long as the applicant/owner meets any and all conditions as imposed by the Paupack Township, Wayne County Board of Supervisors and the applicant/owner at the time of the Conditional Use application remains as the applicant/owner. Any changes in ownership as defined within the Paupack Township, Wayne County Short-Term Rental Ordinance will deem the Conditional Use null and void requiring any new applicant/owner to file a new Conditional Use application with Paupack Township, Wayne County

The Board of Supervisors of Paupack Township reserves the right, in its sole discretion, to reject any application that is not complete at the time of submission. *Such an unacceptable application will not commence the running of any statutory time periods involved in the application for a conditional use as submitted to the Board of Supervisors.*

Dated: _____ *this* _____ *day of* _____ .
(Month)

I verify that the statements made in the foregoing application are true and correct. I understand that false statements herein are made subject to the penalties of 18Pa. C.S. 4904, relating to unsworn falsifications to authorities.

Applicant Name: _____
(Print Name)

Owner: _____
(Print Name)

Applicant Name: _____
(Signature)

Owner: _____
(Signature)

Adopted: July, 1998
Revised: September, 2024