

SHORT TERM RENTAL APPLICATION

PAUPACK TOWNSHIP, WAYNE COUNTY PA

COMPLETE ALL SECTIONS IN YELLOW

TAX ID MAP #	EXISTING STR PRIOR TO AUGUST 22, 2023 (Y OR N)		
PROPERTY OWNER			
MAILING ADDRESS			
CITY	STATE	ZIP	
PHONE NUMBER	EMAIL		
PROPERTY ADDRESS			
CITY	STATE	ZIP	
# BEDROOMS ADVERTISED	PARKING AVAILABLE-MAXIMUM # OF VEHICLES		
SEPTIC-PUBLIC (Y/N)	SEPTIC-PRIVATE (Y/N)	LAST SERVICE DATE	
24 HOUR CONTACT PERSON			
ADDRESS			
PHONE NUMBER			
NAME & ADDRESS OF COMMUNITY ASSOCIATION/HOA (IF APPLICABLE)			
MARKETING AGENCY			
ADVERTISING LINK			

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

APPLICATION FEE: \$1200.00 - CHECK PAYABLE TO PAUPACK TOWNSHIP
RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO:

PAUPACK TOWNSHIP SHORT TERM RENTAL COMPLIANCE OFFICER
25 DANIELS ROAD
LAKEVILLE, PA 18438
PHONE: (570) 226-3115
FAX: (570) 226-4257

COMPLIANCE OFFICER USE ONLY

DATE APPLICATION RECEIVED: _____ FEE: \$ _____ CHECK# _____ CASH _____

ZONED DISTRICT	APPLICATION #
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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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TAX ID MAP #

NOTE: ALL PROPERTIES LOCATED IN R-1 ZONING DISTRICT MUST ALSO COMPLETE A CONDITIONAL USE APPLICATION (CALL PAUPACK TOWNSHIP FOR ADDITIONAL INFORMATION)

THE FOLLOWING MUST BE INCLUDED WITH THE STR APPLICATION

- Submit Required Application Fee (\$1200.00)
- Copy of Short-Term Rental Application
- Photograph of the Short-Term rental taken from the access road
- Floor plan (sketch) showing total habital floor space, identifying all rooms
- Site Diagram (plot plan) showing all structures, buildings, road, driveway,any bodies of water, location & number of designated parking spaces, and location of septic system
- Copy of Wayne County Hotel Room Excise Certificate (verification of sales taxes are paid)
- Copy of current recorded deed/document that establishes applicants pwnership
available: <https://www.waynecountypa.gov/481/Recorder-of-Deeds> - <https://www.landex.com/webstore>
- Copy of Homeowner/Rental Property Insurance Policy
- Copy of Insurance Endorsement Page (Showing Paupack Township & Community(POA) as Additional Insured with \$1,000,000.00 per Occurance/\$3,000,000.00 Term Minimum Liabilty
- Copy of Alarm Permit (if system is moniored 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 Short-Term Rental
- For On-Lot Sewage Disposal System: Verification of System is Properly Functioning with Receipt of Pumping Within the last 2 years Prior to this Application
- Copy of Cummunity Association Bylaws/Covenants and Rules & Regulations
- If STR was existing Prior to 8/22/23:** Documentation Supporting This Claim (I.E. County Hotel Tax Statement, Contract with Listing Sgent, Online Reviews From Past Guests, etc)

PLEASE NOTE:

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

THE FOLLOWING INFORMATION MUST 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 & PHONE NUMBER OF MANAGING AGENCY OR LOCAL CONTACT
- ___ MAXIMUM NUMBER OF OCCUPANTS
- ___ MAXIMUM NUMBER OF VEHICLES ALLOWED ON THEE PROPERTY
- ___ GARBAGE PICK-UP DAY/GARBAGE DISPOSAL PROCEDURE
- ___ COPY OF COMMUNITY BYLAWS AND RULES/REGULATIONS
- ___ SHORT TERM RENTAL PERMIT

HOMESTEAD EXCLUSION-PLEASE BE AWARE THAT YOU CAN ONLY CLAIM A HOMESTEAD EXCLUSION IF THE PROPERTY IS YOUR PRIMARY RESIDENCE

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