

# Village of Ephraim Short-Term Rental License Application



**License Year: 2023**

A license must first be obtained prior to operating or advertising a Short-Term Rental.

<b>1</b>	<b>OWNER INFORMATION: * Please provide a mailing address where you can receive mail.</b>				
<b>Owner Name:</b>					
<b>Owner Street Address *:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Phone (24/7) #1:</b>				<b>Phone (24/7)#2:</b>	
<b>Email:</b>					

\* If the property is titled in the name of a corporation, partnership, trust, or other entity, a list of officers, directors, and agents must be attached with address and contact information (phone and email).

If the Property Owner does not reside in Door County, a Designated Agent must be selected that resides within the county boundaries of Door County during operational periods. (See next section)

<b>2</b>	<b>DESIGNATED AGENT:</b>				
<b>Designated Agent Name*:</b>					
<b>Designated Agent Street Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Phone (24/7) #1:</b>				<b>Phone (24/7)#2:</b>	
<b>Email:</b>					

\*Or indicate "same" if the property owner - Designated Agent MUST RESIDE IN DOOR COUNTY.

<b>3</b>	<b>PROPERTY INFORMATION:</b>							
<b>Property Tax Parcel ID:</b>		121-						
<b>Property Address (Please list all applicable fire numbers):</b>								
<b>Unit #1 Information:</b>		<b>Unit #2 Information:</b>		<b>Unit #3 Information:</b>		<b>Unit #4 Information:</b>		
<b>Address:</b>		<b>Address:</b>		<b>Address:</b>		<b>Address:</b>		
<b># of bedrooms:</b>		<b># of bedrooms:</b>		<b># of bedrooms:</b>		<b># of bedrooms:</b>		
<b># of occupants:</b>		<b># of occupants:</b>		<b># of occupants:</b>		<b># of occupants:</b>		
<b>Online Listing IDs:</b>		<b>Online Listing IDs:</b>		<b>Online Listing IDs:</b>		<b>Online Listing IDs:</b>		
<b>Airbnb ID#:</b>		<b>Airbnb ID#:</b>		<b>Airbnb ID#:</b>		<b>Airbnb ID#:</b>		
<b>VRBO ID#:</b>		<b>VRBO ID#:</b>		<b>VRBO ID#:</b>		<b>VRBO ID#:</b>		
<b>Other ID#:</b>		<b>Other ID#:</b>		<b>Other ID#:</b>		<b>Other ID#:</b>		
<b>Other ID#:</b>		<b>Other ID#:</b>		<b>Other ID#:</b>		<b>Other ID#:</b>		

<b>ADVERTISED # OF BEDROOMS FOR YOUR ONLINE LISTING(S):</b>	
<b>ADVERTISED # OF OCCUPANTS FOR YOUR ONLINE LISTING(S):</b>	

<b>DO YOU DIRECT BOOK YOUR PROPERTY (Rental transaction completed between owner and guest (no third party such as Airbnb/VRBO)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes to Direct Booking, please complete the following information:

<b>WI DOR Seller's Permit Number:</b>	456-
<b>WI DOR PRAT Reg. Number</b>	020-

<b>4</b>	<b>SANITARY INFRASTRUCTURE</b>		
<b>Sanitary Infrastructure:</b>	Municipal Sewer <input type="checkbox"/>	Holding Tank <input type="checkbox"/>	POWTS <input type="checkbox"/>
<b>If Municipal Sewer, please list your Village of Ephraim Sewer Account Number:</b>			
<b>IF PROPERTY IS SERVICED BY PRIVATE ONSITE WASTEWATER "POWTS" TREATMENT SYSTEM COMPLETE THE NEXT SECTION. Please provide information for each unit. If necessary please attach detailed information for each unit.</b>			
<b>DOOR COUNTY SANITARIAN POWTS PERMIT #:</b>			
<b>NUMBER OF BEDROOMS PERMIT ISSUED FOR (Design Capacity):</b>			
<b>OCCUPANCY CALCULATION FOR PROPERTIES SERVICED BY POWTS:</b>			
Door County Sanitarian permitted number of bedrooms for <b>POWTS system:</b> _____			
Permitted Number of Bedrooms _____ x 2 = _____ (Permitted Occupancy as defined by the Ephraim Code of Ordinances)			

<b>5</b>	<b>REFUSE/RECYCLING PLAN:</b>
<b>REFUSE/RECYCLING PLAN:</b>	

<b>6</b>	Once I receive my Village of Ephraim permit number, I will add this information to any and all online listings. Please initial: _____
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<b>7</b>	I have read the Village of Ephraim Short-Term Rental ordinance in its entirety. Please initial: _____
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I certify that I am the owner of the property that is the subject of this License Application. I certify that the information contained in this form and the attachments are true, accurate, and complete. I agree to comply with all applicable State, County, and Municipal Codes, statutes, and ordinances and with the conditions of the License. I understand that the issuance of the License creates no legal liability expressed or implied on the municipality. Proof of the License and Good Neighbor Best Practices/Property Rules shall be posted in a conspicuous location at all times while the property is rented. I understand that failure to comply with any and all provisions of the Village of Ephraim Short-Term Rental Ordinance may result in license suspension, revocation, non-renewal, and penalties.

<b>8</b>	<b>Owner Signature</b> _____	<b>Date:</b> _____
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<b>9</b>	<b>Checklist</b>
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- Completed Village of Ephraim STR Application / payment of license fee (or renewal fee).
- If the property is serviced by POWTS, a copy of the Door County Sanitarian Permit.
- DATCP Tourist Rooming House License (attach a copy).
- DCTZC Lodging Permit (attach a copy).
- If property is booked outside of platforms like AIRBNB or VRBO (Direct Book):
  - A copy of each: WI DOR Seller's Permit and PRAT registration.
- Property Rules: At a minimum, property rules must include all information contained in the Village of Ephraim Good Neighbor Best Practices.
- Sketch of Floor Plan with information on square footage and rooms labeled with a bedroom count.
- Refuse/Recycling Plan
- Site plan showing parking spots, designated fire pit area and trash storage area.
- Copies of neighbor notification letters for residentially zoned properties.

<b>Internal Use Only</b>	
<b>Date Received:</b>	
<b>License Number:</b>	
<b>Tax Parcel:</b>	
<b>Property Address:</b>	
<b>Sanitary Setup:</b>	
<b>Occupancy:</b>	
<b>Date Issued:</b>	
<b>Notes:</b>	

## Village of Ephraim Short-Term Rental License Application Directions

### The Application shall be completed by the Owner of the property.

- 1) **Complete Owner Information section (SECTION 1).**  
Complete the owner information section. If the property is titled in the name of a corporation, partnership, trust, or other entity, please provide a list of officers, directors and agents on a separate sheet of paper with names, addresses and contact information (phone and email). Please provide a mailing address where you can receive mail.
- 2) **Complete Designated Agent section (SECTION 2).**  
If you do not reside in Door County boundaries while you operate your property for short-term rentals, you will need to select a designated agent as a local contact person. If you have a property management company, (not required), please enter their information in this section. \*\*If you reside in Door County during operational periods, indicate "SAME".\*\*
- 3) **Complete Property Information section (SECTION 3).**  
As a licensed DATCP Tourist Rooming House, you can operate up to four (4) or units (e.g., rooms, cottages, cabins). Please complete for each unit: The address, number of bedrooms, maximum occupancy and the online listings ID's for each online listing platform (remote seller) utilized for the property. Please complete the section indicating your advertised # of bedrooms and advertised # occupants for your online listings.
- 4) **Complete the Sanitary Infrastructure section (SECTION 4).**  
Select the type of septic system that services your property. If municipal sewer, enter your Village of Ephraim sewer account number. If your property is serviced by POWTS, please provide the DC Sanitarian Permit Number, number of bedrooms, design capacity and complete the calculation section for POWTS for each unit. If necessary, attach a separate sheet of paper.
- 5) **Complete the Refuse/Recycling section (SECTION 5).**  
Please describe your refuse/recycling plan. Be sure to include information about your service provider or personal plan to handle refuse/recycling. Will renters need to put receptacles out for pick up?
- 6) **(SECTION 6)** Initial that you will add your Village of Ephraim permit number to all online advertising. If you need help be sure to call or message your platform. Each platform has a specific process for adding this information.
- 7) **(SECTION 7)** Initial that you have read the Village of Ephraim Short Term Rental Ordinance.
- 8) **(SECTION 8)** Read the certification section and then sign.
- 9) **Complete the Checklist Section (SECTION 9).**  
Check off each item on the checklist as you complete it. Where indicated to attach a copy, be sure to include with your application. If you need assistance with an item on the list, please review the FAQs or contact the Village of Ephraim administrative office at 920-854-5501 or office@ephraim-wisconsin.com. Applications can be submitted by regular mail or email. All items must be included with the application for consideration. Partial applications will not be considered on time for due dates.