

POLK COUNTY TOURIST ROOMING HOUSE PERMIT APPLICATION

NO.	
-----	--

MAKE CHECKS (black ink) PAYABLE TO:

Polk County Land Information Department
 100 Polk County Plaza, Suite 130
 Balsam Lake, WI 54810
 715-485-9111, Mon- Fri, 8:30am-4:30pm

**COMPLETE ALL UNSHADED AREAS
 INCOMPLETE APPLICATIONS MAY BE RETURNED
 PLEASE PRINT - BLACK INK AND RETURN ORIGINAL FORM
 PLEASE ALLOW 2 WEEKS TO PROCESS APPLICATION**

Property Address (Number & Street or Ave)

Property Owner _____
 Mailing Address _____

City _____ State _____ Zip _____

Email (optional): _____

Phone number: _____

Contractor/ Surveyor		
Address		
City	State	Zip
Phone Number		
Previous owner	Date purchased	
Adjoining owner		
Adjoining owner		

LEGAL DESCRIPTION OF PROPERTY – SEE TAX BILL

Parcel # / Computer # -- See tax bill	Lot #	Subdivision/CSM #	Gov't Lot
_____ ¼, _____ ¼, Sec _____ / T _____ N/R _____ W _____		Town of _____	
Size of Parcel _____ X _____ = _____ SQ FT OR _____ Acres		Name of Lake/Pond/River/Flowage (if applicable)	

Check here if this is a renewal

(inspections not required for renewals, unless modifications have been made to the house, septic or otherwise requested by Zoning staff)

APPLICATION CHECK LIST- Please attach inspection reports

Sanitary Inspection	Inspection date:	Name of Plumber:	Number of bedrooms approved:
Building Inspection	Inspection Date:	Name of Inspector:	Number of bedrooms:
Survey	Inspection Date:	Name of Surveyor:	Property lines must be clearly marked

I declare that this application (including any accompanying documents) has been examined by me and to the best of my knowledge and belief it is true, correct, and complete. I agree to permit county officials charged with administering county ordinances or other authorized personnel, including the assessor, to have access to the above-described premises at any reasonable time for the purposes of inspection.

Sign Here: _____ Date: _____ Cash Credit Check # _____

COMMENTS: See page 2 for conditions.

Fees
New: \$750
Renewals: 300

Maximum # of people allowed on the property 11PM-7AM: _____

Application must be renewed by: _____ to avoid having to reapply.

Issued by: _____ Date: _____ Fee _____ Date Received: _____

Tourist Rooming House Land Use Permit Conditions

- a. Accessory building must not have sleeping accommodations.
- b. No RVs or campers allowed for overnight stay.
- c. All parking to be on an impervious surface and must be contained on the property.
- d. Applicant must obtain all proper licensing, including annual land use permit renewal.
- e. All fires and embers are to be extinguished by 11:00 p.m., with no unattended fires.
- f. Applicant must have 24-hour contact number available to the public.
- g. Property must remain free from citation and charges for nuisance, disorderly conduct, or any other illegal activity.
- h. Quiet hours shall be imposed from 11:00 p.m. to 7:00 a.m.
- i. Applicant and renters must comply with all applicable laws and regulations:
 - 1. Department of natural resources lake regulations to be included in rental information.
 - 2. Lake association rules to be included in rental information.
 - 3. Owner is responsible to state and local jurisdictions for compliance with firework regulations.
- j. All pets must be contained on the rental property unless they are on public property.
- **k. Property lines must be surveyed with boundaries clearly staked by a professional land surveyor.
- l. All conditions that apply to renters shall be included in rental information.
- **m. Existing septic system to be inspected and approved. The zoning office can inspect or require the septic system to be inspected annually.
- **n. Local uniform building inspector shall be hired by the applicant to determine the number of legal bedrooms in the dwelling. The zoning office can require additional building inspections performed by the local building inspector annually at the operator's expense.
- o. Any advertisement shall include the land use permit number and the health department license number.
- p. Max rental of 180 consecutive days per year, with a minimum rental period of seven (7) consecutive days.
- q. Anyone operating a tourist rooming house without a valid permit must cease said violation for a period of three (3) months prior to applying for a land use permit to operate a tourist rooming house under this section. The application must be accompanied by the original required permit fee and the after-the-fact fee.

**Items to be completed PRIOR to applying for a land use permit application.