

**CITY OF WILLIAMSTOWN
SHORT-TERM VACATION/HOUSING RENTAL GUIDELINES**

1. Anyone wishing to operate a short-term vacation/housing rental within the City limits of Williamstown shall comply with any and all regulations of the City of Williamstown. Approval must be given to any Applicant by the Zoning Administrator of the City of Williamstown prior to operating a short-term vacation/housing rental.
2. Applicant shall complete a **SHORT-TERM VACATION/HOUSING RENTAL APPLICATION** and submit it with the required supporting paperwork and Application fee to the Zoning Administrator of the City of Williamstown. Paperwork may be submitted at the Williamstown City Building Monday through Friday from 8 a.m. until 5 p.m.
3. Applicant shall comply with the following restrictions on short-term vacation/housing rentals:
 - The property must be zoned to allow for short-term vacation/housing rentals. Please contact City of Williamstown Zoning Administrator at 859-824-6351 to see if property allows for short-term vacation/housing rental.
 - Any and all Permits shall be obtained from the Zoning Administrator of the City of Williamstown prior to renting.
 - **Short-Term Vacation/Housing Rental Safety Check List** must be completed, signed, and submitted by Applicant to the Zoning Administrator of the City of Williamstown with the **SHORT-TERM VACATION/HOUSING RENTAL APPLICATION** prior to renting.
 - Short-term vacation/housing rentals shall not be allowed on any area not considered a primary dwelling, i.e. recreational vehicles, tents, boats, etc.
 - **Limit on occupants allowed.** No more than two (2) adult guests per bedroom, plus no more than two (2) additional adults shall be allowed when renting a property as a short-term vacation/housing rental.
 1. **No room with less than 75 square footage shall be considered a bedroom for sleeping purposes.**
 - **Limits on number of vehicles.** There shall be a minimum of two parking spaces for all single-unit short-term vacation/housing rentals with additional parking spaces required for any single-unit short-term vacation/housing rental containing over three bedrooms. All parking for a short-term vacation/housing rental shall be provided off-street, except if the short-term vacation/housing rental is located within the Central Business District (downtown area) and has access to Municipal parking.

- **Advertisement and contracts.** Any advertisement of the property as a short-term vacation/housing rental and all rental contracts must contain language that specifies the allowed maximum number of occupants and maximum number of vehicles.

4. After successful approval of the **SHORT-TERM VACATION/HOUSING RENTAL APPLICATION**, the Applicant shall obtain a Zoning Permit and an Occupational License with the City of Williamstown Zoning Administrator. The Applicant shall submit to the Grant County Treasurer the Transient Room Tax paperwork prior to renting. Upon renting, the Transient Room Tax shall be submitted quarterly to the Grant County Treasurer. The Grant County Treasurer may be contacted at 859-823-7561.

5. The initially-issued Permit shall expire on June 30, 2024. The Permit may be renewed by submitting a completed **SHORT-TERM VACATION/HOUSING RENTAL RENEWAL** with the required supporting paperwork and renewal fee with an effective date of July 1, 2024, for a successive 365 calendar day periods as long as the Applicant continues to qualify for issuance of the Permit. Applications for renewal periods shall be made to the City's Zoning Department via the **SHORT-TERM VACATION/HOUSING RENTAL RENEWAL** form by June 1 of each year.

