



SHORT-TERM RESIDENTIAL RENTAL CITY OF MIDDLETON CHECKLIST

REQUIREMENTS PER [SECTION 10.03.28\(26\)](#)

APPLICATION PACKET REQUIREMENTS

The City **strongly prefers** to receive the application electronically via e-mail to planning@cityofmiddleton.us, although a paper copy will also be accepted.

Each Short-Term Residential Rental shall operate only during the valid period of an Annual City of Middleton Short-Term Residential Rental License for each calendar year. Operating a Short-Term Residential Rental without a current version of a valid license shall be considered a violation of this Zoning Ordinance, and subject to the penalties of Section 10.10.60. The following information shall be provided on an annual basis, prior to issuance of said Annual City of Middleton Short-Term Residential Rental License:

- Completed and signed Short-term Residential Rental application
- The type of structure and maximum occupancy of the premise.
- A current floor plan of the structure.
- Building Code Inspection Report. (contact Jim Sjolander, jsjolander@cityofmiddleton.us, 608.821.8397)
- Consent of operation from property owner.
- The period of operation and if the site is the operator's primary residence.
- Confirmation by the application that a Guest Register and Business Record will be kept for the duration of each rental period and provided to the City each year for renewal purposes of this permit.
- Proof of valid property and liability insurance for the dwelling unit.
- State of Wisconsin Tourist Rental House License.
- Seller's Permit issued by the Wisconsin Department of Revenue.
- City of Middleton Room Tax Permit.
- Payment of an Administrative Fee, set annually by the City, to cover the costs to the City of administering the above.

The City of Middleton Short-Term Residential Rental License shall be issued with the completion of the above requirements and meeting the requirements below.

APPLICABILITY AND RENTAL REQUIREMENTS

Includes all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists and transients. It does not include private boarding houses or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under ACTP 73. Short-Term Residential Rental shall only be located as an Accessory Land Use to a Residential Land Use as defined in Section 10.03.06.

- 1) Only the owner of the property may operate a Short-Term Residential Rental, except that a renter may operate if explicitly allowed in the lease. A property owner proposing to operate a Short-Term Residential Rental in a dwelling unit that is subject to rules, regulations, or bylaws of a condominium association may only operate the dwelling unit as Short-Term Residential Rental if explicitly allowed by the condominium association.
- 2) If the Short-Term Residential Rental is operated for stays of more than six (6) but fewer than twenty-nine (29) consecutive days, the Short-Term Residential Rental may be operated for no more than 180 days in any consecutive 365-day period as provided in Wis. Stat. § 66.1014(2)(d). The 180 allowable days in any 365-day period must run consecutively and the Short-Term Residential Rental operator must give the Zoning Administrator notice of the first rental of any 365-day period.
- 3) If the Short-Term Residential Rental is operated for stays of one (1) to six (6) consecutive days, the tourist rooming house shall be the operator's primary residence.

- a) If an operator occupies the residence at the time of rental, there is no limit to the number of days the Short-Term Residential Rental may operate.
 - b) If an operator does not occupy the residence at the time of rental, the Short-Term Residential Rental may operate no more than thirty (30) days per permitting year; July 1 to June 30th.
 - c) If an operator does not occupy the residence at the time of the rental, the Short-Term Residential Rental may not be rented to Multiple Unassociated Parties at the same time.
- 4) Maximum tourist or transient occupancy shall not exceed the lesser of two times the number of legal bedrooms in the dwelling unit or twelve (12). Children under the age of 12 shall not count toward the maximum tourist occupancy.
 - 5) Each Short-Term Residential Rental shall provide and maintain a Guest Register and shall require all guests to register their true names and addresses before allowing occupancy. The Guest Register shall be kept intact and available by the operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.
 - 6) Each Short-Term Residential Rental shall maintain the following written Business Record for each rental of the Short-Term Residential Rental: the true names and addresses of any person renting the property, the dates of the rental period (which must be a minimum of one consecutive day), and the monetary amount or consideration paid for the rental. The Business Record shall be kept intact and available by the operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.

FEES:	In accordance with the fee schedule in Sec. 3.12 Appendix A	
Short-term Residential Rental Application		\$100



SHORT-TERM RESIDENTIAL RENTAL APPLICATION

Submit electronically to planning@cityofmiddleton.us.
Includes all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists and transients.

PERMIT #:
PERMIT FEE: \$ _____
APPROVED BY: _____
APPROVAL DATE:

ADDRESS OF PROPERTY:

APPLICANT NAME (BUSINESS OWNER)	PROPERTY OWNER NAME
BUSINESS NAME (IF APPLICABLE)	CO-OWNER NAME (IF APPLICABLE)
ADDRESS	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
PHONE	PHONE
E-MAIL	E-MAIL

SITE DATA:

ZONING	PERIOD OF OPERATION	JURISDICTIONAL APPROVALS
	<input type="checkbox"/> 6-29 DAY STAYS, OPERATING 180 CONSECUTIVE DAYS	<input type="checkbox"/> MIDDLETON BUILDING INSPECTION
	<input type="checkbox"/> 1-6 DAY STAYS, PRIMARY RESIDENCE, OPERATING YEAR-ROUND	<input type="checkbox"/> DANE COUNTY PUBLIC HEALTH
	<input type="checkbox"/> 1-6 DAYS, NOT PRIMARY RESIDENCE, OPERATING 30 CONSECUTIVE DAYS	<input type="checkbox"/> WI DEPARTMENT OF REVENUE

If you are unsure of your zoning, check the [Zoning Map](#) on the City's website.

I, the undersigned, do hereby certify that the above information is correct and agree that in the performance of this work I will be bound by and submit to all statutes of the State of Wisconsin, conform to all applicable codes and ordinances of the City of Middleton, and abide by all other applicable rules and regulations. Furthermore, I understand that the City of Middleton is not responsible for enforcing neighborhood covenants, and any granted zoning variances apply only for the specific structure(s) reviewed by the Zoning Board of Appeals.

SIGNATURE OF APPLICANT: _____ **DATE:** _____