

Walworth County Land Use and Resource Management Department 100 West Walworth - Room 222 Elkhorn, WI 53121  262-741-4972 fax: 262-741-4973 Website: <a href="http://www.co.walworth.wi.us">www.co.walworth.wi.us</a>	<b>WALWORTH COUNTY                  SHORT TERM RENTAL  <u>ANNUAL</u> LICENSE APPLICATION</b>	License No. (Completed by Co.)   Tax Key Parcel No.
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**No person shall operate a Short Term Rental without first obtaining a license.**

Landowner- Name	Landowner- Tel. #
Landowner- Mailing Address	Landowner- Email Address
Designated Operator- Name	Designated Operator- Tel# (24 hrs)
Designated Operator- Address	Designated Operator- Email Address
Address of Property to be Rented	Garbage Hauler and Weekly Schedule

**SANITARY FACILITIES**

<input type="checkbox"/> Private waste treatment (POWTS) Permit # _____ <p style="margin-left: 40px;"><b>Note:</b> If your permit # contains <b>XXX</b>, you <b>MUST</b> provide a                  POWTS Inspection Form before a license may be issued.</p> <input type="checkbox"/> Public Sewer	<p><b>NOTE: OCCUPANCY LIMIT IS BASED ON                  SANITARY FACILITIES</b></p> Occupancy is limited to the number of occupants the POWTS is sized for or the State License whichever is less. If served by public sewer, the State License determines occupancy.
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I certify that I am the owner or the authorized representative of 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 is true, accurate and complete. I agree to comply with all applicable codes, statutes and ordinances and with the conditions of the County-approved license. I understand that the issuance of this license creates no legal liability expressed or implied on Walworth County. Proof of the License and Property Rules shall be posted in a conspicuous location at all times while the property is rented and made available upon request for inspection. I have received a copy of the County's Short Term Rental licensing rules and I understand that failure to comply with any or all of the provisions of the license may result in license revocation, fines, forfeitures and additional compliance inspection fees. I understand, no person shall operate a Short Term Rental, as defined in Chapter 74 of the Walworth County Code of Ordinances, without first obtaining a license.

Applicant's Signature:	Date Signed:
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**For Office Use Only**

State License #	State Occupancy #	<input type="checkbox"/> POWTS Permit # _____ Last septic/holding tank maintenance date: _____ <input type="checkbox"/> Public Sewer
License Approved by:		Date:
Maximum Occupancy of the Dwelling:		Expiration Date:

**Submit WITH Application and Fee: 1) Site Plan 2) Floor Plan 3) Property Rules 4) State License**

**All applications for a Short Term Rental License shall include the following:**

**Site Plan**

Site plan drawn neatly and accurately of the parcel including but not limited to, lot lines, parking, and location of garbage collection areas.

**Floor Plan**

Floor plan of all floors to be occupied in the dwelling, drawn neatly and accurately, with dimensions clearly shown.

**Copy of Property Rules**

A list of property rules must be posted at the property, provided to the guests, and a copy submitted with the application for a license. Property rules must include the following minimum information:

- a. Maximum occupancy of the property.
- b. Contact information for the Designated Operator.
- c. Where to park.
- d. Quiet hours of 10 pm to 7 am.
- e. Pet policy. No more than four pets are allowed at the property.
- f. Outdoor burning regulations.
- g. Non-emergency contact information for law enforcement and fire/EMS.
- h. If applicable, information on the location of the high water alarm for the POWTS, and procedure to follow if the alarm is activated.
- i. What to do with the garbage after the rental period is done.
- j. Copy of the boating regulations if the property is located on a lake.

**State License Tourist Rooming House License**

If you do not have a State license, please visit the State Department of Agriculture Trade and Consumer Protection's website to begin the process to obtain a license: [Tourist Rooming Houses](#)

\*A County License will not be issued without a State License provided.

The State License requires your well to be tested for certain contaminants. Well testing can be done by a private company or the Walworth County Health Department. Information on well testing by the County can be found at: [Walworth County Health Department – Water Testing](#)

**Name of Garbage Hauler & Pick Up Schedule**

Adequate refuse containers shall be available to prevent accumulation or scattering of solid waste, garbage and rubbish on the ground. Refuse containers shall be no larger than 2 cubic yards. Refuse must be picked up from the property one time each week and within 24 hours of placement for pick up.

**Evidence of adequate sanitary facilities**

Adequate sanitary facilities shall be provided. Cesspools and non-plumbing sanitary systems such as composting toilets, incinerating toilets, privies, and portable restrooms are prohibited. If the property is not served by public sanitary sewer, a Private Onsite Wastewater Treatment System (POWTS) in full compliance with this Article and in accordance with Chapter 70, Walworth County Code of Ordinances, and Wisconsin Administrative Code DSPS 383 must serve the property.

If your property is served by a POWTS and there is no permit on file for the system, you will need to have a licensed individual complete the Walworth County Inspection Report for Existing Private Onsite Wastewater Treatment Systems. The inspection report form can be found here: [POWTS Inspection Form](#). You can determine if your system has a permit by checking here: [Sanitation Inspection Search](#). If your permit number starts with "XXX", there is not a permit on file and the POWTS Inspection Form **must** be completed and submitted to the County for review. If your system was installed prior to 1980, additional County review will be necessary to determine if you will need to complete the Inspection Report. If you have further questions, please call our office at 262-741-4972.