



## Vilas County Zoning & Planning

### Tourist Rooming House Permit Application

Permit Number \_\_\_\_\_

330 Court St. • Eagle River, WI 54521

(715) 479-3620 • Fax (715) 479-3752 • [www.vilascountyzoning.com](http://www.vilascountyzoning.com)

#### Permits:

All tourist rooming houses (TRH) in Vilas County shall require an annual permit from the Vilas County Zoning & Planning Department per Article XII of the Vilas County General Zoning Ordinance. Permits for a new TRH must be applied for at least thirty (30) days prior to the first rental. Permits will be valid for one year and expire on January 31. Permits are non-transferrable and new owners will have to apply for a new TRH permit if they purchase a property. Initial permits will require a \$300 fee. Renewal permits require a \$200 fee. TRH permits will not be issued on a walk-in basis but will be mailed to the applicant after issuance.

NOTE: This permit is separate from the Vilas County Public Health TRH Licence.

#### Application Type:

Initial

Renewal

Revision

Previous Permit # (If Applicable):

Proposed Occupancy

#### 1. Site Information

Parcel Number \_\_\_\_\_ Address \_\_\_\_\_  
Town \_\_\_\_\_ Zoning District \_\_\_\_\_  
Gov't Lot \_\_\_\_\_ or \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 Section \_\_\_\_\_ T \_\_\_\_\_ N, R \_\_\_\_\_ E  
Lot/Unit \_\_\_\_\_ Condo/Subdivision \_\_\_\_\_  
Water Body: \_\_\_\_\_

#### 2. Property Owner Information

Owner Name \_\_\_\_\_  
Physical Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 3. Applicant Information (if applicable)

\* ☐ This section applies to applicants who do not own the property but are applying on the owner's behalf. If this does not apply, check the following box:

Same as owner

Applicant Name \_\_\_\_\_  
Physical Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 4. Resident Agent Information (if applicable)

\* All TRHs require a resident agent. The resident agent must be a person who resides within Vilas County, or within forty (40) miles of the TRH, or a firm or corporation which has physical offices within the same parameters. The owner may also be the resident agent if they meet the criteria. The resident agent MUST sign the TRH Permit application prior to issuance. If the owner or applicant fits the criteria, check the box:

Same as Owner

Same as Applicant

Resident Agent Name: \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 5. Sanitary System Information

Sanitary Permit Number: \_\_\_\_\_ Issuance Date: \_\_\_\_\_

☐ POWTS Design Size (Bedrooms): \_\_\_\_\_

Check here if structure is served by a municipal sewer system

#### Other General Information/Requirements

Occupancy: Occupancy will be limited based on the size of the private on-site wastewater treatment system (POWTS) - commonly called a septic system. POWTS are sized based on the number of bedrooms, with each bedroom considered to serve two people. Therefore, if the POWTS serving the structure is designed for three bedrooms, occupancy will be capped at six occupants.

Parking: All TRHs must have one off-street parking space provided for each two occupants, plus an additional space. A TRH may provide additional spaces at their discretion.

Property Rules: The TRH operators must provide to this office and post for occupants a list of property rules that includes the following:

- Maximum occupancy permitted by Article XII;
- Contact information for the resident agent or owner;
- The number of vehicles & trailers permitted and where they should be parking;
- Non-emergency contact information for law enforcement, fire, and EMS Services;
- Procedure instructions for if the high-water alarm on septic system activates;
- Where to locate burning regulations, hunting & fishing regulations, and local boating, snowmobile, and off-road vehicle regulations

#### Application Checklist Prior to issuance, following are required to be submitted to this office:

- A completed application that includes the applicable signatures.
- A copy of the property rules to be posted and provided to renters in accordance with Section 12.8(A)
- A copy of the annual tourist rooming house license or license application from the State of Wisconsin or Vilas County Public Health Department
- The appropriate fees in cash or check (Made out to "Vilas County Zoning")
  - \$300 Initial Permit
  - \$200 Renewal Permit
  - \$80 Revision

<input type="checkbox"/>	<input type="checkbox"/>	<b><u>OFFICE USE ONLY</u></b> <input type="checkbox"/>
Approved	Approved w/ Conditions	Denied
		_____ Permit #
Number of Occupants Permitted: _____		
Comments and/or Conditions		
Signature: _____	Date: _____	

**TRH in Single Family Residential (R-1) Zoning Districts**

TRHs located in the Single Family Residential (R-1) Zoning District must rent for a term of seven or more consecutive days unless they have been operating as a TRH prior to when the property was zoned R-1.

**TRH Utilizing Older POWTS**

A TRH utilizing a POWTS which does not have modern soils information on file (generally those septic systems older than 1994) will be required to provide a soil boring to confirm that appropriate separation exists between the POWTS and any limiting factor such as groundwater. This must be completed before the application will be approved.

**Vilas County Public Health TRH License**

A Vilas County Public Health TRH Licence is still required in addition to this permit.