

# SHORT-TERM RENTAL LICENSE APPLICATION – Burnett County, WI

Applicant Complete All Sections Below This Line

**Original License Fee = \$300**

**Renewal License Fee (Annually) = \$150**

Property Owner's Name: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Property Site Address: \_\_\_\_\_ City State Zip

Applicant's Telephone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

\*\*If staff has a question about this application, you will be contacted via email. Make sure your email address is legible and your email provider will accept emails from the following address: @BurnettCountyWI.gov

Legal Description of Property: \_\_\_\_\_

Section #: \_\_\_\_\_ Town #: \_\_\_\_\_ N Range #: \_\_\_\_\_ W Town of: \_\_\_\_\_

\*Attach additional page if needed for lengthy description OR attach a copy of the deed OR attach tax system property page.\*

Tax ID # (1-5 digit number; found on tax statement): \_\_\_\_\_

### **Provide Rental Information**

License Year Applied For: \_\_\_\_\_ Amount of Renters Applied For: \_\_\_\_\_

Local Contact's Name: \_\_\_\_\_

Local Contact's Address: \_\_\_\_\_ City State Zip

Local Contact's Telephone Number: \_\_\_\_\_

Most Recent Burnett County License Number: STR- \_\_\_\_\_ State License Number: \_\_\_\_\_

**AREA BELOW THIS LINE FOR LAND SERVICES STAFF COMMENTS/CONDITIONS ONLY**

**THIS LICENSE IS SUBJECT TO ALL CONDITIONS LISTED BELOW:**

Date of staff site visit: \_\_\_\_\_ Initials of site visit staff: \_\_\_\_\_

LICENSE APPROVED BY : \_\_\_\_\_ DATE: \_\_\_\_\_

LAND SERVICES OFFICIAL

License Number: STR-24- \_\_\_\_\_ Owner \_\_\_\_\_ Tax ID \_\_\_\_\_  
 License Issued (Date) \_\_\_\_\_ License Expiration (Date) 1/31/2025 Sanitary Permit No. \_\_\_\_\_  
 1/4 \_\_\_\_\_ 1/4 Gov't Lot \_\_\_\_\_ Lot \_\_\_\_\_ CSM Vol. \_\_\_\_\_ Pg \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Zoning District \_\_\_\_\_  
**THIS SIDE LAND SERVICES STAFF ONLY - RECEIVED STAMP HERE**  
 Fee Rec: \_\_\_\_\_  
 Ck#: \_\_\_\_\_

## LICENSING REQUIREMENTS

**Owner must provide all requested materials, and/or demonstrate that they have fulfilled all the requirements listed below to have this application approved by the Land Services Department.**

1. The license must be renewed annually. Once all the requirements listed below have been satisfied and agreed to by the parcel owner, the Land Services Department will issue a license.
  - a. Private On-Site Wastewater Sanitary System (POWTS) shall accommodate design flow for number of occupants being rented to and for the number of occupants being advertised for.
  - b. The use of camping units in conjunction with the rental of the parcel(s) is prohibited.
  - c. State license, as defined in State Statute 97.01(15k), shall be obtained and presented to the Land Services Department prior to obtaining county license. *Contact the Wisconsin Dept. of Agriculture, Trade and Consumer Protection for state licensing details. Phone: 608-224-4923*
  - d. Applicant shall provide a local contact located within 50 miles of driving distance of the rental parcel(s). *Please include full name, address, and a phone number on page 1.*
  - e. Property line(s) must be identified and designated so it will be clear to the tenant.
  - f. All current zoning violations must be fully resolved and corrected before a license will be issued/renewed by the county.
  - g. County has permission to inspect the entire parcel during normal working hours before and during license period to investigate any complaints or possible violations.
  - h. Private On-Site Wastewater Sanitary System (POWTS) shall be serviced/inspected per Wisconsin Administrative Code requirements and reported to the county per requirements.
  - i. No parking allowed on road(s), in the road right-of-way, in ingress/egress easements, or on top of Private On-Site Wastewater Sanitary System (POWTS) components.
  - j. The annual county license shall commence on February 1st and expire on January 31st. A new license shall be obtained with any change of ownership, and shall be obtained prior to operation by the new owner. Licenses not renewed by March 1st will be charged up to three times the fee as the late fee.
  - k. Applicant shall provide a document that outlines rental guidelines. Items to be included in the rental guidelines are: occupancy limit, parking requirements, garbage collection/service, local contact name with phone number, emergency contact information (911, police, fire, etc), state license # with state contact information, county contact information and a blank area for the county license number.
  - l. A weather proof placard with a display area of at least 5 inches x 7 inches with a font size of at least 12 Times New Roman listing the guidelines from item (k) shall be posted on an exterior wall of each habitable structure within 2 feet of the main entrance door. The bottom of the placard shall be located 5 feet above the height of the sill plate of the main entrance.
  - m. Additional rental guidelines can be required by the owner; however they are not required for item (k) or (l).
  - n. Applicant can't be delinquent on property taxes or local room taxes.
  - o. Applicant shall pay the required county annual license fee.
2. Once the license is approved by the county, the county will send a copy of the license to all adjacent property owners and to the Town Clerk.
3. If a Conditional Use Permit (CUP) has been obtained in the past (and is still active, valid and all CUP conditions have been satisfied), a license from the county is still required, the 2018 year license will be issued with no fee, in the 2019 year those will need to pay the renewal fee.

**ADDITIONAL PROVISIONS**

- **FAILURE TO COMPLY WITH ANY OF THE BURNETT COUNTY CODE OF ORDINANCES MAY RESULT IN IMMEDIATE REVOCATION OF THIS SHORT-TERM RENTAL LICENSE, WHICH WILL CONSTITUTE AS A CEASE AND DISIST ORDER.**
- **THIS LICENSE WILL EXPIRE ON THE DATE AS SHOWN ON PAGE 1.**
- **BY SIGNING BELOW, OWNER AGREES TO ABIDE BY ALL SHORT-TERM RENTAL LICENSING REQUIREMENTS**
- **THIS APPLICATION CONSTITUTES NOTICE THAT ALL IMPROVEMENTS ARE SUBJECT TO ACCESS AND/OR REVIEW BY THE LOCAL MUNICIPALITY’S TAX ASSESSOR FOR THE PURPOSE OF TAX ASSESSMENT.**

I (owner) declare that this application (including any accompanying materials) has been examined by me, and to the best of my knowledge and belief it is true, correct and complete. I acknowledge that I am responsible for the detail and accuracy of all information contained in this application (including any accompanying materials), and I further declare that I recognize that this information provided will be relied upon by Burnett County in determining whether or not to issue a license. I accept all liability that may be a result of Burnett County relying on the information I am providing in this application. I acknowledge that I will abide by all private/public covenants, restrictions, leases and easements which may apply to this parcel. I agree to permit county officials charged with administrating county ordinances or other authorized persons to have access to the above-described premises at any reasonable time for the purpose of inspection.

---ADDITIONAL COMMENTS FROM OWNER ALLOWED HERE---

**OWNER’S SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_ **(DATE)**

Property Owner is required to sign and date this application.

SUBMIT COMPLETED APPLICATION, MATERIALS, AND FEE TO:

BURNETT COUNTY LAND SERVICES  
 7410 COUNTY ROAD K, #120  
 SIREN, WI 54872

APPLICATIONS WILL BE ACCEPTED VIA USPS, ANY STANDARD COURIER, OR IN PERSON. PARTIAL OR INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. NO EMAIL OR FAX APPLICATIONS WILL BE ACCEPTED.

ONLY CHECK, MONEY ORDER OR CASH PAYMENT WILL BE ACCPETED. CREDIT OR DEBIT CARDS ARE NOT ACCEPTED AT THIS TIME. PLEASE, MAKE CHECK PAYABLE TO: BURNETT COUNTY LAND SERVICES

Please call the Land Services Department if you have questions. 715-349-2109

**Burnett County, WI ordinances can be found at:** <https://www.burnettcountywi.gov/1043/County-Ordinances>