



Park Township

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Note on Non-Conforming Short-Term Rental Applications


You have expressed interest in applying for legal non-conforming status for a short-term rental in Park Township. This process has been created specifically for those property owners who are able to prove that they qualify for non-conforming status. If the following applies to your rental, you may be able to continue to rent short-term in Park Township:

- You can show, with a preponderance of evidence, that a property has been used **consistently** as a short-term rental in Residence District “B” since before the 1974 Zoning Ordinance came into effect (February 7, 1974).
- You can show, with a preponderance of evidence, that your property has been used **consistently** as a short-term rental in the Commercial District or the Agriculture District since before the 1974 Zoning Ordinance came into effect (February 7, 1974).
- You can show, with a preponderance of evidence, that a property has been used **consistently** as a short-term rental in Residence District “A” with Board of Appeals approval since before the 1974 Zoning Ordinance came into effect (February 7, 1974).

If any of these circumstances apply to the use of your property, you may qualify for non-conforming status. Documentation such as purchase records, financial records, reservation books, or documentation of Board of Appeals approval may be necessary to show that the property’s use has been consistent throughout the years.

If you are currently utilizing a property in the **C-2 Resort Service District** as a short-term rental, no application is needed. You are in conformance with Ordinance regulations. You will need to register your short-term rental with the Township office.

If you have any questions, please contact us at communitydevelopment@parktownship.org.



NON-CONFORMING STR APPLICATION

Application Fee: \$250 | Escrow: \$500

This application is intended for individuals who believe that the use of their property as a short-term rental may qualify for non-conforming status. An applicant must be able to show that the use of their property as an STR has been consistent since before the 1974 Zoning Ordinance came into effect (February 7, 1974). Additional paper may be used if necessary.

Applicant and Owner Information

Name of Applicant: _____

Permanent Address of Applicant: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

About Short-Term Rental Property

Address, current and past, if applicable: _____

Year purchased and ownership history: _____

Year STR operations began: _____ Any years in which STR did not operate: _____

Number of Bedrooms: _____ Typical number of renters over the years: _____

Past rental history – *please describe historical short-term rental use of this property*

Year(s)	Typical total number of days/weeks rented per year

Year(s)	Typical duration of rentals (e.g. 2-7 days, 1 month, 9 months)

Year(s)	Months of year that short-term rental took place

Description of any renovations done since renting began, with plans if available (please include sketches if plans are not available):

Mapping

On the attached current and historical zoning maps, please mark the location of your property, as well as the zoning district. Please match the districts with the regulations in place at the time.

If you have record of approved or permitted short-term rental use of your property dates from prior to 1963, please request map and guidelines from staff.

Please identify where your property is located in Figure 1 (below).

Is your property in the C-2 Resort Service District? Yes No

If your property is in the C-2 Resort Service District, short-term rental activity is a permitted use and this form does not apply. Registration is required.

If you have record of approved or permitted short-term rental use of your property between 1963 and 1974, please complete the information below.

Please identify which 1963 Zoning District your property is located in (*Figure 1*).

1963 Zoning District: _____

1963 Regulations:

Short-term rentals were permitted by right in the following districts:

- Residence District “B”
- Commercial District
- Agricultural District

Short-term rentals were permitted with Board of Appeals approval in the following districts:

- Residence District “A”

Based on the regulations above, please explain whether your property was permitted to rent on a short-term basis at the time the use began, and whether it was a by-right use or required special approval. Please attach any documentation showing Board of Appeals approval.

Accepted Supporting Documentation

Please include any documentation regarding the short-term rental use of your property you think will be helpful in evaluating your application.

- Purchase records (please note that non-conforming use may continue through a change in ownership)
- Receipts and financial records regarding short-term rental use
- Ledgers or reservation books
- Letters, guest books, or photographs
- Testimony from neighbors
- Affidavits or sworn statements
- If in Residence District “A”, a copy of the Board of Approvals approval
- Other relevant materials that may support your application

Figure 1. Current Zoning Map: C-2 Resort Service District

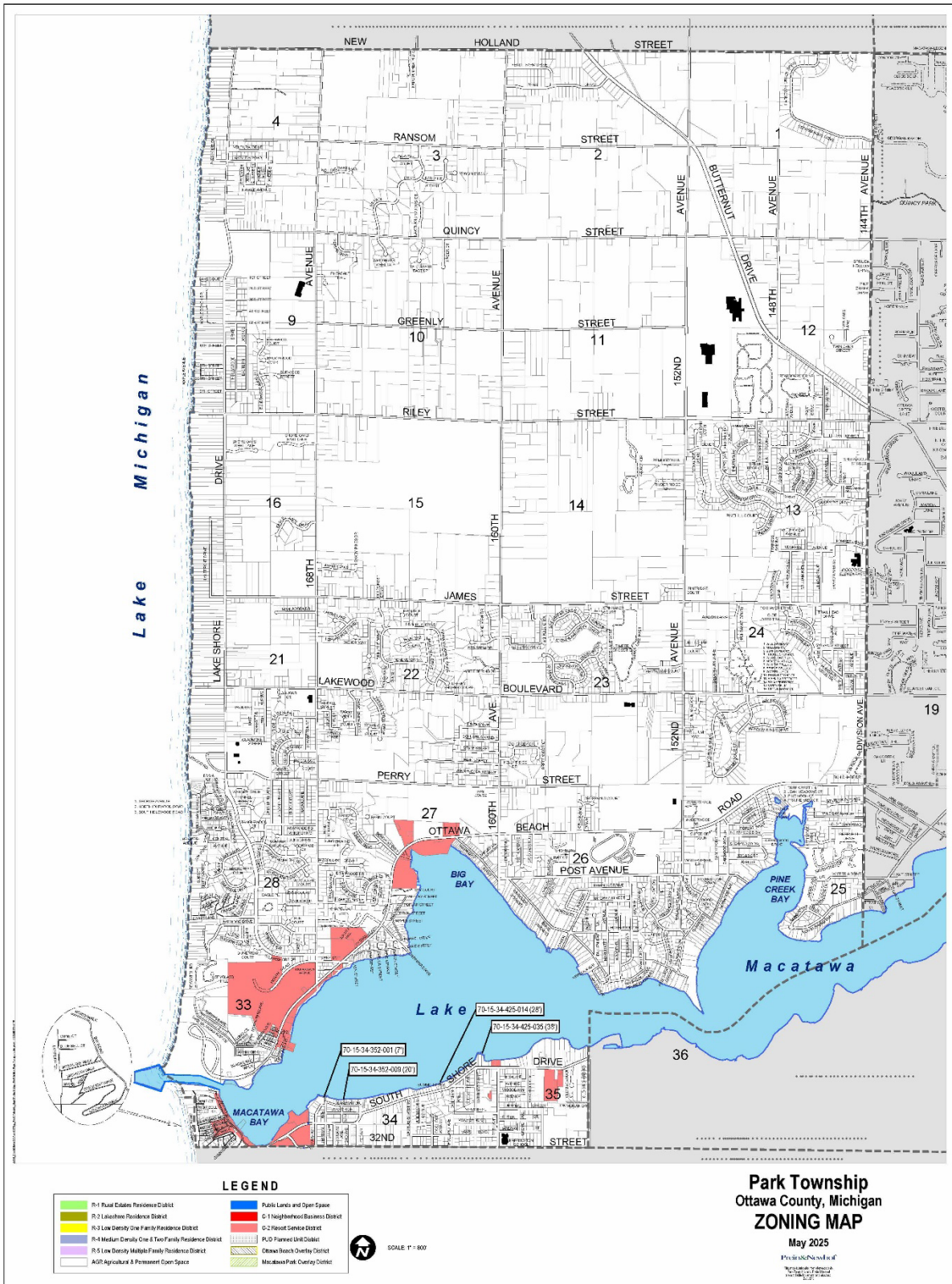


Figure 2. 1963 Zoning Map

