

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: _____ Signature: _____

Approved by Zoning: _____ Date: _____

Approved by Fire Inspector: _____ Date: _____

Term of License - from: _____ to: December 31, _____

License issued: _____

Debbra A. Curtiss, City Clerk

pc: Zoning Administrator
Fire Inspector

T.C. Code 868

TOURIST HOME INFORMATION PACKET

Effective February 11, 1988

Pursuant to Traverse City Code of Ordinances Section 868

TOURIST HOME: A single family building owned and occupied by a person renting out not more than three rooms for compensation to persons who do not stay for more than seven days.

See Attachments of the Traverse City Code of Ordinances Sections for rules and regulations:

- 868 Tourist Homes
- 1258 Single-Family Residence District

CHECK LIST

- _____ 1. Complete application.
- _____ 2. Site plan complete with the information listed on attached sheet. (A mortgage survey is acceptable)
- _____ 3. Pay \$100 fee for new application and return all to the City Clerk's office.

Upon receipt of the above, the following actions will take place.

1. The Zoning Administrator will review the Site Plan for compliance with the standards of the ordinance.
2. Upon approval of the site plan, the Fire Inspector will be contacted to set up an inspection.
3. Upon approval from the Fire Inspector, notification letters will be sent out to the property owners within 300' of the proposed tourist home.
4. After the response period of the notification letters has lapsed, all comments shall be forwarded to the applicant and a Tourist Home License shall be issued.

FEE REQUIRED

1. New Tourist Home - a non-refundable fee of \$100.
2. Renewal - A non-refundable fee of \$70 dollars to be paid by December 31 of each year. Upon receipt of the license fee, the Fire Inspector will conduct an inspection. Upon receipt of approval from the Fire Inspector, a Tourist Home License will be issued. An annual fire inspection is required by City Ordinance.

SITE PLAN INFORMATION

All preliminary site plans submitted for approval shall be drawn to scale and contain the following information unless waived by the Planning Director.

1. Legal description, property lines and dimensions of each property line.
2. Scale of drawing, north arrow and date.
3. Property owners name and address.
4. Preparer's name and address.
5. Streets and alleys.
6. Ordinance required building setback lines. (Contact the Planning Dept. for assistance.)
7. Existing buildings on the property.
8. Proposed number and location of parking spaces and maneuvering lanes together with their dimensions, description of paving material proposed and the existing or proposed points of site access and egress.
9. Location of outdoor use areas including walkways, decks, patios, recreation areas, landscape areas and open space.