



CITY OF NEENAH TOURIST HOUSING APPLICATION

Department of Community Development
211 Walnut St. P.O. Box 426
Neenah WI 54957-0426
Phone 920-886-6125 Fax 920-886-6129
Website: www.ci.neenah.wi.us

Office Use Only	
Date:	_____
Fee:	_____
Check No:	_____
Receipt No:	_____
Neighbor Notice:	_____

Owner: _____

Address: _____

Phone: _____

Email: _____

New Permit Annual Permit Renewal

PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Are you the owner of the tourist housing property and is the property your primary address? Yes No

2. How do you intend to rent your house:

- Rent entire house to guests
- Rent individual room(s) to guest(s)
- Both

3. Approximately how many days do you plan on renting out your property per calendar year (Jan 1 – Dec 31)?

4. Number of bedrooms in your house to be rented? _____

5. Maximum number of occupants (see standards on page 2) _____

6. Number of off-street parking spaces for guests? _____

I fully understand the standards for operating a tourist house as listed in Sec. 26-660 Tourist Housing including the requirement to renew my Tourist Housing permit annually. Failure to abide by the standards set forth in Sec. 26-660 may result in revocation of your Tourist Housing Permit.

Owner: _____ Signature /Date

_____ Department of Community Development/Date

ARTICLE XV. TOURIST HOUSING

Sec. 26-660. Intent.

It is the intent of this chapter to protect the public health, safety and general welfare of individuals in the community at large; to monitor and provide reasonable means for citizens to mitigate impacts created by Tourist Housing dwelling units; and to implement rationally-based, reasonably tailored regulations to protect the integrity of the City's neighborhoods.

Sec. 26-661. Standards.

All tourist housing properties shall conform to the following standards:

- (1) There shall be at least two designated off-street parking spots on the tourist housing property for guests;
- (2) All tourist housing property owners or guests must abide by the noise regulations in Section 11-146 of the City's Code of Ordinances;
- (3) The owner(s) of the property is the only individual(s) allowed to rent out the tourist housing property. Third party property management companies are strictly forbidden;
- (4) There shall be a limit of two people per bedroom and two additional people. In no case shall a tourist housing dwelling unit exceed 10 individuals;
- (5) Guests are not permitted to stay at a tourist housing property for more than thirty (30) consecutive days;
- (6) No recreational vehicles (RVs), campers, tents, or other temporary lodging arrangements shall be permitted on-site as a means of providing additional accommodations for paying guests or the owner of the property;
- (7) The owner(s) of the property must obtain a tourist housing permit before any rentals are allowed;
- (8) The tourist housing property shall be the primary residence of the applicant;
- (9) The owner(s) of the tourist housing property is responsible for all applicable lodging and room taxes;
- (10) Providing meals to guests is prohibited.
- (11) A tourist housing property may be rented up to 120 days within a calendar year.

Sec. 26-662. Permit Procedure.

The procedure to obtain a tourist housing permit consist of:

- (1) Applicant shall apply for the permit through the Department of Community Development. The department shall review the proposed tourist housing application with the applicant to determine conformance to the required standards;
- (2) Applicant shall be given addresses of all residents (property owners and/or tenants) within 200 feet of the proposed tourist housing property. It is the applicant's responsibility to notify all residents listed and provide evidence to the Department of Community Development that they have been informed of the proposed tourist housing property and the standards for tourist housing set forth in this Article;
- (3) Should the Department of Community Development determine that the proposed tourist housing property complies with the established standards, a tourist housing permit shall be issued upon payment of a permit fee established by the Council;
- (4) Should the Department of Community Development determine that the proposal does not conform to the established standards or the applicant has not made a good faith effort to contact and inform the neighboring residents, the proposed tourist housing property may be denied. In such case the applicant may petition the Board of Appeals for a public hearing, at which time the Board of Appeals may grant or reject the tourist housing request. A fee, as established by the Common Council, shall be charged to the applicant if such hearing is requested; and
- (5) Tourist housing permits shall expire one year after issuance and once granted may be renewed subject to the provisions of this section, by completing a renewal form available from the Department of Community Development and by paying an annual permit fee established by the Council. Failure to apply in a timely manner for renewal, and/or failure to pay the annual permit fee, shall be grounds for revocation.

Sec. 26-663. Special provisions.

Special provisions for tourist housing properties are as follows:

- (1) Tourist housing permits, once granted, may be revoked by the Director of Community Development Department for cause. Complaints seeking the revocation of such permit shall be filed with the Department of Community Development. All such revocation hearings shall be conducted in accordance with the requirements for a tourist housing application hearing;
- (2) Should a tourist housing permit holder die or move to a new location, the existing permit shall automatically be terminated; except, that in the case of death, should a surviving spouse or child, residing at the same address, desire to continue the

tourist housing, written notice to that effect shall be given to the Community Development Department for consideration to authorize continuation of that permit.

Sec. 26-664. Inspection.

There may be one annual inspection each year by the Department of Community Development. The Department of Community Development shall have the right at any time, upon reasonable request, to enter and inspect the premises for safety and compliance purposes.

Secs. 26-665 – 26-674. Reserved.