PARADISE TOWNSHIP

SHORT-TERM RENTAL (STR) APPLICATION

Important Information: This application is required for the issuance of a Short-Term Rental Permit in Paradise Township in accordance with the Short-Term Rental Ordinance. An application is not considered complete until all required information is provided, any required documentation attached, the form is signed, and the full fee is paid.

Zoning district: Short-term rentals are a permitted use in the A-Agricultural, OS-Open Space, VMU-Village Mixed Use and RH-Railroad Heritage districts, ***and require a Special Exception in the RR-Rural Residential and RES-Residential districts.***

Application Information & Fees	Administrative Use Only
☐ Application/Renewal ($500.00 Application Fee) **Amount Enclosed: $**	Date Received: Date Permit Number: Click to enter Payment Method: ☐ Cash ☐ Check ☐ Card

STR Physical Address:	
Tax Parcel ID / PIN Number:	
Zoning District:	

1. Property Owner Information

Full Name(s):		
Mailing Address:		
City, State, Zip:		
Primary Phone/Emergency:	☐ Cell	
24-Hour Emergency Phone/Email:		(Required for urgent situations)

2. Local Responsible Agent

Note: Required if the property owner lives greater than 10 miles away from the rental property. The designated agent must have explicit authority to resolve issues and respond to site emergencies within 30 minutes of notification.

Agent Name / Corporation:	
Physical Address:	
24-Hour Emergency Phone/Email Address:	

3. Property & Structure Details

Structure Type:	☐ Single Family	
Requested Guest Capacity/Total Bedrooms Available:	# Bed(s)	# Maximum Guests
Sewage System Type:	☐ Public Sewer ☐ On Lot (requires SEO approval)	

4. Mandatory Checklist & Required Attachments

Please review and check the following blocks to ensure all mandatory documentation is attached. Incomplete documentation packages will result in application rejection.

☐ **Site Plan / Parking Layout:** Legible drawing or map indicating all required off-street parking layout configurations.

☐ **Floor Plan Layout Sketch:** Detailed internal sketch explicitly labeling all exit pathways, windows, and bedroom zones.

☐ **County Hotel Excise Tax Cert.:** Valid current certificate proving active registration with the County tax authority.

☐ **Sample Rental Agreement:** Copy of terms and agreement provided to guests explicitly detailing local Township rules.

☐ **Trash & Refuse Disposal Plan:** Documentation of number of trash and recycling toters /containers. Day of service: _____

☐ **Proof of Liability Insurance:** Copy of current insurance policy indicating explicit short-term commercial rental coverage.

5. Life Safety & Ordinance Acknowledgments

Please initial in each space provided below to verify compliance with safety specifications:

_____ Smoke Alarms: Smoke detectors installed in all bedrooms, outside the bedrooms, and one on each floor including basement.

_____ Carbon Monoxide Detectors: Functional CO detectors installed if there are fossil fuel appliances or furnaces installed and/or if there is an attached garage.

_____ Fire Extinguishers: Fire extinguisher mounted in a conspicuous location in the kitchen with a current charging tag.

_____ Designated Parking Rules: All guest vehicle parking is restricted strictly to designated off-street parking spaces.

_____ Mandatory Entry Signage: Agreement to post the official Township Permit and 24/7 emergency contact details clearly within the primary entry vestibule. Placard showing the floor plan to all exits, posted at each bedroom and the interior side of the front exit door (or other location approved by the Zoning Officer).

6. Township Ordinance Compliance Checklist (Section 1520)

Check each box to confirm the property and its operation meet the Paradise Township Zoning Ordinance requirements for Short-Term Rental Dwelling Units (Article XV, Section 1520). A short-term rental is a dwelling unit rented for transient occupancy of less than 30 consecutive days, whether advertised online, through a property manager, or directly by the owner.

A. Property & Zoning Limitations

- ☐ **Single-family dwelling:** The rental is in a single-family dwelling that legally existed as of the effective date of the Ordinance.
- ☐ **One unit per structure:** No more than one short-term rental unit is in the structure.
- ☐ **No additional dwelling unit:** The structure does not contain another dwelling unit in addition to the short-term rental unit.
- ☐ **One unit per lot:** No more than one short-term rental unit is on the lot.
- ☐ **Setbacks & screening:** If the lot has another use (such as a single-family dwelling or farm), the rental structure meets all principal-structure setbacks and is screened from adjoining properties.
- ☐ **Outdoor amenities:** Decks, seating areas, horseshoe pits, patios and similar improvements are at least 25 feet from any single-family dwelling on an adjoining lot.
- ☐ **Construction changes:** Any structural changes require a Zoning Building Permit to ensure the unit meets the Uniform Construction Code (UCC).

B. Occupancy

- ☐ **Bedroom limit:** The unit has no more than six (6) bedrooms.
- ☐ **Occupancy:** Overnight occupancy does not exceed two adults per bedroom, and four persons per bedroom if under age 18 (each bedroom no more than two persons, excluding children under 18).
- ☐ **Floor plan:** A plan identifying the rooms on each floor is attached so the Zoning Officer can determine the number of bedrooms and the maximum occupancy.
- ☐ **Renter age:** The unit is rented only to persons at least 21 years of age.
- ☐ **No other overnight guests:** There are no overnight guests other than the individuals renting the unit.
- ☐ **No outdoor sleeping:** Outdoor sleeping of occupants is prohibited.
- ☐ **No RVs, campers or tents:** Overnight occupancy of recreational vehicles, camper trailers and tents on the property is not permitted.

C. Parking & Access

- ☐ **Off-street parking:** At least one off-street space is provided, plus one additional space per bedroom if the unit has more than two bedrooms.
- ☐ **Parking location:** Occupant parking is limited to the available parking areas on the property. No parking in any public road right-of-way or on lawns or vegetated areas.

D. Required safety equipment proof (photos acceptable) must be supplied with this application. If no Zoning Building permit is required, you have 30 days to complete all safety requirements

- ☐ GFI outlets for any outlet within six feet of a water source.
- ☐ Aluminum or metal dryer exhaust (if a dryer is provided).
- ☐ Fire extinguisher mounted in a conspicuous location in the kitchen with a current charging tag.

- ☐ Stairs (indoor and outdoor), including handrails, are in good condition.
- ☐ Placard showing the floor plan to all exits, posted at each bedroom and the interior side of the front exit door (or other location approved by the Zoning Officer).

E. Application Contents & Registrations

- ☐ **Permit:** An application is submitted annually and upon any change of ownership, with the fee set by the Township.
- ☐ **Owner information:** Address of the rental unit and the owner's address, name and phone number.
- ☐ **Bedrooms & occupants:** Number of bedrooms and maximum number of occupants are stated.
- ☐ **Nuisance control plan:** A plan for controlling noise, smoke, odor and trash is attached.
- ☐ **Water & sewer:** Type of water and sewer facilities is stated (public or on-lot septic/well).
- ☐ **Local contact:** Name, address and phone number of a designated local contact with access and authority to take over management and take remedial measures. The contact must reside within 10 miles of the rental if the owner lives outside the ten-mile radius of the Township.
- ☐ **Neighbor notice:** Evidence is provided that all neighboring property owners were given the name and telephone number of the owner or local contact.
- ☐ **County hotel/room tax:** Confirmation is provided that all action required to register with the Lancaster County Treasurer has been taken. A certificate of occupancy will not be issued without it.
- ☐ **Other laws:** The applicant will comply with all applicable federal, state and local laws, rules, ordinances, taxes and fees, including other provisions of the Zoning Ordinance that apply to a dwelling unit.
- ☐ **Inspection:** The Zoning Officer or designee may inspect the unit; a permit is issued for a one-year period if requirements are met.

G. Owner Responsibilities

- ☐ **Primary enforcer:** The property owner is the primary enforcer of these regulations.
- ☐ **Occupant rules:** Occupants are notified of the rules, and the owner will use best efforts to prevent unreasonable noise, disturbances, disorderly conduct, and violations of Township ordinances or state law.
- ☐ **30-minute response:** The owner or local contact will go to the rental in person within thirty (30) minutes of receiving notification from any police officer or other department that a disturbance has occurred, and will act to prevent a recurrence.
- ☐ **Change of contact:** The Zoning Officer will be given written notice of any change of contact information for the owner and/or local contact.
- ☐ **Discontinuance:** The Township will be notified in writing when the use is discontinued.

H. Enforcement Acknowledgment

- ☐ **Violations:** I understand it is a violation to operate without a required permit, to fail to perform owner duties, to place false information on or omit relevant information from this application, or to fail to comply with any other provision of the Ordinance.
- ☐ **Penalties:** I understand a violation is a summary offense with a penalty of not more than $500 per offense, each day is a separate offense, and the Township may collect reasonable attorney's fees.
- ☐ **Revocation:** I understand a first violation or complaint results in a notice from the Zoning Officer; further violations or complaints may cause the permit to be revoked, after which operation must cease immediately. Repeat violations may result in permanent revocation.

7. Owner Signature & Right of Entry Authorization

I/We hereby certify that the information supplied on this application form is fully accurate, truthful, and representative. I understand that any false statements or misrepresentations automatically forfeit eligibility for a short-term rental permit. By executing this document, I grant explicit authorization to the Paradise Township Zoning Officer, Code Enforcement personnel, building inspectors or other agents as maybe appointed by the zoning officer to conduct scheduled inspections of the property to confirm ordinance compliance prior to permit issuance.

Primary Owner Signature: _____ Date: _____

Agent Signature: _____ Date: _____

8. Next Steps: The Process Overview

1. Technical Application Review: Township staff will assess exact zoning restrictions and verify that all current municipal, school, and county real estate tax records are paid and up to date.

2. Safety Inspection: The Zoning Officer requires verification of working smoke detectors, emergency exits, and structural limits.

3. Official Permit Issuance: Upon successful completion of the permit application review, an active Short-Term Rental Permit will be issued, valid for exactly one year from date of issuance.