



# City Waves

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City Hall (269) 637-0700

June 2016

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## City Council Passes Short-Term Rental Registration Ordinance

The City of South Haven Council adopted a Short-Term Rental Ordinance on May 16, 2016. An important element of this ordinance is the requirement that all short-term rental units be registered with the city. A copy of the complete rental ordinance text as well as registration forms are available on the city's website at [www.south-haven.com](http://www.south-haven.com) and at the city building department offices. **All persons owning an existing dwelling unit used for short-term rentals must register the unit no later than July 15, 2016.**

### What is the enrollment fee?

There will be a \$20.00 enrollment for short-term rental units beginning June 1, 2016.

### How do I determine if my dwelling unit is subject to the registration requirement?

This Short-Term Rental Ordinance requires registration of each residential dwelling unit that is available for rent for at least two (2) nights at one time but less than thirty (30) days.

This Ordinance **does not apply** to hotels, motels, or bed & breakfast establishments, or condo units. Please note that residential dwelling units are not allowed to be rented out for periods of less than two (2) nights.

### What is the deadline for submitting a Short-Term Rental Dwelling Registration Form?

The Ordinance requires that a Short-Term Rental Dwelling be registered prior to it being occupied by a renter beginning July 15, 2016. Registrations for new rentals will be accepted throughout the year but may be subject to additional regulations as ordinances may be amended.

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## THIS MONTH



### June:

#### Meetings

1	DDA	12:00 pm
2	Planning Commission	7:00 pm
6	City Council	7:00 pm
13	LDFA and Brownfield	4:00 pm
14	Parks Commission	6:00 pm
20	City Council	7:00 pm
21	Harbor Commission	5:30 pm
27	Board of Public Utilities	4:00 pm
27	Zoning Board of Appeals	7:00 pm

\*\*Please confirm dates, times  
& location before attending.

**Flag Day—June 14th**

**Father's Day—June 19th**

**Summer Solstice—June 20th  
(Longest Day of the Year)**

## NEXT MONTH



### July:

#### Meetings

5	City Council	7:00 pm
6	DDA	12:00 pm
11	LDFA and Brownfield	4:00 pm
12	Parks Commission	6:00 pm
14	Planning Commission	7:00 pm
18	City Council	7:00 pm
17	Harbor Commission	5:30 pm
25	Board of Public Utilities	4:00 pm
25	Zoning Board of Appeals	7:00 pm

\*\*Please confirm dates, times  
& location before attending.

**CITY HALL will be CLOSED for  
Independence Day—July 4th  
Fireworks—July 3rd**

## Rental Registration Continued...

### How is maximum occupancy determined?

For existing rental units, the occupancy is based on 2 persons (over 24 months of age) per bedroom with 2 additional persons per occupied floor or 16 persons, whichever is less. For newly constructed, newly enlarged, or newly rented dwelling units in areas of the City that do not allow mixed-uses, the formula is the same but the maximum cap is 12 persons. Property owners in areas of the City that do allow mixed-uses may apply for an increase in maximum occupancy, which will be granted if certain conditions are met. Please see the full text of the Short-Term Rental Ordinance for more details.

### What information must be posted in a rental unit?

A notice must be posted in a prominent first-floor window of any dwelling unit used for short-term rentals stating (in at least 16-point type) the name of the local agent for the dwelling unit, a 24-hour telephone number with which the agent can be reached, and the maximum occupancy of the dwelling unit. Posting a copy of the Rental Registration in a prominent first-floor window satisfies this requirement.

The street address of the property must be posted in at least two prominent locations within the dwelling unit in order to assist occupants in directing emergency service personnel in the event of an emergency. The address should be posted near the kitchen and near any telephone or pool.

### When is the information on the City's noise, parking and garbage pick-up available?

This information is in a city prepared handout titled "Good Neighbor Guide" and will be issued with the rental permit. It is also on the city's website: [www.south-haven.com](http://www.south-haven.com)

### How and when is the Rental Registration issued?

Rental Registration will be issued by the City after a completed registration Application and fee are received.

Questions regarding the registration application should be directed to Linda Anderson in the Building Services Department at 269-637-0760 or [LAnderson@south-haven.com](mailto:LAnderson@south-haven.com).

Visit the City of South Haven website at [www.south-haven.com](http://www.south-haven.com)