

PROCESS FOR NEW SHORT-TERM RENTAL APPLICATIONS IN THE TOWN OF CABLE

The State of Wisconsin requires all shortterm rentals to hold a lodging license. Bayfield County requires a zoning permit and the Town of Cable also requires property owners operating short term rentals to have a license and collect and pay room tax to the Town Treasurer.

The following steps outline the suggested process that should be followed to obtain all necessary authorizations, permits and licenses to operate a shortterm rental in the Town of Cable and includes a fee schedule. The Town's Short-Term Rental Ordinance describes forfeitures and penalties for non-compliance with these requirements.

- 1) Obtain and review packet information (available from the Town Clerk or Cable Area Chamber), which includes the Town's applicable ordinances, required application forms and fee schedules, to determine whether you wish to proceed with the permitting process to operate a short-term rental in the Town of Cable.
- 2) Fill out the Town of Cable Short-Term Rental License application and submit this form to the Town Clerk with the required \$75.00 initial license fee. (License fees in subsequent years not requiring an onsite inspection are \$25.00).

This submittal will trigger a site inspection by Short-Term Rental Inspector Shawn Stolarzyk to determine compliance with the Town's Driveway Ordinance, parking availability onsite and occupancy limits.

- 3) If the Town of Cable's inspection finds the property to be suitable for short-term rental purposes, fill out the Town Board Recommendation for a Class A Special Use permit and a Bayfield County Planning and Zoning Department permit application. Submit these forms to the Town Clerk.

This action will place the permit application on the next available agenda of the Cable Plan Commission and Town Board. If the Town Board makes a recommendation, the permit application and Town Board Recommendation will be sent to the Bayfield County Zoning Committee, along with the applicant's \$175.00 fee for a Special Use permit.

- 4) If the Special Use permit application is approved by the Bayfield County Zoning Committee and the permit is issued, fill out the Bayfield County Health Department License/Lodging application and submit this form along with the required fees of \$275 for an initial property inspection and \$150 for an annual Bayfield County Health Department Lodging license. The Health Department's inspection covers all the items listed in the Bayfield County Health Department Tourist Rooming House Requirement Checklist and a water test.

- 5) If the property passes this inspection, visit the Town of Cable office with your Bayfield County Special Use permit and Bayfield County Health Department Lodging license in hand. Fill out a Room Tax Permit application provided by the Town Treasurer and pay a fee of \$2.00. Room tax must be paid on a quarterly basis to the Town of Cable Treasurer as described in the Town's Short-Term Rental Ordinance.

- 6) The Town Clerk will issue your Town of Cable ShortTerm Rental license. This license and your Room Tax Permit must be posted at your rental premises in view of persons renting the property. Emergency contact information must be posted with these permits.

CURRENT FEE SCHEDULES AS OF JUNE 2019

New ShortTerm Rental Approvals

Town of Cable Short Term Rental License Application/Inspection	\$ 75.00
Bayfield County Class A - Special Use Permit	\$175.00
Bayfield County Health Department PreInspection Fee	\$275.00
Bayfield County Health Department Annual Lodging License	\$150.00
Town of Cable Room Tax Permit	\$ 2.00

TOTAL \$677.00

Annual Renewal of ShortTerm Rental Approvals

Bayfield County Health Department Annual Lodging License	\$150.00
Town of Cable Short-Term Rental License	\$ 25.00

TOTAL \$175.00

SHORT TERM RENTAL PACKET FOR NEW APPLICATIONS

- 1) Sheet with instructions on Town of Cable and Bayfield County processes for approval and required fees for all permits/licenses.
- 2) Town of Cable's Short Term Rental Ordinance including Short Term Rental Criteria
- 3) Town of Cable's Room Tax Ordinance
- 4) Bayfield County Health Department Tourist Rooming House Requirement Checklist
- 5) Town of Cable License Application
- 6) Town of Cable Room Tax Permit Application
- 7) Town Board Recommendation - CLASS A - SPECIAL USE (pink form)
- 8) Application for Permit - Bayfield County (Planning and Zoning Department)
- 9) Bayfield County Health Department License Application (Lodging)