

Short-Term Rental License Renewal Application
Village of Bear Lake, Manistee County
12016 Russell Street
P.O. Box 175
Bear Lake, Michigan 49614

Please return the completed form with application fee and required attachments to address shown above. Email questions to clerk@villageofbearlakemi.gov

Short-Term Rental Property Information

Rental Dwelling Address: _____

Property Tax ID #: _____ Zoning District: ____ DBO or ____ M1

Number of Sleeping Areas: _____ Number of Bathrooms: _____ Maximum
Number of Occupants: _____ Current License number _____

Local Contact Information *(Within 25 miles of the Short-Term Rental)*

Name: _____

Address: _____

City: _____

Cell Phone #: _____ Email Address: _____

Owner Information *(List ALL owners of the property)*

Include the name, mailing address, phone number and email address of each owner of the property as shown on the deed . You may provide this information for multiple owners on separate sheet(s).

Name(s): _____

Address: _____

Mailing Address if Different: _____

Cell Phone #: _____ Email Address: _____

Documents Required with Application:

- Copy of current property tax bill
- Copy of current property insurance
- Fee based upon number of approved guests

Additional Information:

☐ This STR will be registered with one or more vacation rental companies as shown below and the advertisement must indicate the Village STR License number assigned to the property.

List all vacation rental companies on which you plan to list this property over the next year:

Rental Company Name	Rental Company Name

NOTE: All listings of an STR MUST include the approved Village license number.

SIGNATURES:

I (we), agree the statements made above are true and accurate, and if found not to be true, any Short-Term Rental (STR) license that may be issued may be revoked. Further, I agree any license that may be issued is with the understanding that all applicable sections of the Village of Bear Lake STR, Zoning and Blight Ordinances along with any other applicable Village Ordinances will be complied with. Further, I understand that it is my obligation to notify the Village of Bear Lake of any and all changes regarding this document.

Signature of Property Owner(s): _____ Date: _____

Signature of Local Contact: _____ Date: _____

2025 STR LICENSES ALLOWED IN PERMITTED ZONING DISTRICT:

STR Permitted Zoning District	Number of STRs Permitted in District	Minimum Distance Separating STRs
DBO	2	3 Lots
M1	2	2 Lots

2025 ANNUAL STR LICENSE RENEWAL FEE:

The Annual License Fee (shown below) is based upon the number of guests the structure is approved to house based upon the Ordinance :

Maximum Guests Approved	Annual Fee
1-4	\$300
5-8	\$450
9-12	\$600

2025 STR ORDINANCE VIOLATION FINE SCHEDULE:

	<u>Minimum Fine</u>	<u>Maximum Fine</u>
First Offense	\$250	\$350
Second Offense	\$500	\$700
Third Offense*	\$1,000	\$1,300

*The third offense within a calendar year may result in the STR license being revoked for either the balance of the year for which the license was issued or a penalty of not being permitted a license for the following calendar year, whichever is greater.

FINAL DISPOSITION:

License Renewed: Yes **Date:** _____ **License Number and Year**_____

License Fee (nonrefundable and based upon maximum approved

occupancy): \$_____ Date Paid: _____ Check No: _____

No Indicate above the reasons license was denied.