

**ZONING PERMIT CHECKLIST
FOR SHORT-TERM RENTAL HOUSING
Borough of Bellefonte**



*** incomplete checklists and paperwork will not be received for review by the Borough

Rental Property Address: _____

- I intend to rent out my space as a short-term rental only.
- I intend to rent out my space as both a short-term (under 30 nights) and a long-term rental (30 nights+) rental

Please provide the following information and documentation:

- Attach a completed zoning short-term rental housing permit application + \$130 fee (per unit)
- Certification that the operator will provide no more than two on-street parking spaces, with a maximum number of spaces on and off the property equal to the number of bedrooms.
- If applicable, proof of any violations/penalties being paid and/or remedied.
- Proof of insurance specifically for rental property (Minimum coverage \$100,000. Hazard and Liability)
- Proof of registration and payment of hotel tax
- Phone number and name of Person in Charge, available 24/7
- Proof of residence: Either a listing of months/dates the property is principal residents or a copy of homestead exception.
- Certification that operator is aware Bellefonte Borough will provide information submitted on this application to relevant taxing authorities.
- Record of all dates the dwelling was used in the previous year as a short-term rental property; including extended stay rentals (30 nights or more) – *failure to provide accurate records or providing fraudulent records will constitute a violation of the renewal period.*
- If wishing to rent for more than the allowable 60-night maximum, you must provide documentation of your highest number rental year.

By signing this document, I acknowledge that I am the deed owner or authorized POA for the said owner. I also acknowledge that I am aware of all rules and regulations contained in the Bellefonte Borough Ordinance Chapter 425 Property Maintenance and Safety; Chapter 550 Zoning; and the 2017 Centre Region Building Safety & Property Maintenance Code. I understand and realize that failure to follow said requirements may result in the revocation of the residential rental permit for which I am applying.

OWNER AUTHORIZATION:

Signature

Print Name

Date:

Note: If owner and person in charge/ designated agent are the same please check here: YES
If the answer is **[no]**, the designated agent/ person in charge must sign below:

PERSON-IN-CHARGE/ DESIGNATED AGENT:

Signature

Print Name

Date:

**ZONING PERMIT APPLICATION
FOR SHORT TERM RENTAL HOUSING
Borough of Bellefonte**



Application Fee: \$130 per unit **Paid:**
(Check can be made out to: Bellefonte Borough)

Date Received: _____

Rental Property Address: _____

Property Owner: _____

Phone Number: _____ **Email:** _____

Address: _____

If the property owner is not a full-time resident at the rental property address, the property owner must provide designated agent or person in charge. They must be at least 21 years of age and reside within 25 miles of the Borough centered by the location of the County Court House and must be locally available 24/7 whenever the property is being rented.

Person in Charge: _____

Phone Number: _____ **Email:** _____

Address: _____

Application for a Rental Zoning Permit for the following:

New STR Rental Permit – I do NOT have an active CRCA rental permit
Not permitted in the R-1 and R-2 Residential Zoning Districts

New STR Rental Permit – I DO have an active CRCA rental permit
Only STRs permitted in the R-1 and R-2 Residential Zoning Districts are those with a currently active rental permit from Centre Region Code.

Type of Rental: for all types, indicate number of bedrooms or units below

- Single-Family Home**
- Accessory apartment/structure (i.e. – carriage house)**
- Apartment Building (duplex, multi-unit house)**

Additional Information (please indicate number of bedrooms per unit, and units per structure):

Certification:

By signing this document, I acknowledge that I am the deed owner of said property. I also acknowledge that I am aware of all rules and regulations contained in the Bellefonte Borough Ordinance Chapter 425 Property Maintenance and Safety; Chapter 550 Zoning; and the 2017 Centre Region Building Safety & Property Maintenance Code. I understand and realize that failure to follow said requirements may result in the revocation of the rental permit for which I am applying.

Signature of Applicant: _____

Date: _____