



Village of Fontana-on-Geneva Lake

175 Valley View Drive • PO Box 200 • Fontana, WI 53125

Phone: 262-275-6136 • Fax: 262-275-8088

SHORT TERM RENTAL APPLICATION

Date application was received:

Request:

Vacation Rental Home [§18-56(s)] - \$250.00 *Non-Refundable*
Annual Operation; no minimum rental requirement

Tourist Rooming House [§18-64(x)] - \$250.00 *Non-Refundable*
Required minimum rental of 7 consecutive days
Period of Operation: _____
(Maximum 180 consecutive days in a single calendar year)

Date: _____

Physical Address of Site: _____

Tax Parcel Number: _____

Zoning District: _____

Association: _____

Property Owner/Applicant Information

Name: _____

Mailing Address: _____

eMail: _____

Phone: _____

Designated Operator Information - Must Reside or Have Their Business Within 25 miles of Rental Property

Same as Property Owner/Applicant

Name: _____

Mailing Address: _____

eMail: _____

Phone: _____

Maximum Occupancy for Premise: _____

Type of Structure:

Single Family Dwelling Unit

Other

The following REQUIRED items must be submitted for approval.

This application shall not be reviewed or approved until all required items listed below have been submitted to the Village of Fontana. Missing or incomplete information may deem this application “incomplete,” delaying or prohibiting a review or approval.

1. Completed Village of Fontana Short Term Rental Application Form
2. Current floor plan for the Short Term Rental at a minimum scale of one-inch equals 4 feet, depicting all sleeping areas
3. Current site plan of the property at a minimum scale of one-inch equals ten feet depicting on-site parking spaces (on required hardscape) and trash storage areas
4. Valid property and liability insurance for the dwelling unit showing the property is used as a Wisconsin Tourist Rental House – Short Term Rental
5. Copy of State of Wisconsin Tourist Rooming House (Short Term Rental) License
6. Copy of Seller’s Permit issued by the Wisconsin Department of Revenue
7. Village of Fontana Room Tax Permit and payment of applicable fee
8. Village of Fontana Occupancy (General Building Code) Permit with no outstanding compliance orders remaining and payment of applicable fee
9. Village of Fontana Fire Code Inspection Report with no outstanding compliance orders remaining and payment of applicable fee
10. Payment of Village of Fontana Administrative fee

I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any Short Term Rental license – whether as a Vacation Rental Home or as a Tourist Rooming House, is required to comply with all provisions of the Village of Fontana on Geneva Lake Municipal Code and I hereby certify that the property meets those ordinance and code requirements. I hereby additionally designate the listed Designated Operator as an agent for the purposes of accepting service of process in any civil action arising out of or in conjunction with the use of this license, in the event I cannot, after reasonable effort, be served personally.

Owner/Applicant Signature _____ **Date** _____

<p>For Office Use Only</p> <p>Village Room Tax Permit Number: _____</p> <p>Village Occupancy Permit Number: _____</p> <p>Village Fire Inspection Approval Date: _____</p> <p>Administrative Fee Date Paid: _____ Check No. _____ Amount: _____</p> <p>Village License Number Issued: _____</p>
