

# Penn Lake Park Borough

## SHORT TERM RENTAL REGISTRATION 2025

Please note that Short Term Rental Permits expire April 15<sup>th</sup> of the year after the permit is issued.

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ (Primary Contact for guests)

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Attached 2 of 3 Required:

- Driver's License Photo Copy
- Tax Bill Photo Copy
- Voter Registration Photo Copy

### MANAGING AGENT INFORMATION (If Different From Applicant):

Name: \_\_\_\_\_ (Primary Contact for Guests)

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

### RENTAL UNIT INFORMATION:

Address of Property: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Type of Rental Unit:

“Owner-Occupied” – Having guests stay in rooms while I am also residing at my unit during their stay.

“Non-Owner Occupied” – Having guests stay in a unit I own but do not reside in.

Please list any and all hosting platforms on which you plan to list your unit, including personal webpages:

\_\_\_\_\_

### SHORT TERM RESIDENTIAL RENTAL REGISTRATION AFFIDAVIT:

I affirm, under penalty of perjury, that the information contained in this application and all documents tenured in connection with this application are accurate and complete.

- A. The maximum stay for short term rentals shall be 29 consecutive days for the same occupant.
- B. The dwelling unit shall be limited to one single short term rental contract at a time.

- C. The maximum number of persons residing in the short term rental shall not exceed the number of bedrooms times 2 plus two.

Bedrooms	Occupancy
1	4
2	6
3	8
4	10
5	12

- D. No food or alcoholic beverages shall be prepared for or served to the guest by the host.
- E. Outdoor signage in conjunction with the short term rental is prohibited. Also, each short term rental shall provide an evacuation plan and provide smoke detectors.
- F. If the short term rental is not the primary residence of the host, the host shall provide information to the occupants on how to be contacted by phone, email, and address. This information shall be provided in a conspicuous location within the short term rental.
- G. Parking for short term rentals shall be limited to the rental property, i.e. driveway or grassy area, NOT alongside the road or on any neighboring property.
- H. The short-term rental shall comply with all Borough ordinances. If the property is subject to two (2) or more substantiated civil and/or criminal complaints, the Zoning Officer may revoke the approval of the short term rental.
- I. All short term rental hosts must submit an annual registration form to the Penn Lake Park Borough Secretary:
- By Email at [plpborosecretary@yahoo.com](mailto:plpborosecretary@yahoo.com); or
  - By US mail to Penn Lake Park Borough, P.O. Box 14, White Haven, PA 18661
- J. The registration fee is set at \$1250. The registration fee must be submitted with the application, due by March 31<sup>st</sup>. A late fee of \$100 will be charged on the 1<sup>st</sup> day of April and the 1<sup>st</sup> day of each succeeding month if not paid in full with all accrued late fees. If a short term rental ceases operations, the owner shall notify Penn Lake Park Borough through email or mail. If the short term rental ceases operations, the owner shall not be entitled to reimbursement of any registration fees incurred and paid for the year.

**SIGNATURE**

I understand that failure to comply with any of the above-listed conditions, in addition to those set forth in the Short-Term Rental Regulations, will be cause for enforcement action by the Zoning Officer which may result in the accrual of fines and penalties and/or prohibition from operation of future short-term rentals.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Permit #: \_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Conditional Use Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Date Conditional Use Granted: \_\_\_\_\_

Date of Occupancy Inspection: \_\_\_\_\_ Fee: \$1,250.00