



# Dingman Township

*Pike County, Pennsylvania*

## Transient Residential Use

### Zoning Permit Application Data Sheet

[Use this form when applying for Transient Residential Use Zoning Permit]

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| <b>1. Property Owner's Name:</b>   | <b>2. Property Owner's Home Address:</b>   |
| <b>3. Street Address of Property to Be Rented:</b>   | <b>4. Subdivision in which property to be rented is located:</b>   |
| <b>5. If the property is in an organized community have you notified the community of your intention to rent the property for short-term use?</b>  | <b>6. Has the property been registered with the Pike County Treasurer's Office for purposes of collecting the Pike County Transient Occupancy Tax?</b> |
| <b>7. What is the MINIMUM length of stay (in days) you require of your guests?</b>   | <b>8. What will be the MAXIMUM number of occupants allowed to stay as guests?</b>  |
| <b>9. Contact information of the person who will be local 24 hour per day contact person responsible for tenant concerns, neighbor complaints, and emergency repairs for the property. List name, address, and telephone number.</b> |  |
| <b>10. How many days per year will the property be rented?</b>   | <b>11. During which seasons will the property be rented?</b>   |



## **Instructions for Completing this Form:**

Transient Residential Uses include any short-term rental of a residential structure, or part thereof, whether through such services as AirBnB, Homeaway, Flipkey, etc, or independently by the property owner. It does not include permitted motels, inns, bed & breakfasts, and housing leases where the property becomes the renter's home address. If you have questions concerning the applicability toward your situation, contact the Dingman Township Zoning Officer.

Question #1 - List the name of the owner of the property. If there are multiple owners, list the owner who is responsible for the property.

Question #2 - List home address of the owner of the property. This should be where the owner receives his/her mail.

Question #3 - List the street address of the property that is rented. The address should include the 9-1-1 identification number and the street name. For example:

*189 Cloudy Lane*

Question #4 - List the name of the subdivision or organized community in which the property to be rented is located. For example: Gold Key Lakes, Sunrise Lakes, etc. If the property is not in a subdivision or organized community, write "none".

Question #5 - If you answered YES to question #4, then list whether you have informed the community office of your intent to rent your property for transient residential purposes. If you have, answer YES. If you have not, answer NO. If the property is not in an organized community, answer N/A.

Question #6 - Answer YES or NO. Pike County has a room occupancy tax that is required to be paid of all visitors who stay in motels, inns, bed & breakfasts, etc. You are required to collect this tax from your guests.

Question #7 - List how many days, at minimum, your guests are required to stay. All rentals must be for a period of no less than 7 days.

Question #8 - Guests must be limited to one family per rental. However, you must also cap the number of family members who may be guests at one time. List the MAXIMUM number of guests you will allow to stay during one rental.

Question #9 - List who will be the contact person responsible to address problems that may occur related to the rental of the property. This person must be available 24 hours a day, live within 25 miles of the property to be rented, and may, or may not, be the property owner. The person must be ready to immediately address complaints (e.g. noise or garbage problems) from the tenant, neighbors, and the township. The information provided will be public information.

Question #10 - List the maximum number of days per year that the property will be rented to guests.

Question #11 - List the seasons of the year (Spring, Summer, Fall Winter) in which you intend to rent the property.

Affidavit - When the form is complete, sign it before a notary public and have it notarized. You may use an out-of-state notary.

**Instructions for Submission:**

When you have completed and notarized the form, submit it with the following:

- A copy of the recorded property deed showing that you are the legal owner.
- A check for \$100.00 payable to Dingman Township. (note: This fee is subject to change.)
- Proof that you have registered with the Treasurer's office to collect the County room tax.
- A sketch plan of the property showing the building to be rented, any accessory buildings and their uses, any structural amenities that may be used by the guests.

**Optional for Submission:**

It may speed the issuance of the Certificate if you also submit the following:

- Proof that you notified the community organization that you intend to rent your property (if applicable).

**Send the Submission to:**

Dingman Township Zoning Officer  
118 Fisher Lane  
Milford, PA 18337

**Questions?**

Call the Zoning Officer between 9:00 and 10:30 AM, Monday through Friday, at 570-296-9260

**Make a Mistake?**

Additional copies of this form may be obtained by calling the Dingman Township Office, Monday through Friday, 9:00 AM through 4:00 PM at 570-296-9260 or on-line at:

<http://www.dingmantownship.org/ZoningForms/TRU-application.pdf>

## **Rules Concerning Transient Residential Uses**

**As found in Section 438 of the Dingman Township Zoning ordinance**

1. Transient use of residential property for remuneration shall be permitted in the CP, RC and NC zoning districts upon the issuance of a zoning permit pursuant to this Ordinance. Transient use of residential property for remuneration is not permitted in any other zoning districts under this Ordinance.
2. The rental period/season and days per year of rental for residential properties registered for transient uses with the Zoning Officer pursuant to this Section shall be limited to the rental period and days per year of rental established by the owner/registrant at the time of registration. Nothing in this Section shall preclude the owner/registrant from a natural, limited increase or extension of the rental period for the registered property provided a zoning permit is first obtained under this Section.
3. Use of the property for transient purposes shall be restricted to the permitted residence(s) on the property and may not extend to any accessory structure except in so far as the accessory structures may be used by the guests for appropriate accessory uses. (e.g. a garage may be used for the storage of the tenant's automobile). Single family residential property must be rented in its entirety. No permit for a Transient Residential Use may result in the creation of additional dwelling units on the property. (For example, the landlord may not continue to reside in a portion of a single family residence while renting out another portion(s)).
4. The minimum rental period for all transient use of any single family residential property or housing unit shall be the greater of seven (7) consecutive calendar days or the minimum rental period set forth in enforceable, recorded conditions, covenants, and restrictions encumbering the property rented. Transient use of single family residential property or housing unit for a term less than provided herein is hereby expressly prohibited.
5. The number of occupants in any residential unit for transient use shall not exceed one single family per housing unit. Each permit shall specify the maximum number of occupants allowed.
6. Availability of the rental unit to the public shall not be advertised on site.
7. Any zoning permit issued pursuant to this Section shall require, as a condition of approval, that applicant who does not reside within a 25-mile radius of the residence being rented, designate a person located within a 25-mile radius of the rental unit, as a local contact person who will be available 24 hours a day to respond to tenant and neighborhood questions or concerns and to otherwise be responsible for assuring that the rental unit complies with the requirements of the permit issued and the provisions of this Section and other applicable provisions of this ordinance. The name, address, and telephone number(s) of such a designated person shall be furnished to the Zoning Officer prior to issuance of the permit and made available for public review. The permit holder shall promptly notify the Zoning Officer of any change in the local contact person's address or telephone number.
8. A copy of any permit and/or registration issued pursuant to this Section shall be furnished by the Zoning Officer to the Treasurer of Pike County.
9. The permit holder and/or registrant shall collect and remit to the Treasurer of the County of Pike, the transient occupancy tax for each rental unit pursuant to law.

10. The use of a residential unit for a transient use shall not violate any applicable conditions, covenants, or other restrictions on real property. The applicant shall provide written notice to the homeowners' association if the subject property is within a subdivision governed by restrictive covenants which the homeowner's association has the power to enforce and submit proof of such notice to the Zoning Officer. In the event that the homeowners' association objects to the issuance of the permit, the permit shall not be approved until the homeowners' association's objection has been withdrawn or the right of the applicant to use the subject residential property for transient use has been validated, approved, or otherwise ordered by a court, arbitrator, or other appropriate entity with the authority to review, approve, validate, or otherwise act on the proposed use of the action of the homeowners' association. . If the homeowner's association fails to notify the Zoning Officer, in writing, of any objection(s) within 30 days of the association's receipt of the applicant's notice, the Zoning Officer may assume there are no objections and issue the permit.

11. Compliance with the requirements of this Section shall be considered conditions of approval, the violation of which may result in a revocation of any zoning permit by the Zoning Officer.