



Dingman Township

Pike County, Pennsylvania

Application for a Certificate of Non-Conforming Use for a **Transient Residential Use**

[Do not use this form to apply for a Certificate of Non-Conforming Use for any other type of Use]

1. Property Owner's Name:	2. Property Owner's Home Address:
3. Street Address of Property to Be Rented:	4. Subdivision in which property to be rented is located:
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?	6. When was the rental use first established?
7. Has the property been registered with the Pike County Treasurer's Office for purposes of collecting the Pike County Transient Occupancy Tax?	8. What is the MINIMUM length of stay (in days) you require of your guests?
9. How many days did you rent the property in each of the past three years? 2013 – 2014 – 2015	10. How much Occupancy Tax did you collect?
11. Contact information of the person who will be the 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.	

Instructions for Completing this Form:

Do not use this form for any other use other than applying for a Certificate of Non-Conforming Use for a Transient Residential Use (as defined by the Dingman Township Zoning Ordinance) that was established before May 19, 2015.

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 you don't live in an organized community, answer N/A.

Question #6 - List the year you first rented the house for transient residential purposes. This may be the date you first advertised the property with a rental service or accepted your first paying guest. If the date is after January 1, 2015, list both the month and year. Note: You may be required to provide evidence to back up your claim.

Question #7 - 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 #8 - List how many days, at minimum, your guests are required to stay.

Question #9 - List the number of days that you actually rented the property in 2013, 2014, and 2015.

Question #10 - List the amount of County Occupancy Tax paid in 2013, 2014, and 2015. If no tax was paid, answer "None".

Question #11 - List who will be the contact person who will 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.

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 \$50.00 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 and receipts for past payment.

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-NCU.pdf>