

**GUIDE TO  
CITY OF LUDINGTON  
SHORT-TERM RENTALS**



**400 S. HARRISON ST.  
LUDINGTON, MI 49431**

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# CITY OF LUDINGTON

## SHORT TERM RENTALS

### CHECKLIST

#### TO BE PROVIDED BY APPLICANT

In order for a short-term rental application and/or renewal to be complete, the following documents must be submitted. If any documents are missing; the application must be returned to the applicant along with a letter outlining the missing elements.

- \$500 Application Fee ( Non-Refundable)**
- City of Ludington Short Term Rental Application**
- Signed Applicant Statement**
- Notarized letter of authorization from the owner to the applicant, if applicant is not the owner of the premises sought to be licensed.**
- Name, address, phone number, fax number (if available), and email address of a local agent to be available to receive notices and respond to complaints from neighbors or the City, 24 hours per day, 7 days per week if Licensees do not reside permanently in Mason County.**
- Description of premises proposed to be used for short term rentals:**
  - Number of bedrooms
  - Number of bathrooms
  - Maximum occupancy
  - Parcel I.D. number and legal description of property
- Certificate of general liability insurance coverage issued by an insurance company licensed to do business in the State of Michigan covering the premises and insuring the licensee against risks arising from commercial rental activities on the premises.**

CITY OF LUDINGTON  
SHORT TERM RENTAL  
APPLICANT STATEMENT

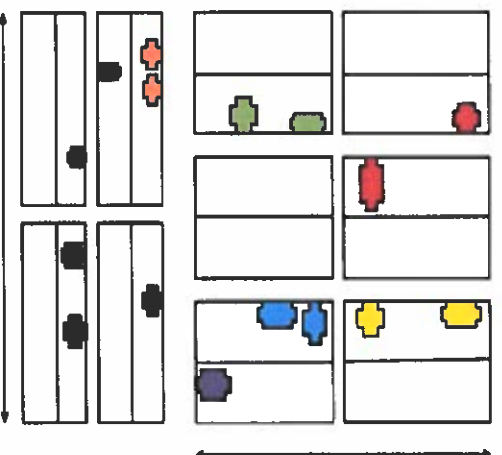
- I hold title to a local property located in the City of Ludington.
- I am the legal owner of the subject property or an authorized agent of the legal owner of record. I will obtain all necessary permits and complete any modifications required to rent the property as a short-term rental. All statements on this application are true and accurate to the best of my knowledge. I understand that if a license is issued based on false statements, or if I do not comply with all requirements, license approval may be revoked.
- I understand that no person may hold more than one license at the same time and that a license is valid for a three-year period- January 1- December 31 of third year.
- I confirm that I do not have an ownership interest in more than one premises for which a short-term rental license has been issued or is being sought in the City of Ludington.
- I understand that there will only be two short-term rentals per city block right-of-way/street segment. (See attached diagram)
- I understand that a short-term rental license is non-transferable and non-assignable.
- I am aware that upon transfer of ownership, death of licensee, or transfer of more than fifty percent (50%) or a lesser controlling interest in a legal entity, the license will immediately terminate.
- I am aware that a license can be revoked by the City for violations of the Short-Term Rental Ordinance or other applicable law.
- I understand that there shall be no commercial activities conducted on the premises including, but not limited to, yard sales, festivals, retreats, class reunions, home occupations or similar uses.

I have read and understand the Applicant's Statement and agree to abide by the terms.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# TWO SHORT-TERM RENTALS PER CITY BLOCK RIGHT-OF-WAY/STREET SEGMENT

How two short-term rentals per linear block  
or segment of street might look:



Note: Some streets in Ludington run North/South  
and others run East/West

# CITY OF LUDINGTON SHORT TERM RENTAL APPLICATION

Rental Inspection Department

400 S. Harrison St.

Ludington, MI 49431

Ph: 231-843-2956...Fax: 231-845-1146

Email: cafoote@ci.ludington.mi.us www.ludington-mi.gov

**Application must be completed in full. Incomplete applications cannot be accepted**

Property Address \_\_\_\_\_ Parcel I.D.# \_\_\_\_\_ #Units \_\_\_\_\_

UNIT ONE

UNIT TWO

Number of bedrooms \_\_\_\_\_

Number of bedrooms \_\_\_\_\_

Number of bathrooms \_\_\_\_\_

Number of bathrooms \_\_\_\_\_

Maximum occupancy \_\_\_\_\_

Maximum occupancy \_\_\_\_\_

**If applicant is different from the owner, a notarized letter of authorization must be attached.**

Applicant Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

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

<sup>1</sup>Owner Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

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

<sup>2</sup>Owner Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

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

**Party responsible and authorized to act local agent to promptly remedy any complaint**

Agent/Manager Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

**OWNERSHIP ACKNOWLEDGEMENT: ( If application is filled out by someone other than owner, a notarized acknowledgement of ownership must be attached to application)**

- I confirm that I do not have an ownership interest in more than one premises for which a short-term rental license has been issued or is being sought in the City of Ludington.
- I have never been cited for a violation of the Short-Term Rental Ordinance.
- I have never had a short-term rental license revoked.

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

CITY OF LUDINGTON  
SHORT TERM RENTAL  
LICENSEES RESPONSIBILITIES

- Licensees or his/her agent, must be available to receive notices and respond to complaints, 24 hours per day, 7 days per week.
- The address of the premises must be prominently displayed inside the main area of the dwelling, in case of an emergency.
- The licensee's and his/her agent's name, address, phone number(s) and email address must be displayed prominently in the main part of the dwelling and supplied, in writing, to occupants of the premise.
- The "Good Neighbor Guidelines" must be provided to the occupants.
- Fire extinguishers, smoke detectors and carbon monoxide detectors must be properly mounted and kept fully charged and in good working order at all times.
- Any exterior signage must meet Zoning requirements and have a permit issued by the City.
- Licensee shall provide secure trash receptacles and follow the proper guidelines for weekly trash removal. (Dumpsters are not allowed)
- Licensee must ensure compliance with all applicable parking requirements of the City Code.
- Licensee must ensure compliance with other City Codes including, but not limited to, Open Burning, Fireworks and Disturbing the Peace.
- Licensee's Short-Term Rental contract must stipulate that the licensee or local agent reserve the right to immediately terminate the contract for violations of any City Ordinance or other applicable law.

# CITY OF LUDINGTON

## GOOD NEIGHBOR GUIDELINES

(Must be provided to the occupants)

**SEC. 62-40. - GARBAGE: PLACEMENT FOR COLLECTION:** No garbage, refuse or recyclables or other items shall be placed for collection earlier than 5:00 p.m. on the day prior to the scheduled collection for such premises. Items which have not been removed by the city's garbage collection service, including refuse and recycling containers, shall not be allowed to remain at any curbside or along any alley or street past 7:00 p.m. on the day of such scheduled collection for such premises.

**GARBAGE PICKUP FOR THIS LOCATION IS:** \_\_\_\_\_

**RECYCLING PICKUP ONLY DURING THE 3<sup>RD</sup> FULL WEEK OF THE MONTH**

**SEC 22-67 ALLOWABLE BURNING (FIREPIT):** *Open burning* shall be allowed without prior notification to the code official for *recreational fires, highway safety flares, smudge pots and similar occupational needs.* In the event that any recreational fire shall become a nuisance by reason of smoke or flying embers, or if it shall pose any danger to persons or property, the fire chief or his designee or any police officer of the City of Ludington, may order such fire extinguished, and in the event that the owner, occupant or person responsible for such fire shall fail to extinguish such fire, such failure shall constitute a municipal civil infraction. Notice that a fire is a nuisance or poses a danger may be verbal and need not be in writing, nor shall other notice requirements provided in the fire prevention code be applicable to such circumstance. The fire chief or his designee or any police officer of the City is further authorized to extinguish any recreational fire that is a nuisance.

**Sec. 22-98. – DISCHARGE DURING CERTAIN HOURS (FIREWORKS)**

- (a) No person shall at any time ignite, discharge or use consumer fireworks within the city except on the day preceding, the day of, or the day after a national holiday as permitted by state law and subsection (b) of this section.
- (b) No person shall at any time ignite, discharge or use consumer fireworks within the city between the hours of 1:00 a.m. and 8:00 a.m. on the day preceding, the day of, or the day after a national holiday as permitted by state law. Notwithstanding any other provision of this Code, the violation of this provision shall result in only the imposition of a civil fine of not more than \$500.00 for each violation and no other fine or sanction.

**SEC. 34-98. - DISTURBING THE PEACE; DISORDERLY CONDUCT.** No person shall:

- (1) Create or engage in any public disturbance, fight or quarrel in a public place.
- (2) Create or engage in any disturbance, fight or quarrel that incites or causes or tends to incite or cause a breach of the peace.
- (3) Disturb the public peace and order by disrupting the ordinary and usual tranquility of the citizenry by loud and boisterous conduct or by noise deemed excessive under the circumstances. This subsection shall be interpreted as an objective standard and not a subjective determination of the particular individual subjected to such conduct.
- (4) Disturb without lawful authority any peaceful and lawful assembly or meeting of persons.
- (5) Permit or allow any premises owned, occupied or controlled by him to be used or occupied by noisy, boisterous or disorderly persons.
- (6) Permit or allow any loud or boisterous noise, or any fight, quarrel or disturbance on any premises owned, occupied or controlled by him.
- (7) Permit the use of any radio or television receiving set, musical instrument, phonograph, or other machine or device for the producing or reproduction of sound in such a manner as to disturb the peace, quiet and comfort of the neighboring inhabitants at any time with louder volume than is necessary for convenient hearing for the person who is in the room, vehicle or chamber in which such machine or device is operated and who is a voluntary listener thereto.

**SEC.58-202 – PARKING TIME RESTRICTED:** It shall be unlawful to park any recreational equipment on any public right of way, street or alley within the City for a period of longer than 72 consecutive hours. Recreational equipment shall include, but not limited to: travel trailer, pickup camper, motorized home, folding tent trailer, private bus, utility trailer, etc.

**SECTION 700.4:1 OFF-STREET PARKING IN RESIDENTIAL DISTRICTS**

- (1) For all residential buildings, required parking areas shall be provided on the same lot on a lot adjacent to the lot it is intended to serve.
- (2) Such parking areas shall not be located in any required front yard, except in the case of a dwelling with a driveway leading to a garage or parking area when the drive may be used for parking.
- (3) At no time shall parking in the area between the sidewalk and curb be permitted, whether the area is paved or unpaved, except when parking on the street is prohibited.
- (4) There shall be no parking or storage of any truck tractors and/or trailer rigs on a residential lot.

# CITY OF LUDINGTON

## SHORT TERM RENTAL

### PREPARING FOR INSPECTION

**Upon the selection of a completed license application from the applicant pool, you must schedule and pass an inspection of the premises to assess its fitness and safety for short-term rental operations before renting the property.**

#### COMMONLY FOUND VIOLATIONS

**\*\*THIS IS NOT A COMPLETE LIST OF VIOLATIONS THAT COULD BE FOUND\*\***

#### INTERIOR

•	All sleeping areas must have proper egress.
•	Interior shall be maintained in a sanitary condition and free from rodent and insect infestations.
•	Heating that is properly installed and maintained in safe working condition.
•	Properly installed and maintained water heating device.
•	Minimum sanitary facilities maintained in a sanitary/ working condition include: Toilet, Lavatory, Bathtub/ Shower and Kitchen sink.
•	All sanitary facilities shall be properly connected to the public water and sewer system.
•	Smoke detectors shall be provided as required by Building Code.
•	Fire extinguisher and carbon monoxide detectors properly mounted and charged.
•	Cover plates for outlets, switches and junction boxes shall be in place.
•	Address of premises prominently displayed inside main area of dwelling
•	Licensee/agent's name, address, phone #, and email prominently displayed inside main part of dwelling.
•	"Good Neighbor Guidelines" displayed

#### EXTERIOR

•	Remove all trash and debris from the exterior property.
•	Cut all grass and weeds in excess of ten inches.
•	Doors/windows in good condition and operable.
•	Steps, decks, porches, and landings in good/ safe condition.
•	Handrails/guardrails sturdy, weatherproof, at least 30" high, spindles less than 4" apart.
•	Roofs, shingles, eaves, soffits, and fascia in good repair.
•	Siding, trim, and paint in good condition.
•	House numbers displayed in a position that can easily be observed and readable from the public right-of-way. All numbers should be a least 3 inches in height and at least 1/2 inch across.
•	Secure trash receptacles (designed to prevent intrusion by animals and to ensure proper trash removal.)



**CITY OF LUDINGTON  
SHORT TERM RENTAL  
FEE SCHEDULE**

<b>Application Fee (Non-Refundable)</b>	<b>\$500.00</b>
<b>License Fee</b>	<b>\$1,500</b>
<b>Renewal License Fee</b>	<b>\$1,500 (Every Three Years)</b>
<b>Initial Inspection</b>	<b>\$100.00 Per Unit</b>
<b>Second and subsequent inspections</b>	<b>\$100.00 Per Unit</b>
<b>Inspection "No Show" <i>(cancellations must be made 24 hr. in advance)</i></b>	<b>\$100.00 Per Unit</b>
<b>Construction Board of Appeals</b>	<b>\$200.00 Per Unit</b>