

**CITY OF GRAND HAVEN
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
20 N. FIFTH STREET
GRAND HAVEN, MI 49417**

2012 RESIDENTIAL RENTAL YEARLY REGISTRATION – *NEW RATE*

If you own residential rental property in the City of Grand Haven, it must be registered with the City of Grand Haven Planning & Community Development Department. Rental Property Registration is required in accordance with the City of Grand Haven Code of Ordinance Section 9-201 (see below).

Please fill out the enclosed Registration Form and return it to the City of Grand Haven along with the fee of **\$35.00 per rental unit**. The payment along with the form is due February 15, 2012. **There is a \$10.00 late fee if the payment or form is received after February 15th.**

If you no longer rent out or own the above listed property, please note that on the enclosed registration form, sign and return the form. You are required by City Ordinance to notify the Building & Planning Department within 60 days of such change.

Please be aware that this is a rental program requirement and is **separate** from any changes you may make with any other city department. **Please call 616.847-3490 if you have any changes to your rental information.** If you are the owner of other rental property not currently on our list, it is important for you to contact the Building & Planning Department at 847-3490 so we can make the necessary change.

The City's Zoning Ordinance states that Short Term Rentals are permitted in select zoning districts: Dune Residential, North Shore, Southside, Waterfront-2, Old Town, and Central Business Districts.

Grand Haven City Ordinance Sec 9-201 Registration of Rental Dwellings Required (in summary)

All owners of rental dwellings shall register the rental property with the city on an application in a form provided by the city. At the time an application is filed a registration fee in an amount established from time to time by resolution of the city council shall be paid in full.

- a) *Annual registration.* The annual registration date shall be January first of each year and all fees required by this article shall be paid on or before February fifteenth of each year.
- b) *Registry of new rental dwellings.* The owner of a new rental dwelling or of any dwelling newly converted to a rental dwelling shall register the rental dwelling prior to allowing occupancy. If indicated in the resolution establishing the registration fee, the fee may be pro-rated for a registration of less than one year. Otherwise the established fee shall be due.
- c) *Change in register information.* The owner of a rental dwelling(s) already registered with the city shall re-register within 60 days after any change occurs in registration information. A new owner of a registered dwelling shall re-register the dwelling within 60 days of assuming ownership.
- d) *Designation of local agent.* If the owner of a rental dwelling does not reside within 60 miles of the city, he or she shall designate a responsible local agent who shall be legally responsible for operating such rental dwelling in compliance with the law, including the International Property Maintenance Code as made part of the city's code of ordinances. All official notices may be served on the responsible local agent and any notice so served shall be deemed to have been served upon the owner of record.

Grand Haven City Ordinance Sec 9-202 Certification of Rental Dwellings Required (in summary)

Rental dwellings shall not be occupied without a certificate of compliance or a temporary certificate of compliance.

- a) *Issuance of certificate of compliance.* The city shall issue a certificate of compliance for a rental dwelling when, following an inspection by the building inspector, zoning administrator, and fire inspector and/or their designees, it is determined that the rental dwelling complies with the requirements of section 9-204 below.

Grand Haven City Ordinance Sec 9-203 Violations

- a) A violation of this article shall be punishable as a municipal civil infraction. Any person, including without limitation an owner, property manager, local agent, tenant or occupant, who is found responsible for a violation of this article shall be subject to fines and penalties as follows:
 - 1) For the first violation within any 36-month period, the penalty shall be a fine not to exceed \$250.00.
 - 2) For a second violation within any 36-month period, the penalty shall be a fine not to exceed \$500.00.
 - 3) For a third violation within any 36-month period, the penalty shall be a fine not to exceed \$1,000.00 and/or suspension of a certificate of compliance and/or a temporary certificate of compliance.
- b) In addition to the penalties provided in subsection (a) above, any owner, property manager, local agent, tenant or occupant may be cited for disruptive behavior that violates this Code or state law.

Grand Haven City Ordinance Sec 9-206 Short term rental requirements

- a) The owner or local agent of each short term rental shall prominently display a full-size copy of the certificate of compliance or the temporary certificate of compliance inside the rental property.
- b) The owner or local agent of each short term rental shall prominently display inside the rental property a full-sized copy of the applicable city ordinance sections including, but not limited to, trash, noise, occupancy and parking. A sample display or such sections can be downloaded from the City's website or available from the Planning & Community Development Department.
- c) The owner or local agent of each short term rental shall not advertise or permit an occupancy load that is greater than the maximum occupancy load limit permitted by city ordinance or other applicable law or regulation.

According to City Ordinance, each year you must completely fill out and return with payment the enclosed Residential Rental Yearly Registration Form. Permits are payable at City Hall or by mail to **City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan 49417.**

If you have any questions, please contact the Building Department between the hours of 8 a.m. and 5 p.m. at (616) 847-3490.

Bruce Dodge
Building Official

George Dood
Building Official

2012 RESIDENTIAL RENTAL REGISTRATION FORM

Registration Form **Must** Accompany Payment

Please send fee and form to:

City of Grand Haven

519 Washington, Grand Haven, Michigan 49417

Date: _____

SECTION 1 – RENTAL PROPERTY INFORMATION

Rental Property Address: _____

Number of residential units: _____ Number of residential rental units: _____

Do you reside in one of the units: Yes No Type of Rental: Short Term* Long Term

**Per the Zoning Ordinance, Short Term Rentals are only permitted within the North Shore, Dune Residential, Old Town, Southside, Waterfront 2 and the Central Business zoning districts (see Short Term Rental Location Map on website or contact the Building Department at 616-847-3490 for more information)*

SECTION 2 – OWNER INFORMATION

Owner's Name: _____

Contact Person (if owner is a company): _____

Owner's Address: _____

Owner's City/State/Zip: _____

Home/Cell Phone: _____ Business Phone: _____

Email address: _____

Would like rental correspondence mailed to: Owner Agent

SECTION 3 – PROPERTY MANAGER OR LOCAL AGENT (If applicable per Ordinance)

Company Name: _____

Contact Person: _____

Manager/Agent Address: _____

Manager/Agent City/State/Zip: _____

Home/Cell Phone: _____ Business Phone: _____

Fax Number: _____ Email address: _____

SECTION 4 – FEES – NEW RATE (effective July 1, 2011)

There is a **\$35.00** per rental unit fee. There is a \$10.00 per property late fee if the payment or form is received after February 15, 2012.

SECTION 5 – DISCLAIMERS

By signing below, I hereby affirm that the above information is true and correct.

Date _____ Signature of Owner/Agent _____

****If you no longer own this property or it is no longer a rental unit, please note the change in the space directly below, sign and date in the above spaces, then mail the form back and we will update our records. Thank you*****

