

SHORT-TERM RENTAL INFORMATION SHEET



REQUIREMENTS

- **Short-Term Rental Application** (Attached)
 - Proof of Identity:
 - Ex: State Issued Driver's License/I.D., Passport, Military I.D., Government Issued I.D.
 - Property Information (Including Site Plan)
- **Lodging Excise Tax Remittance Form**
- **Short Term Rental Zoning Declaration**
- **Board of Zoning Appeals**
 - Board of Zoning Appeals Application
 - Application Fee
- **Article XV-Short Term Rental as a Conditionally Permitted Use**
- **Additional Notes**

* All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or provide in or furtherance of this application shall result in denial of a new or renewal license, potential suspension or revocation.

Application fee - \$_____	Canton Township Zoning 4711 Central Ave SE Canton, OH 44707 Monday - Friday 7:00 a.m. to 3:00 p.m.
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Applications and supporting documents may be submitted via one of the following:

- *1. Mailed to the Canton Township Zoning Department (see above for location)
- *2. Email to m.hanshaw@cantontwp-oh.gov
3. In Person-Canton Township Zoning Office (address above)

*Board of Zoning Appeals Application must be notarized prior to submission

OFFICE USE ONLY

Permit# _____

Issue Date: _____

Expiration Date: _____

SHORT-TERM RENTAL APPLICATION



- NEW MULTIPLE ADDRESSES UPDATE INFO
 RENEWAL OWNER OCCUPIED

APPLICANT - PROPERTY OWNER OR PERMANENT OCCUPANT INFORMATION

PLEASE CHECK CORRECT APPLICANT TYPE:

PERMANENT OCCUPANT

PROPERTY OWNER

Applicant's Full Name:

OFFICE USE ONLY

Mailing Address:

City:

State:

Zip:

Phone:

Email:

Business Name (If applicable):

Business Mailing Address (where incorporated):

Entity/Corporation #:

Applicant's Relationship to Business:

SHORT-TERM PROPERTY LOCATION INFORMATION

Street Address:

Ste/Apt:

Parcel No:

City:

State:

Zip:

Number of Guestrooms Available:

Maximum Occupancy Number:

Number of Off-Street Parking:

IF DIFFERENT THAN APPLICANT - SHORT-TERM RENTAL PROPERTY MANAGEMENT

Host Information:

Short-Term Property Management Co:

OFFICE USE ONLY

Short-Term Property Management Rep/Agent:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

24-HOUR POINT OF LOCAL CONTACT INFORMATION

Full Name:

OFFICE USE ONLY

Residential Address:

City:

State:

Zip:

Phone:

Email:



LODGING EXCISE TAX RETURN
CANTON TOWNSHIP, STARK COUNTY, OHIO
Due 30 days after the end of the reporting period

Tax for Reporting Quarter: 1 2 3 4 Year _____

GROSS RECEIPTS of lodging accommodations to transients during month \$ _____
Subtract exempt receipts of Permanent Guests (any guests with continual lodging for over 30 days) - \$ _____
Net taxable receipts \$ _____
TAX LIABILITY = 3% (Net taxable receipts multiply by .03) \$ _____
Penalty for Late Filing (10% if not received by last day of month following close of previous quarter) \$ _____
Total Tax Paid \$ _____

I declare under penalties of perjury that this return including any accompanying schedules and statements has been examined by me and to the best of knowledge and belief is a true, correct and complete return and report.

Signature/Title _____ Date filed _____

Name of Business _____

Address _____ City _____

MAKE CHECKS PAYABLE To: Canton Township Board of Trustees
4711 Central Ave SE
Canton, OH 44707
Phone: 330-484-2501



Canton Township Zoning Department

4711 Central Avenue SE Canton, Ohio 44707

Phone (330) 484-2501

Fax (330) 484-2556

www.cantontwp-oh.gov

Short-Term Rental Zoning Declaration

Name (Printed) _____

I certify that I am currently operating, or intend to operate, a short-term rental property at the location listed here.

Address _____

I also confirm that I am the ___ Property owner or ___ Legal Representative of Property Owner.

1. I will adhere to all applicable Canton Township regulations, and policies, pertaining to the operation of a short-term rental property.
2. I agree that the emergency contact information associated with this short-term rental property will be kept up to date by reporting any changes to the Canton Township Zoning Department within (7) business days of each occurrence.

Signature _____

Date _____

**APPEAL FROM ORDER, REQUIREMENT, DECISION OR
DETERMINATION OF ZONING INSPECTOR**

No. _____ A

Filed _____, 20 ____

**BOARD OF ZONING APPEALS
CANTON TOWNSHIP, OHIO 44707**

NOTICE: This Appeal must be typewritten, or hand written legibly, and filed within twenty (20) days of the date of the order, requirement, decision or determination, accompanied by necessary data.

Applicant: _____ Address: _____

Owner of premises affected: _____ Address: _____

Lessee of premises affected: _____ Address: _____

To the Board of Appeals:

I hereby appeal from the order, requirement, decision or determination of the Zoning Inspector,

Dated: _____, 20 ____

Premises affected are situated on the N S W E side of _____
Street Address

(if not a numbered lot attach a Plat showing exact location and boundaries)

Notice of this appeal was filed with the Zoning Inspector on _____, 20 ____.

Description of Case (Specify the grounds of appeals) Attach additional sheet if required.

QUESTIONNAIRE

1. Has any previous application or appeal been filed with this Board on these premises? Yes ___ No ___.
If yes when: _____
2. How long has present owner held title to property under appeal? _____
3. Is there a school, church, or hospital in the same block or within 200 feet of the premises? Yes ___ No ___.
4. Has court summons been served relative to this matter? Yes ___ No ___.
5. Is there any case pending in court involving the use of the premises or the ownership thereof?
Yes ___ No _____. If yes, explain _____.
6. Have you inquired of the secretary of the Zoning Commission whether there was any petition pending to change the use district regulations affecting the block on which these premises are located? Yes ___ No ___.
Is there a petition pending? Yes ___ No ___.

7. If petition is pending, indicate nature of proposed change, _____.
8. What is the approximate cost of the work involved by this application? \$ _____.
9. Are there any restrictions of record by deed or otherwise which would prevent the proposed use of the premises? Yes _____ No _____. If so what are they _____.
10. Are you to be represented by an attorney in this matter? Yes _____ No _____
 If yes Name: _____ Address: _____

The individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the premises which are the subject of this appeal will be notified by the Zoning Department.

NOTE: The following documents must be submitted with appeal:

1. Copy of decision of the Zoning Inspector on which appeal is based.
2. Copy of notice to the Zoning Inspector that I have appealed.
3. A copy of legal description of property.
4. A copy of the permit application.

STATE OF OHIO

SS

STARK COUNTY

I hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

 APPLICANT'S SIGNATURE

Sworn to before me this _____ day of _____, 20____, at _____

 NOTARY PUBLIC

AFFIDAVIT OF OWNERSHIP
 (To Be Completed If Applicant Is Not Owner)

STATE OF OHIO

SS. _____ being duly sworn, deposes and says that he

STARK COUNTY

resides at _____ in the city of _____, in the county of _____, in the State of _____, that he is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in Canton Township, Stark County, Ohio aforesaid and known and designated as _____ and that he hereby authorizes _____

to make the annexed application in his behalf and that the statements of fact in said application are true.

Sworn to before me this _____ day of _____, 20____, at _____

 PROPERTY OWNER

 NOTARY PUBLIC

**SHORT-TERM RENTALS
AS A CONDITIONALLY PERMITTED USE**

SECTION 1500 SHORT TERM RENTALS

It is the purpose of this regulation to protect and promote the health, safety, and general welfare of all the citizens of Canton Township by requiring the registration and certification of short term rentals within the Township. It is also the intent of Article VI to protect the integrity of residential neighborhoods while allowing property owners to receive remuneration from rental of a dwelling to help maintain the dwelling.

No person shall cause, allow, or maintain the use of a short-term rental without first having obtained a conditional zoning certificate from the Board of Zoning Appeals. Application for a conditional zoning certificate shall be submitted to the zoning inspector and forwarded to the Board of Zoning Appeals in accordance with Article XI, Conditional Zoning Certificates.

SECTION 1500.1 DEFINITIONS

Unless otherwise specified herein, the terms used in this ordinance shall be defined as follows:

“DWELLING UNIT: One (1) or more rooms providing complete living facilities for one (1) family, including equipment for cooking or provisions for the same and including room or rooms for living, sleeping, and eating.

“HOSTING PLATFORM: Means a person or entity that provides a means through which short term rentals are offered, listed, advertised, solicited, or otherwise held out for rent.

“LOCAL CONTACT PERSON: A local property manager, owner, or agent of the owner, who is available to respond to tenant and neighborhood questions or concerns, or any agent of the owner authorized by the owner to take remedial action and respond to any violation of this regulation.

“MANAGING AGENCY OR AGENT: A person, firm, or agency representing the owner of the property (or portion thereof) used for a short term rental, or a person, firm or agency owning the property (or portion thereof) used for a short term rental.

“OCCUPANT: Any person over the age of five (5) who is an overnight guest in the short term rental.

“OPERATOR: The person who is proprietor of a property (or portion thereof) used for a short term rental whether in the capacity of owner, lessee, mortgagee in possession, licensee, or any other capacity. Where the operator performs his functions through a managing agent of any type

or character, other than an employee, or where the operator performs his functions through a rental agent, the managing agent or the rental agent has the same duties as his principal. Compliance with the provisions of this regulation by either the principal or the managing agent or the rental agent is considered to be compliance by both.

“OWNER: The person or entity that holds legal or equitable title to the property (or portion thereof) used as a short term rental.

“PARKING SPACE: An area outside the public right-of-way for the temporary parking of a vehicle for a period longer than required to load or unload persons or goods. Parking spaces for uses other than single-family shall be arranged to allow ingress and egress of a motor vehicle without the need to move any other vehicle.”

“PERSON: An individual, a group of individuals, or an association, firm, partnership, limited liability company, corporation, or other private entity, public or private.

“PROPERTY CARETAKER: An individual, other than the short term rental permit holder, who is responsible for the oversight and care of the short term rental.”

“SHORT TERM RENTAL (STR): The commercial use of renting a dwelling unit for a period of time less than thirty (30) consecutive calendar days. Short term rental does not include a hotel, motel, or bed and breakfast which are permitted and operated in accordance with the Canton Township Zoning Resolution.

“SHORT TERM RENTER: An occupant or renter of a short term rental pursuant to a rental agreement.

SECTION 1500.2 SHORT TERM RENTAL STANDARDS

All short term rentals must meet the following requirements:

1. Zoning District – Short Term Rentals may only be located in certain zoning districts
 - a. Short-Term Rentals shall be located in RR, R1, and R2 Districts, and only as a Conditionally Permitted Use with approval of the Canton Township Board of Zoning Appeals.
2. Permit Required – A permit is required prior to the rental of any residential dwelling to be rented for a period of thirty (30) days or less.
 - a. A permit issued by the Township shall be valid until December 31st of the year that it was issued, or until the dwelling is sold.
 - b. A permit will be issued by Canton Township Zoning within 30 days of receipt of the Canton Township Board of Zoning Appeals approval, and a completed application.
 - c. The permit shall indicate the maximum number of guests that can be accommodated at the rental in accordance with the standards listed in Item 8(a)(i)(ii), (Capacity Limit).

- d. A permit and permit holder shall be subject to all the standards and penalties of the zoning resolution.
3. Application – an application provided by the Township for a short term rental permit shall include the following at a minimum:
 - a. Address of property.
 - b. Property owner name(s).
 - c. Signature of property owner(s) and caretaker(s).
 - d. Contact information including: name, address and 24-hour contact phone number for the owner of the property and caretaker.
 - i. This information must be kept up to date in the Township’s records.
 - ii. It is the permit holder’s responsibility to inform the Township of any change in caretaker or contact information for the permit holder or caretaker.
 - e. Number of bedrooms in the dwelling.
 - f. Sleeping capacity.
 - g. Number of off-street parking spaces.
4. Site plan – an up to date physical survey of the STR property including location of the dwelling, location and number of smoke and carbon monoxide detectors, driveway, or other point of access to the property, designated parking and points of entry into the dwelling.
 - a. Provide a parking plan illustrating and notating compliance with the minimum number of required off-street parking areas. The STR is required to have one 9-foot by 18-foot off-street parking area per bedroom (bedroom count is determined by the Stark County Assessor’s records)
5. Limit on Permits Per Parcel
 - a. Only one (1) dwelling unit per parcel shall be leased, subleased, rented or sub-rented at any given time. All lodging is to be exclusively within the dwelling unit.
6. Limit on Permits
 - a. Only one permit for one short term rental operation may be granted per applicant/person/property owner.
7. Local Contact Person:
 - a. Each owner of a short term rental must designate a local contact person who has access and authority to assume management of the unit and take remedial measures.
 - b. The local contact person must be available twenty-four (24) hours a day during the rental period and be within forty-five (45) minutes travel time of the property used for a short term rental.
 - c. An owner may designate themselves as the local contact person.
 - d. The owner or contact person shall be available by telephone at all times and on a 24-hour basis to respond to calls regarding the short term rental.
 - i. Failure to respond to calls in a timely and appropriate manner may result in revocation of the permit issued to allow the use of a short term rental.

- ii. Responding in a timely and appropriate manner means that an initial call shall be responded to within 45 minutes of the time the initial call was made, and a corrective action shall commence within two hours of the initial call, if corrective action is required to address any violation of this Section.
 - iii. The owner or the contact person is required to immediately notify the Canton Township Zoning Department with any changes to their or the local contact's information.
- 8. Capacity Limit
 - a. The occupancy of the short term rental property does not exceed the lesser of:
 - i. Two (2) occupants per bedroom.
 - ii. Ten (10) occupants. (This regulation is consistent with the Township's goal that the commercial aspect of the short term rental of single-family homes be limited and restricted).
- 9. Parking
 - a. All parking associated with a short term rental shall be out of the roadway and entirely on-site, in the garage, driveway or other improved parking area.
 - b. Parking for short term renters in a short term rental shall only be on improved parking areas.
 - i. Acceptable parking area surfaces include, concrete, asphalt, abutting concrete parking pavers, or gravel.
- 10. Special Events
 - a. Special events hosted at the short term rental property, such as outdoor events, lawn parties, weddings, bachelor or bachelorette parties, or similar gathering that exceeds the maximum number of short term renters allowed under the short term rental permit, are not permitted at a short term rental property.
- 11. Trash
 - a. Provisions for recycling and trash disposal must be provided. Trash must be contained in properly sealed receptacles. There must be no overflow that will be attractive to vermin. If necessary, arrangements for additional trash pickups shall be made.
- 12. Health and Safety
 - a. The owner shall maintain a properly functioning septic system or sewer connection per the Stark County Health Department standards.
- 13. Noise
 - a. Noise must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 11:00 PM to 8:00 AM. Quiet hours relates to any noise that would prevent sleep within neighboring properties.
- 14. Display of Standards
 - a. The owner shall provide these standards as part of all rental agreements in prominent bold-faced language with a font no smaller than 20 point.

SECTION 1500.3 OWNER RESPONSIBILITIES

1. The owner must ensure the required standards are met.
2. The owner must use best efforts to assure that the occupants or guests of the short term rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this regulation or any other local or state law pertaining to noise or disorderly conduct by notifying the occupants of the rules regarding short term rentals and taking appropriate action to abate the violative conduct when notified that occupants are violating laws regarding their occupancy.
3. The owner or local contact person must, upon notification that occupants or guests of his or her short term rental have created unreasonable noise or disturbances, engaged in disorderly conduct, or violated provisions of this resolution, or state law pertaining to noise or disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by those occupants or guests.

SECTION 1500.4 REQUIREMENTS

All short term rentals shall meet the following requirements:

1. Permit Required: a permit is required prior to the rental of any residential dwelling to be rented for a period of thirty (30) days or less.
 - a. A permit issued by the Township shall be valid until December 31st of the year that it was issued, or until the dwelling is sold whichever is first.
 - b. A permit and permit holder shall be subject to all the standards and penalties of the zoning resolution.
2. A fully completed and signed short-term rental permit application form provided by the Township including all the required supplemental documents.
3. A local contact per the requirements of Section 603.18(7)(a-d) of this Ordinance.
4. Site plan – a site plan of the property including location of the dwelling, location and number of smoke and carbon monoxide detectors, driveway, or other point of access to the property, designated parking, and points of entry into the dwelling.
5. Maximum number of occupants to be accommodated while in use as a short Term rental, which shall in no circumstances, be greater than ten (10) persons.
6. A short-term rental permit shall be issued by calendar year. All Permits shall expire at the end of the calendar year and must be renewed at the beginning of the following year.
7. Permit Number
 - a. The short term rental permit number issued by the Township shall be included in any advertisement for the short term rental.

SECTION 1500.5 VIOLATIONS

Any of the following will be considered a violation of the Township Zoning Resolution pertaining to short term rentals:

1. Violations

- a. Any advertising or leasing of a short-term rental without first having obtained a short-term rental permit.
- b. Failure to update information with the Township such as the caretaker's or owner's contact information in a timely manner.
- c. Advertising a short-term rental for a capacity in excess of that allowed under the permit issued by the Township.
- d. Failure of the permit holder or his/her designated caretaker to be available at any time during the tenure of an active short term rental.
- e. Providing false or misleading information on the application for a short term rental permit.
- f. Failure to comply with any of the standards listed under the Section titled Short Term Rentals.

2. Administrative Penalties:

- a. For a first violation within any calendar year, the penalty is a warning notice of violation which may be verbal and/or written.
- b. A second violation within the same calendar year shall be subject to a fine of not less than five hundred (\$500) dollars nor more than one thousand (\$1,000) dollars. All owners, regardless of their interest in the property, may be responsible for such fine. Each day the violation remains may be a separate offense.
- c. The third violation within the same calendar year shall be subject to a fine of not less than twice the amount of any previous fine but not more than two thousand (\$2,000) dollars, and the permit shall be revoked. An owner may reapply for a permit no sooner than twelve (12) months after revocation of a permit if all violations have been resolved.
- d. If there are a total of three violations within any three (3) consecutive year period, the permit shall be immediately revoked. An owner may appeal a decision to revoke a permit to the Canton Township Board of Trustees if all violations have been resolved.

3. Enforcement

- a. The Canton Township Board of Trustees and/or the Canton Township Zoning Director, shall have the authority to take actions to terminate, revoke and/or cancel registrations and permits.