

Town of Clover

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Short-Term Rental (STR) Application and License¹ Annual Renewal

Instructions for completing this form are in Section D on page two (2)

Section A. Applicant Information.

Name of Property Owner

Mailing Address of Property Owner

Phone #, email address of Property Owner and STR Website Address

Address of Short-Term Rental

Property Manager (if applicable) (Required if owner lives more than 15 miles away from STR)

Mailing Address of Property Manager (if applicable)

Property Manager's Phone #, email Address and, if applicable, Management Company Website Address

Attachments:

- _____ Bayfield County Zoning Special or Conditional Use Permit
- _____ Bayfield County Health Department Lodging License
- _____ Wisconsin Department of Revenue Seller's Permit
- _____ Annual Town of Clover Driveway Permit
- _____ \$250 Annual Renewal Fee
- _____ \$125 Late Fee if renewal submitted after May 31

Submitted to the Town Clerk on _____
Date

Submitted by _____
Property Owner or Legal Representative (required)

Accepted by the Town Clerk on _____ by _____
Date Clerk's Initials

¹ A separate Application is Required for each Unit not under the same Tax ID

Section B. License Conditions

1. This license is valid through June 30 of the following year.
2. When the Short-Term Rental is rented, the Owner or Property Manager must be available 24 hours a day within 15 miles of the Short-Term Rental.
3. Quiet hours are 11:00 pm to 7:00 am. No fireworks permitted.
4. Maintain a guest register for one year as required by the Wisconsin Department of Agriculture and Consumer Trade Protection.
5. This license is not transferable if the property is sold.
6. The use of temporary lodging (like tents) on the property in a way that allows the property to have more overnight guests than allowed by the tourist rooming house license is prohibited.
7. Additional conditions imposed by the Town of Clover:

Section C. Approval. (for Office use only)

A Short-Term Rental License is approved for _____ for a Short-Term Rental
Property Owner

located at _____
Address

Expiration date of June 30, 20__.

Issued by: _____ for the Town of Clover
Clerk, Town of Clover

Date: _____

Section D. Instructions.

Applicant:

1. Compete Section A.
2. Attach copies of requested documents.
3. Attach required fee.
4. Submit to the Town Clerk between April 1 and May 31 for annual renewal. All STR Licenses expire on June 30 of each year (except those whose initial License was issued after March 31 of a given year).
5. Post current approved Short-Term Rental License Application (two pages) in the STR.

Town Clerk:

1. Review and process as determined by the Town Board.
2. Send approved Short-Term Rental License to the Applicant.