

# ANNUAL ZONING PERMIT APPLICATION FOR SHORT-TERM RENTAL

Rental License Mailed

**Borough of Millersville  
100 Municipal Drive  
Millersville, PA 17551**

Fee Schedule	
Per Unit	\$100.00 per unit
Compliance	\$50 per inspection
Reinspection	\$50 per inspection
2nd+ Reinspection	\$100 per inspection

**This application must be completed annually after receiving special exception from the Millersville Borough Zoning Hearing Board in accordance with Millersville Borough Code of Ordinances Chapter 380, §380-34.A(44).**

Permit Number \_\_\_\_\_ (Renewals only, as printed on accompanying invoice)

Property Address \_\_\_\_\_

Maximum number of occupants \_\_\_\_\_ Maximum number of vehicles \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner Address \_\_\_\_\_

Email Address \_\_\_\_\_

**All applicants shall designate a Local Contact Person (LCP) who may be reached on a 24-hour basis and who shall have access and authority to assume management of the short-term rental unit and take remedial measures. An owner who resides within the Borough or within 20 miles of the short-term rental unit may designate himself/herself as the LCP.**

Does owner live more than 20 miles from the Borough of Millersville? YES NO (circle one)

LCP Name \_\_\_\_\_ Phone \_\_\_\_\_

LCP Address \_\_\_\_\_

Email Address \_\_\_\_\_

**With this application, please provide a copy of the notice approved by the Zoning Hearing Board for each of the rental units under your permit. This information will be noted on your rental account. (Millersville Borough Code of Ordinances, Chapter 380, §380-34.A(44)).**

This application is for the permitting of a short-term rental unit under Millersville Borough Codified Ordinances at Chapter 380, §380-34.A(44).

No application is complete without payment of the application fee. The Borough will not issue an Annual Zoning Permit for Short-Term Rental authorizing rental of the unit unless all Borough sewer charges and trash collection charges are paid in full.

The undersigned hereby consents to an inspection of the premises located above by the Borough of Millersville Code Enforcement Officer or a duly appointed representative assigned by the Borough of Millersville. The purpose of the inspection is to determine if the property complies with all applicable provisions of the Millersville Borough Code of Ordinances Chapter 380, §380-34.A(44) and the Pennsylvania Uniform Construction Code.

By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of Millersville Borough and I understand that any false statements made herein are being made subject to the penalties of 18 PA. C.S. § 4909 relating to unsworn falsification to authorities.

Preferred Inspection Date \_\_\_\_\_ and time \_\_\_\_\_ (will be reserved if available).

**Inspections are currently conducted on Tuesday, Wednesday and Thursday from 10:00am until 4:00pm except holidays. Preferred appointments are subject to availability of the inspector.**

Date \_\_\_\_\_

Signature \_\_\_\_\_