

# SHORT TERM RENTAL LICENSE APPLICATION

## SADSBURY TOWNSHIP – CRAWFORD COUNTY

9888 State Highway 285, Conneaut Lake, PA 16316 • 814-382-8579

### **SECTION I: OWNER/APPLICANT INFORMATION**

PROPERTY OWNER NAME(s) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE #s Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE #s Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

### **SECTION II: PROPERTY INFORMATION**

PROPERTY ADDRESS \_\_\_\_\_

PARCEL # \_\_\_\_\_

NUMBER OF BEDROOMS \_\_\_\_\_ LICENSED OCCUPANCY (2x BEDROOMS +4) \_\_\_\_\_

IS THIS A MULTI-UNIT STRUCTURE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, NUMBER OF DWELLING UNITS USED AS SHORT-TERM RENTALS \_\_\_\_\_

# ON-SITE PARKING SPACES \_\_\_\_\_

IS PROPERTY ON A PUBLIC SEWER SYSTEM? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, THE ON-LOT SYSTEM MUST FUNCTION PROPERLY AND CAN ACCOMMODATE THE ADDITIONAL LOADING

### **ATTACHMENTS REQUIRED**

Property Plan with structure and parking areas shown

Property Listing Sites (AirBnB, Vrbo, self, etc)

Copies of the current Crawford County Hotel Room Excise Tax Certificate and Pennsylvania Sales Tax and Use Certificate

<https://crawfordcountypa.net/wp-content/uploads/2026/02/HotelBedTaxLicenseApp.pdf>

Proof of weekly refuse collection

### **SECTION IV: SIGNATURE**

By my signature below, I hereby certify that the information provided is true and correct. Upon receipt of a Short-Term Rental License, I agree to abide by the Regulations of Sadsbury Township including all applicable ordinances and regulations of the Township, and laws and regulations of the Commonwealth of Pennsylvania.

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

Person in Charge (if appropriate)

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

### **SECTION V: REVIEW BY ZONING OFFICER – OFFICE USE ONLY**

LICENSE # \_\_\_\_\_

Zoning Officer: \_\_\_\_\_ Date Received: \_\_\_\_\_ Approved/Denied: \_\_\_\_\_

PAID BY: \_\_\_\_\_

CHECK # \_\_\_\_\_ DATE: \_\_\_\_\_

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## Owner Certification

### All Short-Term rentals shall be equipped with the following:

- Smoke and Carbon Monoxide detectors on each floor and in good working order
- GFI outlets located per Pennsylvania Uniform Construction Code requirements
- Aluminum or metal exhaust from dryer (if present)
- Fire extinguisher in kitchen, conspicuously located
- Stairs and handrails (indoor and outdoor) in good condition
- Swimming pools, hot tubs, and spas must meet the barrier requirements and indicated in the Pennsylvania Uniform Construction Code
- Evidence of weekly refuse service

### Additional Requirements:

All parking must be off of the road right of way

911 address must be posted visible to the street

Golf carts are not permitted on public roads in Sadsbury Township or anywhere in the Commonwealth of Pennsylvania per PA Vehicle Code Title 75. Only Neighborhood Electric Vehicles licensed through the Pennsylvania Department of Transportation are permitted on public roads with speed limits not exceeding 25 mph.

### Acknowledgement & Signature:

Owner/Person-in-Charge\_\_\_\_\_

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