



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500

APPLICATION FOR A LICENSE TO OPERATE A BOARDING HOUSE

INITIAL Application
(Complete Sections I, II, III, IV and VI)

RENEWAL Application
(Complete Sections I, II, III, V and VI)

SECTION I – APPLICANT INFORMATION	
Name of Applicant:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Property A.R. Number:
Email Address:	

SECTION II – PROPERTY INFORMATION	
Street Address:	
Zoning District:	
Lot Area:	

SECTION III – GENERAL APPLICATION REQUIREMENTS			
YES		YES	
	Floor Plan attached, with number of partial and full bathrooms indicated		Application Fee Enclosed (<i>see current fee schedule at www.petoskey.us</i>)
	Site Plan attached identifying required parking		

SECTION IV – APPLICATION FOR INITIAL LICENSE (License Renewals see Part V)		
Applicant Confirms	License Requirements	Inspector Findings
	The property legally existed as a Boarding House prior to 2/19/2018	
	The property has received special condition use approval for a Boarding House by the Planning Commission	
	Lodging provided for no less than 30 days	
	Dwelling unit complies with Chapter 13 Article II, of the City of Petoskey Codified Ordinances, International Property Maintenance Code	
	Dwelling unit complies with Chapter 10 Article I of the City of Petoskey Codified Ordinances, International Fire Code	
	Property is current with all City taxes, utilities and fees	

Inspector Determination of Occupancy: Occupancy of this Boarding House is limited to _____ pursuant to Section 702(3) of the Petoskey Zoning Ordinance.

SECTION V – APPLICATION FOR A LICENSE RENEWAL

Date of Initial License:	License Number:
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Applicant Confirms	Conditions For Renewal	Inspector Findings
	Annual inspection of Boarding House indicates compliance with occupancy limits in Section 702(3) of the Zoning Ordinance	
	License for the Boarding House has not lapsed for more than thirty (30) days beyond the December 31 annual expiration date	
	The active operation of the Boarding House has not lapsed for more then nine (9) months	
	The operation of the Boarding House has met all other requirements of Chapters 10 and 13 of the Code of Ordinances during the past year	

Applicant Comments:

SECTION VI – APPLICANT SIGNATURE

I hereby submit the enclosed floor plan and site plan review of compliance with regulations pertaining to Boarding Houses and I verify all graphic and written information is accurate, to the best of my knowledge. I further authorize City of Petoskey staff members to enter upon the property for which I am making application for a Boarding House.

Applicant Signature	Date
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CITY USE ONLY

The City reserves the right to deny, suspend, or revoke a license for a Boarding House operation that does not comply with all ordinance requirements.

ACTION TAKEN

License Approved: <input type="checkbox"/>	License Denied: <input type="checkbox"/>
License Renewed: <input type="checkbox"/>	Renewal Denied: <input type="checkbox"/>

License Number: _____

License effective through: _____

Inspector/Approval Signature	Date
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