



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

APPLICATION FOR A LICENSE TO OPERATE A HOTEL OR MOTEL

INITIAL Application

RENEWAL Application

Please submit application and fee annually. License expires December 31 each year. Failure to apply to operate a hotel or motel on an annual basis may result in no longer being able to operate.

OWNER/APPLICANT INFORMATION	
Name of Applicant-Operator:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Email Address:
Street Address of Hotel/Motel (if different):	Parcel ID: Zoning District:
Contact Person for Inspection:	Telephone Number:
	Email Address:
Emergency Contact Person/Contact Information:	

GENERAL APPLICATION REQUIREMENTS			
YES		YES	
	Floor plan indicating number of rental rooms attached		Interior and exterior photos of structure attached
	Site plan indicating location of parking attached		Application Fee attached

APPLICATION FOR LICENSE		
Applicant Confirms	<u>Zoning District</u>	Staff Findings
	Hotel/Motel exists within a commercial zoning district and parking requirements are met	
	<u>License Requirements</u>	
	For hotels/motels without an operator onsite 24 hours per day, 7 days per week, summary of City's noise, parking and trash disposal regulations are posted in prominent location within property. (see attached sample)	
	Compliance with Chapter 10, Article I of the City of Petoskey Codified Ordinances, International Fire Code	
	Compliance with Chapter 13, Article II of the City of Petoskey Codified Ordinances, International Property Maintenance Code	

Applicant Comments:

Please see reverse side

Inspector's Comments:

The applicant for a license shall meet all other terms of licensing in Chapter 6 of City of Petoskey's Codified Ordinances for hotel or motel operations. The applicant is advised that as a place of public accommodation, Americans with Disabilities Act requirements may apply.

APPLICANT SIGNATURE

I, the undersigned, hereby certify that the information and documents provided are accurate. I authorize City staff to enter upon the property for which this application is made for purposes of ensuring ordinance compliance. I further understand the City reserves the right to deny, suspend, or revoke a license for hotel or motel operations as provided in Chapter 6, Article II of the City of Petoskey's Codified Ordinances.

Applicant Signature

Date

CITY STAFF USE ONLY

Fee: _____

GL Account #: 101.084.618

License Issued:

License Renewed:

Denied:

License Number: _____

License effective through: _____

Reason for denial: _____

Zoning Approval

Date

Public Safety Approval

Date

City Clerk Approval

Date