

TRANSIENT DWELLING APPLICATION

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED

1. Property Address: _____

2. Property Identification Number (PIN): 1 2 6 3 _____

3. Property Owner's Name(s): _____

Mailing Address: _____

24 hour Phone Number: _____

Can this phone number receive text messages? _____

Email: _____

4. Managing Agent's Name: _____

*A managing agent is required if the Property Owner is not a local resident

Mailing Address: _____

24 hour Phone Number: _____

Can this phone number receive text messages? _____

Email: _____

5. Type of Building used for Transient Dwelling: Single-Family Townhome/Condo

Multi-Family Individual Rooms Other: _____

If building is a multi-unit structure, total # of units being used as Transient Dwellings: _____

If building is a multi-unit structure, a separate application is required for each unit used as a transient dwelling

6. Total number of bedrooms: _____ Total number of bathrooms: _____

7. Sewage System: Private Septic Public/Community Sewer

If septic, date of last inspection/pump: _____

***Must provide township with copy of professional evaluation of septic system**

Approximate age of system: _____ Capacity of System _____

8. Is property within a gated community? _____ If yes, provide access code: _____

9. Is property within a developed community under the jurisdiction of an HOA/POA? _____

If so, name HOA/POA: _____

Application must be submitted with the following:

1. Copy of the current Deed
2. If Private Septic, the location, approximate age and capacity of the sewage disposal system, a professional evaluation of the septic system & proof of pumping within the last 12 months.
3. Copy of current Monroe County Hotel Room Excise Tax Certificate
4. Copy of current Pennsylvania Sales & Use Tax Permit
5. Trespass waiver signed by the owner of the property.
6. Proof of General Liability Insurance with \$500,000.00 coverage per occurrence
7. Application fee of \$500.00.

I hereby certify that I am the owner of the above referenced property.

If the property is owned by a corporation, I certify that I am a partner of that corporation and have the authority to sign and acknowledge the following on behalf of the corporation.

I have read, understand and agree to the provisions set forth in Chapter 302 of the Pocono Township Code for Transient Dwelling Use Standards. I have also read and understand Chapter 302, §302-14 regarding violations and penalties and that any violation of the provisions of Chapter 302 may result in fines and/or the revocation of a Transient Dwelling Use Permit. I agree to conform to all applicable laws of this jurisdiction. I understand that the issuance of a Transient Dwelling Use Permit is not guaranteed by this application.

Signature of Property Owner: _____ **Date:** _____

I hereby certify that I am the Managing Agent of the above referenced property and have been given authority to accept service for the Property Owner.

I have read, understand and agree to the provisions set forth in Chapter 302 of the Pocono Township Code for Transient Dwelling Use Standards. I agree to conform to all applicable laws of this jurisdiction. I understand that the issuance of a Transient Dwelling Use Permit is not guaranteed by this application.

Signature of Managing Agent: _____ **Date:** _____

POCONO TOWNSHIP
112 TOWNSHIP DRIVE
TANNERSVILLE, PA 18372
570-629-1922 FAX: 570-629-7325

TRESPASS WAIVER

The undersigned is/are the owner(s) of a parcel of land in Pocono Township, Monroe County, Pennsylvania, at the following location:

Property Address: _____

Property Identification Number (PIN): 1 2 6 3 _____

The undersigned authorize(s) and allow(s) any agents, employees, public officials or representatives of Pocono Township to enter upon the above land and enter any structures for the purpose of performing any inspection, site visit or testing necessary to determine compliance with the Pocono Township Code of Ordinances.

The undersigned has/have signed this Waiver this _____ day of _____, 20____, intending thereby to be legally bound.

Property Owner's Name(s): _____

*If Owner is a corporation, print also the name of the person signing this waiver

Signature of Property Owner/Authorized Partner: _____

POCONO TOWNSHIP TRANSIENT DWELLING UNIT
HEALTH, SAFETY & WELFARE REQUIREMENTS
as required by Ordinance 2019-07, Section 8
Exhibit A

Specific items to be inspected for compliance include, but are not limited to, the following:

- Visible Notice of TDU placard on or near front door detailing the following:
 - Name of owner, or managing agent, and telephone number
 - 911 Address for the property
 - Maximum number of overnight guests
 - Maximum number of vehicles allowed to park and parking regulations
 - Trash pick up date and trash regulations
 - Must note the following:
 - Occupant or guest may be cited for disturbance or violation of Pocono Township Code
 - Occupant or guest must provide access for inspection upon request by Pocono Township
- Functioning smoke detectors at each level, including basements and attics, and in each bedroom
- Carbon Monoxide detectors outside sleeping areas in dwellings with an attached garage or fuel-burning appliance.
- Egress window/door from each bedroom
- GFCI on all receptacles within 6 feet of a water source, outside or in garage
- Dryer must be vented to the outside (no plastic vent pipe)
- Fire extinguisher must be provided in kitchen, prominently mounted or location clearly posted (example, sticker on cabinet door)
- House number posted properly with green 911 address sign at entrance to driveway. Numbers must be visible from both directions unless within a cul-de-sac (4" x 5" minimum size with contrasting background)
- Anti-tip device is installed on the stove
- No visible exposed and uncapped electric wires or uncovered receptacles
- All exterior and interior flights of stairs having more than four risers shall have a continuous graspable handrail on one side of the stair for entire length. Required height of graspable handrail is 34"-38" measured from nose (edge) of tread to top of handrail. Deck rails are not graspable handrails.
- Every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade below shall have guardrails. Required height of guardrail is 36". Maximum spacing of guardrail is 4".
- No unfilled openings in circuit breaker box
- Pools must be fenced or enclosed meeting the barrier requirements of the current building code.
- Attached garages must have fire separation of one layer of ½ inch drywall and a "C" rated door
- Exposed insulation must not have kraft paper showing – cover, remove or flip.
- The owner of the property shall supply the Township with a professional evaluation of the septic system and proof that the tank was pumped within 1 year.
- Advertising must be in compliance with maximum occupancy.