

**VILLAGE OF CLEVELAND, WISCONSIN  
LICENSE APPLICATION FOR A  
BOARDING OR ROOMING HOUSE**

Application must be completed by the Property Owner. A separate application is required for each premises to be licensed.

A *Property Manager Permit* is required for any person who is not the Property Owner and appointed to act as agent for the facility.

**SEC. 1. BUSINESS INFORMATION**

- 1.1 Business Name \_\_\_\_\_
- 1.2 Trade name \_\_\_\_\_
- 1.3 Site Address \_\_\_\_\_  
\_\_\_\_\_
- 1.4 License Year of Application \_\_\_\_\_

**SEC. 2. RESPONSIBLE PARTIES**

**Property Owner**

- 2.1 Name \_\_\_\_\_
- 2.2 Physical Address \_\_\_\_\_
- 2.3 Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_
- 2.4 Email Address \_\_\_\_\_
- 2.5 24-Hour Telephone Number \_\_\_\_\_
- 2.6 If partnership, **ATTACH** the same information for all of the partners.
- 2.7 If corporation, **ATTACH** the same information for all principal officers and registered agent.

**Operator** *The person legally responsible for operation of the facility. Skip if this is the property owner or property manager.*

- 2.8 Name \_\_\_\_\_
- 2.9 Physical Address \_\_\_\_\_
- 2.10 Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_
- 2.11 Email Address \_\_\_\_\_
- 2.12 24-Hour Telephone Number \_\_\_\_\_

**Property Manager**

*Any person that is not the property owner who is appointed to act as agent and/or provides property management services. This person is required to hold a Property Manager Permit.*

- 2.13 Name \_\_\_\_\_
- 2.14 Physical Address \_\_\_\_\_
- 2.15 Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_
- 2.16 Email Address \_\_\_\_\_
- 2.17 24-Hour Telephone Number \_\_\_\_\_

**SEC. 3. SIMILAR FACILITIES**

- 3.1 **ATTACH** the names and addresses of any similar facilities in other areas operated by the Applicant.

**SEC. 4. REQUIRED ATTACHMENTS**

- 4.1 Floor plan of the premises, to include the following at minimum:
  - \_\_\_\_\_ a. Describe and show all dimensions
  - \_\_\_\_\_ b. Indicate the intended division of floor pspace, exits, and entrances
  - \_\_\_\_\_ c. Proposed use for each area
  - \_\_\_\_\_ d. Common elements
- 4.2 Site plan of the premises, to include the following, at minimum:
  - \_\_\_\_\_ a. Onsite (off-street) parking stalls
  - \_\_\_\_\_ b. Proposed landscaping
  - \_\_\_\_\_ c. Driveway areas
- 4.3 Operations plan, to include the following, at minimum:
  - \_\_\_\_\_ a. Current and proposed uses on the property
  - \_\_\_\_\_ b. Proposed number of units
  - \_\_\_\_\_ c. Projected number of permanent residents, employees, and transient customers
  - \_\_\_\_\_ d. Projected normal and peak occupancy rates, dates and times
  - \_\_\_\_\_ e. Projected traffic generation
  - \_\_\_\_\_ f. Identification of, and management plan for, potential nuisances, including street access, parking, exterior storage, exterior lighting, noise, and solid waste and recyclables disposal
  - \_\_\_\_\_ g. Proposed exterior signage (separate sign permit required prior to installation)
  - \_\_\_\_\_ h. Possible future expansion and related potential nuisances and effect on operations
- 4.4 Certificate of Occupancy from building inspector showing maximum number of units permitted
- 4.5 Zoning Certificate from zoning administrator showing compliance with local zoning regulations
- 4.6 Fire Inspection Report from fire inspector dated not more than one (1) year before the date of the permit or license issuance or renewal demonstrating the entire facility complies with all applicable state and local fire protection and fire prevention regulations, including compliance with NFPA regulations relating to wood-burning stoves and fireplaces
- 4.7 Copies of the approved state, county, and local licenses or permits, including the following:
  - a. Conditional Use Permit issued by the Village of Cleveland, if applicable
  - b. State of Wisconsin Tourist Rooming House or Bed-and-Breakfast License
  - c. Seller's Permit issued by the Wisconsin Department of Revenue
  - d. Completed State Lodging Establishment Inspection form dated within one (1) year of the date of license issuance or renewal.

**SEC. 4. REQUIRED ATTACHMENTS (continued)**

- e. Recreational Water Facility License issued by the Manitowoc County Health Department for any onsite swimming pools, whirlpools, or other water attractions subject to regulation by the Wisconsin Department of Agriculture, Trade and Consumer Protection

**NOTE: A Village license or permit shall not be issued under this Chapter if there is an unlicensed recreational water facility on the property unless any water surface complies with Village ordinance, is securely fenced and covered by a locked cover to eliminate accidental entry, and is inaccessible to guests when not supervised by a competent adult.**

- f. Employer Identification Number issued by the Internal Revenue Service
- g. Copy of standard rental agreement or contract Applicant requires guests to sign
- h. Property management agreement, if applicable
- i. Confirmation from the Village Treasurer and Municipal Court Clerk that Applicant is current on all monies due to the Village
- j. Fee receipt for application filing fee
- k. Additional information as the village deems necessary to assist it in determining the qualifications of the Applicant or suitability of the facility for a license
- l. Identification and current status of any pending orders, citations, notices of noncompliance, or other enforcement actions issued by the Village to the owner, operator, or manager. The Village reserves the right to investigate pending matters.
- m. Signed authorization allowing Village employees, officers and their designees to enter the Owner’s property for purposes of inspection and enforcement of this Chapter and/or the Village Municipal Code.

**SEC. 5. CERTIFICATIONS**

I certify that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of my license. I further understand that falsification of any information shall be grounds for denial or revocation of this license.

I certify Village employees, officers and their designees are authorized to enter the licensed property for purposes of inspection and enforcement of the Village Municipal Code. I further certify the Property Manager shall be authorized to act as my agent for the receipt of service of notice of violation of any provisions of the Village of Cleveland Code of Ordinances, and for service of process, and shall be authorized to allow Village employees, officers and their designees to enter the licensed property for purposes of inspection and enforcement of the Village Municipal Code.

I hereby release any individual, institution or agency, including its officers, employees or other related personnel, both individually or collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, my family or associates because of compliance with this license and request to release information or any attempt to comply with it.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_