

**City of Marquette
Rental Registration Application**

If you have any questions regarding items 1 thru 6 please contact the Community Development Office at (906) 228-0425.

General

1. Property address: _____ 2. Number of dwelling units: _____
3. Parcel number: 4. Year structure became a rental:
5. Are any of the units owner occupied: YES NO Unit Address: _____
6. If there are multiple rental units on the property, please list which rental type each unit is/will be rented as.

(Example: if the structure has 2 units list unit A & B separately along with their rental types, or if the address is 123 Smith St. for one unit and 123 1/2 Smith St. for the other, list them individually along with their rental types. If more than four units please write in the address and rental type on the back of the form or attach an additional page)

- Unit Address: _____ Long-term _____ *Vacation _____ *Homestay _____
Unit Address: _____ Long-term _____ *Vacation _____ *Homestay _____
Unit Address: _____ Long-term _____ *Vacation _____ *Homestay _____
Unit Address: _____ Long-term _____ *Vacation _____ *Homestay _____

***Registering your parcel as a short-term or long-term rental may have an impact on property taxes. If you have any questions or need additional information, please contact the assessing office *before* registering. 225-8379**

Owner

7. Owner(s) Name: _____
8. Address: _____ 9. City: _____ 10. State: _____ 11. Zip: _____
12. Phone (home): _____ 13. Cell: _____
14. Work: _____ 15. Email: _____
16. Signature of owner(s)(required): _____ 17. Date: _____

Local Operator (If not Owner) A local operator is required if the owner lives outside of Marquette County.

18. Name of Operator: _____
19. Address: _____ 20. City: _____ 21. State: _____ 22. Zip: _____
23. Phone (home): _____ 24. Cell: _____
25. Work: _____ 26. Email: _____
27. Signature of operator: _____ 28. Date: _____

Organization

29. Type of Entity: Corporation Fraternity Sorority Partnership Trust Cooperative Other
Circle one

30. Name of Entity: _____ 31. Corporate ID #: _____ 32. State issued: _____

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33. Additional Information: _____

Registration Fees

Registration fees are on a one time basis per owner. If ownership changes or rental type changes from long-term to short-term on any units on a property, a new registration is required.

Fee for a property with only long-term rental units: \$110

Fee for a property with one or more short-term rental units: \$175

Compliance Inspection Fees

Rental compliance inspection fees are based on an hourly rate. *These fees will be billed after the inspection.* The owner will be contacted by the inspector to setup an inspection date. Inspections are completed every three (3) years. Owner or owner's local operator must accompany the Fire Inspector during the compliance inspection.

Checklist: Registration applications are not considered complete and will not be processed until all required information is received.

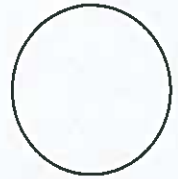
- _____ Rental Registration Application
- _____ Rental Parking Plot Plan
- _____ Copy of the owner or local operator's driver's license (driver's license will not be electronically filed)
- _____ Registration Payment

Return: Mail or deliver application to: Marquette City Fire Dept.– Attn: Rental Program, 418 S. Third St., Marquette, MI 49855

Fire Department	Financial Services	Community Development
Date received: _____	Date received: _____	Date received: _____ Zoning Approval: Yes No
Forms Complete:	Current taxes paid: Yes No	Comments: _____
Application: Yes No	DLQ taxes at County: Yes No	_____
Copy of DL: Yes No	Accounts Receivable: Yes No	_____
Payment	Past due utility bills: Yes No	_____
Check/MO # _____ Cash _____ Amt _____	DLQ Personal Property Yes No	_____
Rental Type:	Fwd. to C.D.	PRE: _____ % Sent to Assessing: _____
LT _____ ST-HS _____ ST-VAC _____	Date/initial: _____	Return to Fire Dept.
Fwd. to Clerks Office:		Date/initials: _____
Date/initials: _____		

Rental Parking Plot Plan

Please turn over for sample site plan, provided for guidance.



Please indicate
direction of North

Total Parking
Spaces Required =

Total Parking
Spaces Provided =

Number of Rental
Units =

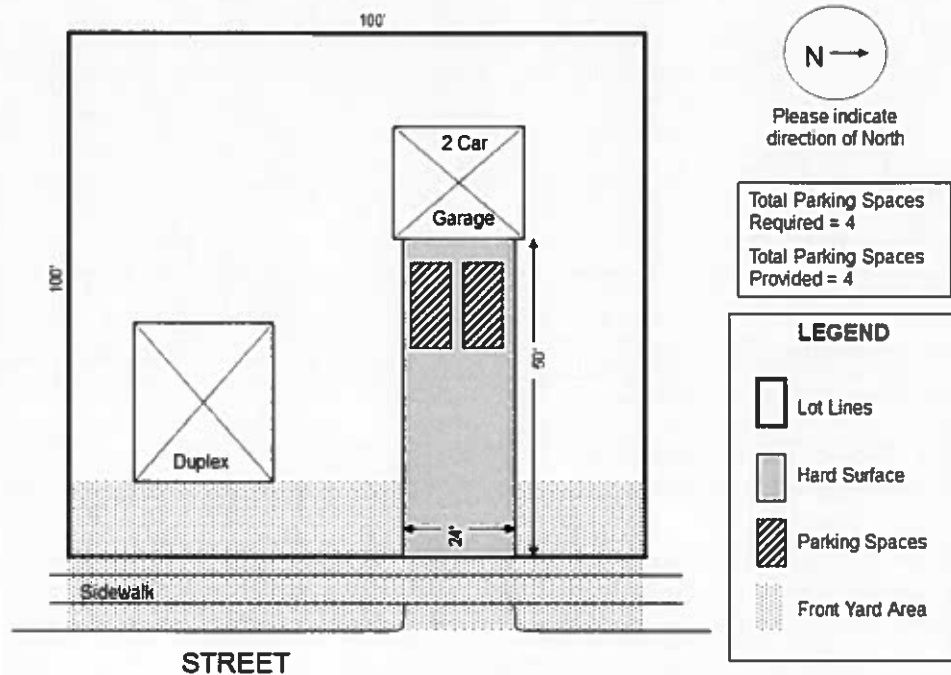
Number of Renters
Per Units =

Please provide a site plan for all off-street parking spaces.

- Show and label property lines.
- Show and label structures.
- Show driveway location and dimensions.
- Mark off-street parking spaces for vehicles.
- Indicate North.

If you have any questions please contact the Community Development Department at (906) 225-8380 or e-mail zoning@mqctcy.org.

Sample Rental Parking Plot Plan and Zoning Ordinance Info



Residential Parking Space Requirements

Single Family and two family units	Two (2) spaces per dwelling unit.
Multiple family units with 3 or 4 dwelling units	Two (2) spaces per dwelling unit, minus one (1) from the total.
Multiple family units with 5 or more dwelling units	Two (2) spaces per dwelling unit, minus two (2) from the total.

(5) In single family residential districts (RS, RG), off-street parking may be located on a site other than the site to which it pertains. In multi-family districts (RM) and new multi-family developments in mixed-use zoning districts, the required off-street parking shall be located on the same site as the use to which it pertains.

(6) In all districts except the residential districts parking shall be located in the same district as the use and within 400 feet of the lot on which the use is located measured from lot corner along a street or streets. If the use is located in a building the distance shall be measured along streets from the nearest point of the building to the nearest corner of the lot on which the parking is located.

HARD SURFACE: For one and two family dwellings, a hard surface shall consist of compacted gravel, concrete or asphalt pavement, pavers or other products designed for parking.

PARKING SPACE: A defined area of at least 9 feet by 18 feet for the storage or parking of a vehicle. This area is to be exclusive of drives, driveways, aisles or entrances giving access to the space from the public right-of-way.

- a. Parking is not permitted in the front area with exception of on a driveway or in a garage. All parking in the front area shall be on parking spaces which are at least 2 feet from the side lot line, at least 2 feet from the inside edge of a sidewalk, and at least 10 feet from the edge of an established street.

NOTE: If you want to draw your site plan on an aerial photo, it may be obtained for a fee from the Community Development Department located at 300 W. Baraga Avenue.