



# COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 Municipal Drive, Tobyhanna, PA 18466  
570-894-8490 Fax 570-894-8413  
www.coolbaughtwp.org

## Coolbaugh Township Short Term Rental/Renewal Application

New Application  Renewal Application

### Owner Information

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Emergency Contact** (Person, Agency or Firm- must provide 24-hour contact number, able and willing to come to and be present at the property within two (2) hours following notification to address any issue, and act as legal agent for the owner)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Property Information

Property Address \_\_\_\_\_

Development/HOA \_\_\_\_\_

Sq. Footage \_\_\_\_\_ Total Bedrooms \_\_\_\_\_ Total Number of Overnight Guests \_\_\_\_\_

*(Total overnight guests shall not exceed two (2) per bedroom plus four (4) additional persons per residence. Infants under two (2) years of age shall not count towards the limit of overnight occupants)*

Security Alarm (Y/N) \_\_\_\_\_ Alarm Company \_\_\_\_\_ (If Yes, Alarm Permit Required)

### Fees

- Initial Application/Inspection Fee- **\$200** Annual License Renewal Fee- **\$150**
- Reinspection Fee- **\$40** (for any corrections needed found during inspection, or any revision to the property)
- Make checks payable to COOLBAUGH TOWNSHIP

**\*\*By signing this Application, I certify that all facts set forth within the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of Coolbaugh Township, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities\*\***

SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_ DATE \_\_\_\_\_

### FOR TOWNSHIP USE ONLY

RECEIVED BY \_\_\_\_\_ FEE RECEIVED \_\_\_\_\_ CASH (Y/N) \_\_\_\_\_ CHECK/MONEY ORDER # \_\_\_\_\_

CASH (Y/N) \_\_\_\_\_ CHECK/MONEY ORDER # \_\_\_\_\_

**Township Received Stamp**

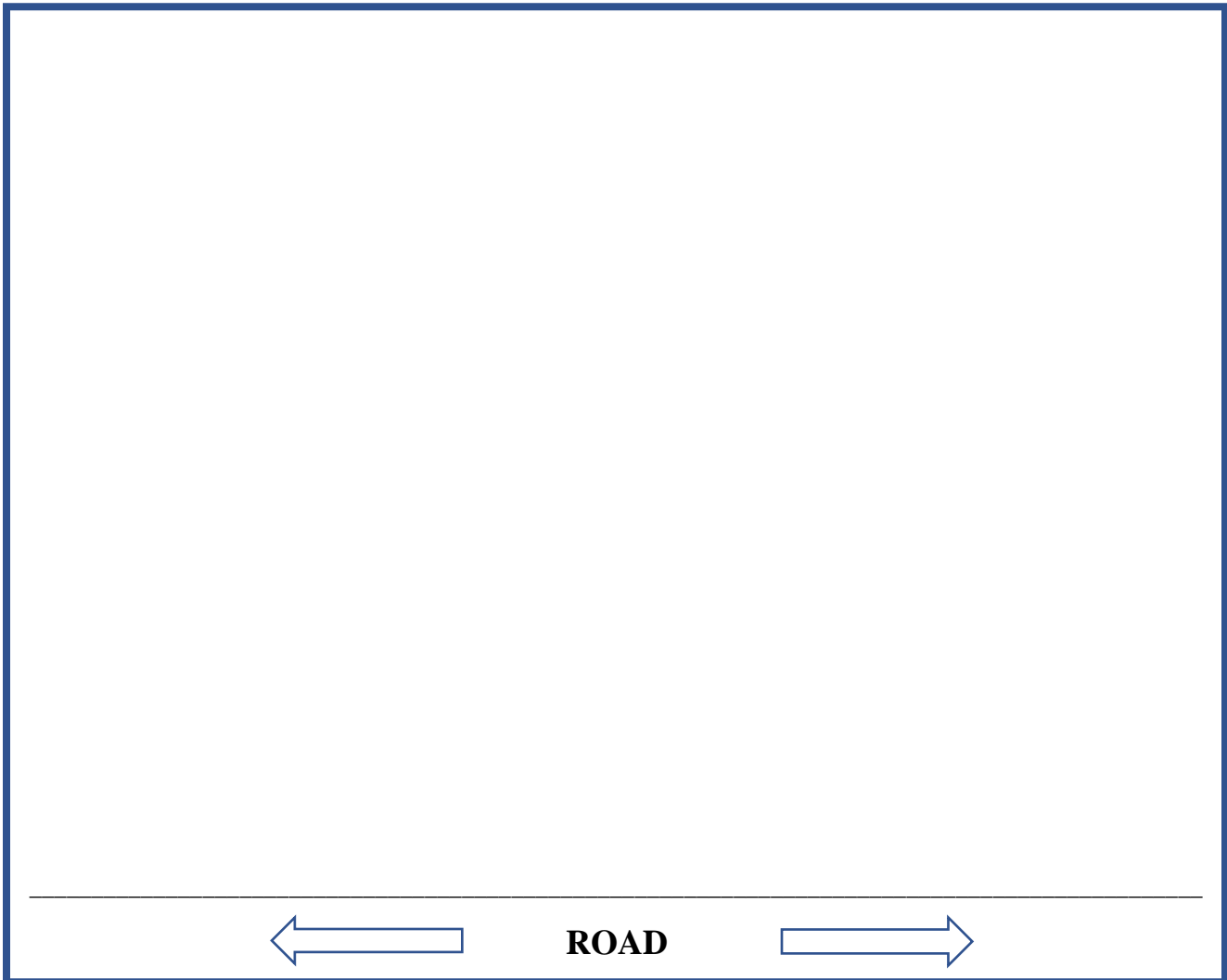


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### DIAGRAM OF PROPERTY INDICATING NUMBER AND LOCATION OF ON-SITE PARKING

(PHOTOGRAPH MAY BE ATTACHED)



- Minimum of one (1) parking space per bedroom shall be provided, and may include garage space.
- Each vehicle parking space shall be a rectangle of minimum width of nine (9) feet and a minimum length of eighteen (18) feet with adequate space to facilitate access and use of spaces.
- All parking spaces shall be located on the owner's property and not in any private, community or public right-of-way.
- All parking spaces shall be improved to a mud-free condition with stone, paving or similar approved material.
- All parking spaces shall be accessed from the driveway serving the property and not from any Township or State Road, if property is accessed directly by said roadways.



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## DIAGRAM OF FLOOR PLAN(S)

(PHOTOGRAPHS MAY BE ATTACHED)

Main Floor (1 <sup>st</sup> floor)	Upper Floor (2 <sup>nd</sup> Floor)
Basement (if applicable)	OTHER

- Minimum bedroom size 70 sq. ft.
- Must have at least one (1) other habitable room of minimum 120 sq. ft.



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### **Insurance Declaration Page**

*Minimum \$500,000.00 Rental Liability Required*

(PHOTOGRAPHS MAY BE ATTACHED)

### **Monroe County Hotel Room Rental Excise Tax Certificate**

<https://www.monroecountypa.gov/departments/treasurer/resources/hotel-tax-a078bd448efc4d86f0ab47a5dac92564>

(PHOTOGRAPHS MAY BE ATTACHED)



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### Short-term Rental Process:

- Complete and submit a Short-Term Rental application for a new/renewal STR permit.  
<https://coolbaughtwp.org/departments/short-term-rental/>
- Submit the required fees for the permit requested (\$200 new permit, \$150 renewal permit).  
<https://coolbaughtwp.org/resources/online-payments/>
- Submit a copy of a valid Monroe County Hotel Tax Certificate available here  
(<https://www.monroecountypa.gov/departments/treasurer/resources/hotel-tax-a078bd448efc4d86f0ab47a5dac92564>)
- Submit the "Declaration Page" of a paid-up, current insurance policy in effect with respect to the short-term rental property evidencing at least \$500,000 in liability insurance covering short-term rentals for the full duration of the license term.
- Once all the above information is received and verified you will be contacted within **30 days** to schedule an onsite inspection. (Coolbaugh Township has 30 days to process applications)

### Short-term Rental Pre-Inspection Checklist:

#### Exterior.

- Required 911 Address sign is installed correctly.
- All decks and stair rails and guards are attached and in working order.
- All exits are always free and clear of any obstructions.
- Any/all exterior lights are in working order and not facing adjoining properties.
- Landscaping maintained.
- Decks, stairs, landings, etc. free from defects.
- The chimney is in working condition (if applicable).
- No junk or garbage on the property.

#### Interior.

- All doors and windows are fully operational and free of obstructions.
- Smoke Alarms/Detectors. There is 1 smoke alarm inside each sleeping room.**
- There is 1 smoke detector in a common area on each level of the residence.**
- There is 1 carbon monoxide detector in a common on each level of the residence.**
- Fire Extinguisher located in the kitchen, correctly maintained and fully operational (2.5 LB ABC preferred)
- Stairs are free from tripping hazards, stair rail in place and operational.
- Hallways are free from obstructions.
- All occupied rooms have working electrical outlets and lighting fixtures. **(No extension cords).**
- All appliances (refrigerator, stove, etc.) and fixtures (sinks, showers, tubs, faucets etc.) are free from defects and maintained.
- GFCI outlets installed close to a water source. **(Kitchen and bathrooms)**
- Walls and ceilings are free from damage.
- Fireplace clean and operational (if applicable).
- The dryer is vented to the exterior.

#### Administrative.

- Alarm permit on file. (If system is monitored by a third-party example. ADT, Slomin's)



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- No alarm permit required for self-monitored system (example ARLO, RING etc.)
- Septic maintenance permit is current (for properties with on-lot septic systems).
- All necessary documents are posted inside the property prior to inspection.
- Owner of record as per Monroe County Assessment Office **must** be the applicant.  
<https://www.monroecountypa.gov/departments/assessment>
- If the owner of record is not the applicant (example LLC) legal documentation **must** be provided with application to show relationship between applicant and listed owner or application will not be processed.
- There is a \$40 charge for all reinspections.

### **Information to be Posted inside the Property:**

Each short-term rental shall have a clearly visible and legible notice posted within the unit on or adjacent to the front door containing the following information. The occupants of a short-term rental shall make the notice required by this subsection available for inspection by the enforcement officer upon request.

- The name of the managing agency, agent, property manager, contact person, or owner of the unit, and the telephone number at which that party may be reached on a twenty-four-hour basis. **(This information will be on the STR Permit)**
- The maximum number of occupants permitted to stay in the short-term rental dwelling unit and the maximum number of day guests permitted at any one time. **(This information will be on the STR Permit)**
- The maximum number of all vehicles allowed to be parked on the property and the requirement that all renter/guest parking must be on the property and not in any private, community or public right-of-way. **(The minimum requirement is 1 parking space per bedroom which will be on the STR Permit. There is no maximum number, however vehicles may only be parked in the driveway and not on the grass or on any roadway).**
- The number and location of on-site parking spaces and the parking rules for seasonal snow removal and emergency vehicle access (if any). **(Homeowner Association Specific).**
- The trash pickup day and notification that trash and refuse shall not be left or stored on the exterior of the property except from 6:00 p.m. of the day prior to trash pickup to 6:00 p.m. on the day designated for trash pickup unless a bear-proof container exists for use by the occupants.
- Notification that an occupant may be cited and fined for creating a disturbance or for violating other provisions of this chapter.
- Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this chapter subject to a citation and fines