

# TOWN OF MORRISON SHORT-TERM RENTAL PERMIT APPLICATION

**Please complete and submit the following information to the Town Clerk:**

1. \_\_\_\_\_ New/Initial application for a Short-Term Rental (STRP) Application/review fee:  
\$500 per unit
2. \_\_\_\_\_ Renewal of an existing STRP (Renewal fee \$500 per unit) Provide updated  
Information as necessary
3. \_\_\_\_\_ State of Wisconsin Sale and Use Tax Permit  
Sales and Use Tax Number: \_\_\_\_\_  
State of Wisconsin Sales and Use Tax Permit, see attached link:  
<https://www.revenue.wi.gov/Pages/SalesAndUse/Home.aspx>
4. \_\_\_\_\_ Proof of registration with the Brown County Health Department. Please contact the  
Brown County Health Department, (920) 448-6400. (new/initial applications only)
5. \_\_\_\_\_ A lease agreement example provided that indicates language regarding compliance with  
parking, noise and other applicable Town of Morrison ordinances being met during occupancy of  
the structure.
6. \_\_\_\_\_ Proof of insurance.
7. \_\_\_\_\_ Copy of Fire Inspection completed by the local Fire Department
8. \_\_\_\_\_ Copy of Building Inspection completed by the local Building Inspector

Address of Short-Term Rental Property: \_\_\_\_\_

Tax Parcel Number of Property: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of Parking Spaces provided on site: \_\_\_\_\_

Local Representative Name: (A property owner or his or her designee who resides within 40  
miles of the property and manages the short-term rental.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

24 hour contact phone number: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned applicant:

- Acknowledge receiving a copy of or are aware of the Short-Term Rental Ordinance, Public Nuisance Ordinance, Disorderly Conduct Ordinance, and Ban on Overnight Parking Ordinance and will abide by them.
- Agree to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- Authorize the Town of Morrison to verify information contained in the application;
- Acknowledge that the residence may not have been designed, constructed or inspected as a commercial lodging establishment;
- Agree that the local representative shall be reasonably available to handle any problems arising from use of the short-term rental unit; and
- Will provide written notification if the local representative changes temporarily or permanently to the Town of Morrison

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Submit this application to Clerk Colleen Magley, Town of Morrison, 3792 Park Rd, Greenleaf, WI 54126 or email to [morrisontownhall@gmail.com](mailto:morrisontownhall@gmail.com). A separate application must be submitted for each short-term rental property.