

**SHORT-TERM RENTAL APPLICATION**  
**JEFFERSON TOWNSHIP, LACKAWANNA COUNTY**  
**PENNSYLVANIA**

Jefferson Township Municipal Building  
487 Cortez Road  
Jefferson Township, Pennsylvania 18436  
Phone: (570) 689-7028  
Fax: (570) 689-7853  
e-mail: [secretary@jeffersontownship.com](mailto:secretary@jeffersontownship.com)

**Permit Fee: \$175.00 (All checks made Payable to: "Jefferson Township")**

**SECTION 1. PROPERTY LOCATION AND OWNERSHIP INFORMATION:**

Property Address and Location: \_\_\_\_\_  
\_\_\_\_\_  
Deed Owner and Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email contact: \_\_\_\_\_  
Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_ Property Identification No. \_\_\_\_\_  
Zoning District: \_\_\_\_\_

**SECTION 2. APPLICANT INFORMATION, IF DIFFERENT THAN OWNER:**

Applicant's Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Interest in Property: check all that apply  
 Record Owner  
 Manager  
 Option Holder  
 Buyer Under Agreement of Sale  
 Other \_\_\_\_\_

**SECTION 3. 24-HOUR EMERGENCY CONTACT INFORMATION:**

Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

The owner of the short-term rental is the person responsible for compliance with the provisions of this Ordinance.

**SECTION 4. INSURANCE INFORMATION (must check box below to indicate general liability insurance in the minimum required limit is attached to this application):**

- Proof of general liability insurance is attached. The owner is required to provide proof of general liability insurance in the amount of three hundred thousand dollars (\$300,000.00) combined single limit.

**SECTION 5. INSPECTION INFORMATION (must check box below to indicate an inspection report is attached to this application):**

- A dated inspection report is attached. Evidence that the short-term rental has been inspected in the year in which the permit is being issued for compliance with the 2018 International Property Maintenance Code, and the applicable Jefferson Township Building Codes by the Certified Building Inspector appointed by the Township.

**SECTION 6. RELEASE AND INDEMNIFICATION (must check boxes and initial below to indicate agreement to the Release and Indemnification):**

- RELEASE.** The undersigned (including the Owner, Applicant and Manager), and their personal representatives, heirs, successors and assigns, do hereby release, remise, acquit, quitclaim and forever discharge the Jefferson Township, and its elected and appointed officials, employees, contractors, consultants, successors and assigns (collectively "Jefferson Township"), of and from all claims and losses, known or unknown, which they may have against Jefferson Township with respect to any and all loss or damages or actions or causes of action for personal injury, property damage, or wrongful death (including court costs and attorney fees) occurring as a result of the short-term rental.

Initials: \_\_\_\_\_

- INDEMNIFICATION.** The undersigned (including the Owner, Applicant and Manager), and their personal representatives, heirs, successors and assigns agree that in the event any claim for personal injury, property damage, or wrongful death shall be claimed against Jefferson Township or its elected and appointed officials, employees, contractors, consultants, successors and assigns (collectively "Jefferson Township"), the undersigned will indemnify and hold harmless Jefferson Township from any and all claims or causes of action by the undersigned or by any other person or entity, by whomever or wherever made or presented, and under no circumstances will the undersigned present any claim against Jefferson Township for personal injuries, property damage, wrongful death, or otherwise, caused by any act of negligence by Jefferson Township as a result of the issuance of this permit or the short-term rental unit.

Initials: \_\_\_\_\_

**SECTION 7. OTHER SHORT-TERM RENTAL REQUIREMENTS:**

A. Number of bedrooms: \_\_\_\_\_

**NOTE: Sleeping Space: 70 square feet is required for a room occupied by one person and 50 square feet per person is required for a room occupied by more than one person. See Chapter 4, Occupancy Limits, of the 2018 IPMC.**

B. Number of off-street parking spaces: \_\_\_\_\_

**NOTE: A minimum of two off-street parking spaces are required for each bedroom in the short-term rental. However, the maximum number of vehicles allowed at the short-term rental shall be limited to the available number of off-street parking spaces provided on the same property as the short-term rental.**

C. Use of Short-Term Rental: \_\_\_\_\_

**NOTE: Short-term rentals shall be used only for overnight lodging accommodations. They may not be used for weddings, conferences, or similar events.**

D. If the Short-Term Rental is located in a planned community or a community that has a property owners or homeowner association, complete the following:

Name and Address of the Property Owners or Homeowner Association:

\_\_\_\_\_

Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E. Type of Short-Term Rental

Does the owner reside in the dwelling unit \_\_\_\_\_ YES \_\_\_\_\_ NO

If the owner does reside in the short-term rental,

is it less than 183 days per year? \_\_\_\_\_ YES \_\_\_\_\_ NO

**SECTION 8. DECLARATIONS OF OWNER (must check boxes below to indicate agreement):**

- All advertising for the short-term rental will include the Township issued permit number.
- The primary overnight and daytime occupant of the short-term rental will be an adult, who will provide a telephone number to the Owner and be accessible to the Owner by telephone at all times.

- Prior to occupancy, the Owner shall obtain the name, address and driver's license number or a copy of the passport of the primary adult occupant of the short-term rental. The Owner shall require that same adult to sign a formal acknowledgment that he or she is legally responsible for compliance by all occupants and guests of the short-term rental with the provisions of this Ordinance. This information shall be readily available upon request of the Code Official.
- The short-term rental is not prohibited by any applicable property owners or homeowner association or any declaration of conditions, covenants and restrictions.
- All vehicles at the short-term rental shall have an off-street parking space on the same property as the short-term rental.
- The minimum required general liability insurance will be maintained during the period in which the permit is in effective.
- The short-term rental is in compliance with the 2018 IPMC and all Township Ordinances.

By signing below, the applicant and owner verify that the information contained in this application and the documents attached are true and correct to the best of his/her/their knowledge, information and belief. The applicant and owner understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities. If the application is not signed by the owner, the applicant certifies that the applicant is authorized by the owner to make this application and the applicant agreed to inform the owner of the approval (with conditions if any) or denial of the application. Any error, misstatement or misrepresentation of material fact in this application, whether intentional or not, that, if known by the Code Official at the time of issuance of the permit would result in denial of the application, shall constitute a reason revocation of the permit.

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

\_\_\_\_\_  
DATE

THE OWNER MUST SIGN THIS APPLICATION OR IT WILL BE DEEMED INCOMPLETE AND BE RETURNED TO APPLICANT.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

\*\*\*\*\*

OFFICIAL USE ONLY

\*\*\*\*\*

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Permit No. \_\_\_\_\_

APPROVED       DENIED      Date: \_\_\_\_\_

IF APPROVED, THE APPROVAL IS SUBJECT TO THE FOLLOWING CONDITIONS:

IF DENIED, THE REASONS FOR DENIAL ARE AS FOLLOWS (ATTACH A COPY OF THE DENIAL LETTER TO THIS APPLICATION):

\_\_\_\_\_

\_\_\_\_\_  
Code Official

*Jefferson Township*  
*-Lackawanna County-*  
487 Cortez Road  
Jefferson Township, PA 18436

Phone: 570-689-7028  
Fax: 570-689-7863

For Short Term Rental / Zoning Application also required

Checklist / instruction for zoning application:

Use the Zoning Application to apply for a "land use":

\_\_\_\_\_ mark box for ZONING, enter ZONING DISTRICT, Fill out date, property location,  
Tax Map number (find on your tax bill),  
next to "change of use" write SHORT TERM RENTAL  
enter property size, enter sewage disposal information,  
enter property owner, address and contact # and email address.  
Sign the application

\_\_\_\_\_ Fill out the Short-Term Rental Application sections 1 through 8. Sign and date as appropriate.

Payment:

\_\_\_\_\_ Short-Term Rental Application Fee – make check payable to Jefferson Township