

**Town of Riverview  
County of Oconto  
State of Wisconsin**

**Short Term Rental Licensing Ordinance #29 – 2019  
Revision 2**

**Section I: Purpose**

The purpose of this ordinance is to ensure that the quality and nature of the short-term rentals operating within the Town of Riverview are adequate for protecting public health, safety, and general welfare and to protect the character and stability of neighborhoods within the town.

**Section II: Authority**

The Town Board of Riverview has been authorized to exercise village powers pursuant to ss.60.10(2)(c) and ss. 60.22(3), Wis. Stat. and in accordance with this village power and ss.66.1014, the Town Board adopts this ordinance.

**Section III: Definitions**

“Property Owner” means the person who owns the residential dwelling that is being rented.

“Property Manager” means a person who is not the property owner and who provides property management services for one or more short-term rentals and who is authorized to function as the agent of the property owner for the receipt of service of notices of municipal ordinance violations and for service of process pursuant to this ordinance.

“Residential dwelling” means any building, structure or part of the building or structure that is used or intended to be used as a home, residence, or sleeping place by one or more persons maintaining a common household, to the exclusion of all others.

“Short-term rental” means a residential dwelling that is offered for rent for a fee and for fewer than twenty-nine (29) consecutive days.

**Section IV: Short-Term License**

- A) No person may maintain, manage, or operate a short-term rental more than ten (10) nights each year without a town short-term rental license issued pursuant to this ordinance.
- B) Licenses shall be issued using the following procedures:
  - 1) All applications for a short-term rental license shall be filed with the Town Clerk or Designee on forms provided. Application must be filed by the Property Owner. No license shall be issued unless the complete application form is accompanied by the payment of the required application fee.
  - 2) The Town Clerk or Designee shall issue a short-term rental license to all applicants following payment of the required fee, receipt of all information and documentation requested by the application, and Town Board approval of the application.
  - 3) A short-term rental license shall be effective for up to one year from the date of issuance until the end of year renewal date and may be renewed for additional one-year periods. A renewal application and renewal fee must be filed with the Town at least 45 days prior to license expiration so that the Town Board has adequate time to consider the application. The renewal

- application shall include any updated information since the filing of the original application. An existing license becomes void and new application is required any time the ownership of the residential dwelling licensed for short-term rentals changes.
- 4) The Town Board may suspend, revoke, or non-renew a short-term rental license following a due process hearing if the Board determines that the licensee: a) failed to comply with any of the requirements of this ordinance, b) has been convicted or whose Property Manager or renters have been convicted of engaging in illegal activity while on the short-term rental premises on two(2) or more separate occasions within the past twelve(12) months; or c) has outstanding fees, taxes, or forfeitures owed to the town.

#### **Section V: Operation of a Short-Term Rental**

Each short-term rental shall comply with all the following requirements:

1. If a residential dwelling is rented for periods of fewer than twenty-nine (29) consecutive days, the total number of days with any consecutive 365-day period that the dwelling may be rented shall not exceed one hundred eighty (180) days.
2. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for guests or other invitees.
3. Any outdoor event held at the short-term rental shall last no longer than one day occurring between the hours of 8:00am and 10:00pm. At minimum, a seven consecutive day interval must occur between outdoor events held at the short-term rental. Any activities occurring at the short-term rental shall comply with the other applicable noise regulations and nuisance ordinance.
4. The Property Owner and /or Property Manager must provide the Town Clerk or Designee with current contact information and must be available 24 hours a day, 7 days a week by telephone. The Town Clerk or Designee must be notified within 72 hours of any change in contact information.
5. Each short-term rental property owner/manager shall maintain a register and require all guests to register with their actual names and addresses. The register shall be kept on file in the Town of Riverview office for at least one year. The register shall also include the time period for the rental and monetary amount or consideration paid for the rental.
6. Each short-term rental shall hold a valid State of Wisconsin Tourist Rooming House License and shall provide proof of such license by attaching a copy to the initial license application and all subsequent renewal applications.
7. All rentals shall be subject to the Town of Riverview Accommodations Tax Ordinance.
8. No more than three (3) people per bedroom may occupy any short-term rental property.
9. Short-term rentals are also subject to annual fire inspections.
10. Special Dump Cards must be presented to the attendants at the Recycle Center. New cards will be issued with renewal permits.

#### **Section VI: Penalties**

Any person, partnership, corporation, or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$100 or more than \$500.00, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues, constitutes a separate offense under

this ordinance. Penalties set forth in this section shall be in addition to all other remedies of injunction, abatement, or costs, whether existing under this ordinance or otherwise.

**Section VII: Fees**

Initial short term rental license application fee: \$25.00

Renewal short-term rental license application fee: \$15

**Section VIII: Severability**

Should any portion of this ordinance be declared invalid or unconstitutional by a court of competent jurisdiction such a decision shall not affect the validity of any other provision of this ordinance.

**Section IX: Effective Date and Publication**

This ordinance shall become effective upon adoption and publication as required under ss.60.80. Wis Stat.

Originally Dated the 8<sup>th</sup> Day of January 2019

Revised date this 12<sup>th</sup> day of November 2021

Motion made by James Zittlow, Second by Dick Booth. Motion Carried.

Riverview Town Board



Chairperson: Ann Hogan



Supervisor: Jim Zittlow



Supervisor: Dick Booth

Attest:



Clerk – Beth Hartman

Published:



# Town of Riverview

PO Box 220  
Mountain, WI 54149  
715-276-6914

## Short-term Rental Permit Application Permits Expire on December 31<sup>st</sup>

Date: \_\_\_\_\_

Business: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Property Owner / phone: \_\_\_\_\_

Property Manager / Phone: \_\_\_\_\_

Address of the Rental Property: \_\_\_\_\_

Is this business open year-round?    Y    N

Do you rely on a Market Place Provider?    Y    N  
Personal Bookings?    Y    N

Please attach your current rate schedule.

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Signature of Owner

WI sales tax permit # \_\_\_\_\_

Health Dept Permit # \_\_\_\_\_

Liability Insurance Policy Name & # \_\_\_\_\_

For Office Use:

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_