



PALMYRA TOWNSHIP | WAYNE COUNTY

Dear Palmyra Township Resident,

In accordance with Palmyra Township Short Term Rental Ordinance all short-term rentals must be registered with Palmyra Township by July 1, 2024.

This packet represents the short-term rental registration process. Included in this packet are all forms to register your rental unit. Please complete and return to Palmyra Township.

You can return the forms via regular mail or drop them off at the TWP Office located at:

Palmyra Township
219 Oak Street
Hawley, PA 18428

There are fees associated with each part of the application process, please pay special attention to the fee scheduled located on the Short Term Rental application to ensure your application is processed quickly.

SHORT-TERM RENTAL AND LAND USE PERMIT APPLICATION

Fill out this application at your keyboard. It is an interactive PDF. DO NOT PRINT IT AND THEN FILL IT OUT BY HAND. It will NOT be accepted in that form.

Property Owner Information:

Application # (TWP USE ONLY) :

Name:

Mailing Address

Street:

City:

State & ZIP:

Phone:

Email:

Property Information:

Tax Parcel (Tax map #) 18-0-

Property Size (Acreage / Sq. Footage):

Property Address:

Existing Use (e.g. - Res. Home, Comm. Building etc.):

Sewage Disposal: On-Lot: Municipal / Community Sewer System:

Water Supply: Private / Individual Well Municipal / Community System

Road Access: Private Road Municipal (TWP) Road State Road

Wetland: Flood Zone:

Information for License / Permit

*24 Hour Telephone number of owner's managing agency:

*24 Hour Telephone number if NO managing agency:

Marketing entity(s) Name & identification number:

Total habitable floor space:

Total number of bedrooms:

Total Number of Bathrooms:

Is there a Laundry Room ? YES NO

Number of dwelling units (example: single family dwelling = 1):

Total Number of Parking Spaces:

Maximum number of vehicles (NOT to exceed the number of on-site parking):

Number of Occupants (2 persons per/BR plus 3 persons NOT to exceed 15):

Pool, Hot Tub, Spa or Sauna: POOL HOT TUB SPA SAUNA

Fire Pit or Burning Area: YES NO

Septic system age (approximate), Capacity, Last service date:

*Must respond within 1 hour and be 30 miles or less from rental property.

Date Issued: _____ Township Official: _____

RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO:

Palmyra Township
219 Oak Street
Hawley, PA 18428

570-226-6566 / 6558
palwayne@ptd.net
pwzoning@ptd.net

Applicant/Owner Certification

I (We) hereby represent that the information provided herein and documents submitted herewith are true and collect and request that a Land Use and Short Term Rental Permit be issued in reliance thereon. Further, I (We) have read all regulations pertaining to the operation of a short-term rental and agree to comply with them and the Palmyra Township SALDO Ordinance, as amended. Signing of this application authorizes the Township Enforcement Officer to perform all inspections required to ensure compliance with the Palmyra Township SALDO and Short-Term Rental Ordinances.

Owner(s) Signature: _____ Date: _____

Co-Owner: _____ Date: _____

Note: If the applicant is not the owner, written permission from the Owner(s) is required.

Palmyra Township Official Use Only

Date Received: _____

Application Complete:

Application Incomplete; Reason:

Sewer Enforcement Officer Approval Date: _____

Property Verification of: 911 Address Sign: _____ Short Term Identification: _____

Permit Issued: _____

Permit Denied; Reason:

APPLICATION / LICENSE FEE - ONE TIME FEE

\$650.00 - PAID / CASH / CHECK # _____

SEWAGE ENFORCEMENT VERIFICATION FEE IF NECESSARY FOR ON-SITE SEPTIC SYSTEM

\$150.00 - PAID / CASH / CHECK # _____

YEARLY LICENSE RENEWAL FEE - \$250.00 - PAID / CASH / CHECK # _____

START DATE : _____ END DATE : _____

PALMYRA TOWNSHIP SHORT TERM RENTAL APPLICATION CHECKLIST

Address: _____

Homeowner Name: _____

Phone Number: _____

Date of Inspection: _____ Pass or Fail: _____

2nd Inspection Date (if needed): _____ Pass or Fail: _____

3rd Inspection Date (if 1st & 2nd failed): _____ Pass or Fail: _____

Occupancy Total (# of beds/max# of guests)/ (#parking spaces): _____

Managing Agent: _____

_____ Copies of current Wayne County hotel tax certificate & current PA sales/use tax permit.

_____ Copy of current recorded deed for the property establishing ownership.

_____ Photograph taken of property from road.

_____ Floor Plans - showing total habitable floor space, total number of bedrooms, maximum number of overnight occupants permitted in each bedroom.

_____ Site Diagram (Survey Map) - generally accurate, showing all structures & buildings, road, driveway, any water bodies/wetlands, indicating the number and location of designated on-site parking spaces, and location of septic system.

_____ For On-Lot Sewage Disposal System: Evaluation from a pumper/hauler certifying the sewer disposal system is properly functioning, Proof of pumping within the last 3 years prior to this application.

_____ For Community Sewage Disposal System: Copy / Verification for: Community Sewage Disposal System hookup permit and number of bedroom allowance.

_____ Written notice to Homeowners Association indicating the property will be a Short-Term Rental

_____ Proof of current homeowners insurance of at least \$500,000.00 in General Liability

_____ 911 Emergency Address sign and Short Term ID visible from road

_____ Outdoor lighting directed away from adjoining property

_____ Number of Bathrooms

_____ Number of Bedrooms

- _____ Smoke detectors in each bedroom
- _____ Smoke detectors on each floor (If no bedrooms on floor)
- _____ Smoke detectors outside each bedroom
- _____ Carbon Monoxide Detector
- _____ GFI outlets for outlets located within 6 feet of water sources (Sinks, Tubs, Showers, etc.)
- _____ Aluminum or metal exhaust from dryer
- _____ Fire extinguisher in kitchen
- _____ Fire extinguisher on each floor
- _____ Stairs - outdoor - in good condition, up to code
- _____ Stairs - indoor - in good condition, up to code
- _____ Swimming pool, hot tub and spas must meet the Palmyra Township requirements and Appendix G of the 2009 International Residential Code.
- _____ Minimum 1 parking space per bedroom, improved to mud free condition
- _____ Fire and burning in compliance with Palmyra Township Burn Ordinance
- _____ Post in residence
 - 911 Address
 - Name and Number of Managing Agency or local contact and owner
- _____ Maximum Number of Occupants and guest allowed
- _____ Number and location of parking and rules regarding snow removal, emergency vehicle access and right-of-way
- _____ Trash pick-up day and/or where refuse should be stored
- _____ Notification of possible citations and or fines for violating STR ordinance, parking and occupancy requirements

NOTES: