



# SUPERVISORS OF WESTFALL TOWNSHIP

102 LaBarr Lane P.O. Box 247  
Matamoras, PA 18336  
(570) 491-4065 Fax (570) 491-6353

**ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED**

1. PROPERTY ADDRESS: \_\_\_\_\_
  2. Property Identification Number (Tax Map) \_\_\_\_-\_\_\_\_-\_\_\_\_
  3. Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
24-Hour Phone Number: \_\_\_\_\_  
Can this phone number receive text messages? \_\_\_\_\_
  4. Managing Agent's name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
24-hour Phone Number: \_\_\_\_\_  
Can this phone number receive text messages? \_\_\_\_\_  
Email: \_\_\_\_\_
  5. Type of building used for Short-Term Rental:  Single-Family       Townhome/Condo  
 Multi-Family       Individual Rooms       Other: \_\_\_\_\_
  6. Total Number of bedrooms: \_\_\_\_\_ Total Number of bathrooms \_\_\_\_\_
  7. Sewage System:  Private Septic       Public/Community Sewer  
If septic, date of last inspection/pump: \_\_\_\_\_  
**\*Must provide a township copy of the professional evaluation of the septic system.**  
Approximate age of system: \_\_\_\_\_ Capacity of System \_\_\_\_\_
  8. Is the property in a gated community? \_\_\_\_\_ If yes, provide access code: \_\_\_\_\_
  9. Is the property within a developed community under the jurisdiction of an HOA/POA? \_\_\_\_\_  
If so, the name of HOA/POA: \_\_\_\_\_
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Application must be submitted with the following:

- Copy of current recorded deed
- Copy of current Pike County Hotel Room Excise Tax Certificate.
- Copy of Pennsylvania Sales & Use Tax License.
- Other proof that the property has been used as a Short term rental.
- Proof of General Liability Insurance equal to or greater than \$1,000,000.00 in coverage.
- The Legible Notice
- Parking Plan
- Trash Hauler contract
- Application fee of \$200.00 Annual Renewal Fee \$200. Re-Inspection fee of \$75
- On-lot or central sewage system. The on-lot system must provide a copy of the sewage permit for the dwelling.

I hereby certify that I am the owner of the above-referenced property.

I have read, understand, and agree to the provisions set forth in Ordinance 177 of the Westfall Township Code for Short-Term Rental Use Standards. I have also read and understand section 177-10, regarding violations and penalties and that any violation of the provisions of Ordinance 177 may result in fines and/or the revocation of the Short-Term Rental Use Permit. I agree to conform to all applicable laws of this jurisdiction. I understand that the issuance of a Short-Term Rental Use Permit is not guaranteed by this application.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that I am the Managing Agent of the above-referenced property and have been given the authority to accept service for the Property Owner.

I have read, understand, and agree to the provisions set forth in Ordinance 177 of the Westfall Township Code for Short-term Rental Use Standards. I agree to conform to all applicable laws of this jurisdiction. I understand that the issuance of a Short-term Rental Use Permit is not guaranteed by this application.

Signature of Managing agent \_\_\_\_\_ Date \_\_\_\_\_