



Application for:  
**SHORT TERM HOME RENTAL LICENSE**  
 (As per Municipal Code § 141)

505 Third Street • Hudson, WI 54016 • (715) 716-5748

www.hudsonwi.gov

Property Owner Name		Date
Site Address		
Mailing Address		
Phone	Email	
Property Manager Name (if different than applicant)		
Property Manager Phone	Property Manager Email	
Property Manager Address		

No property may be used as a Short Term Home Rental for more than 10 nights each year unless granted a license by the City. All new license applications considered after October 15, 2025 shall be owner occupied a minimum of 183 days per calendar year per §141.

The following license standards are to be satisfied:

- Annual application fee (nonrefundable) of **\$350.00** payable to the "City of Hudson"
- Performance standards as described in Municipal Code §141-4
- Compliance with any other applicable State, county, or local regulations that are not otherwise identified in Municipal Code §141.
- Signed wner occupancy affidavit and 300' neighbor notification affidavit.

I hereby acknowledge that this information is complete and accurate; that the proposed use will be in conformance with the ordinances and codes of the City of Hudson; that I understand this is not a license, but **only** an application for a license. If issued a license, it will be valid from October 1 through September 30 of the following year. **Permit holder will be responsible for obtaining a renewal license 90 days prior to expiration. Not doing so may result in loss of license.** There are a maximum of 25 licenses allowed in the City. Up to 15 total in each planning district (districts 1 & 2 are combined).

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Applicant's Signature**

# What are the requirements for short term home rental in the City of Hudson?

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The following is a checklist of requirements from Chapter 141 of the City of Hudson's municipal code. Please read through, fill in the requested **BOLD** information, and abide by all the requirements below to make sure your proposed short term home rental license will be approved.

## Checklist of other items to submit.

- A site plan, drawn to scale, showing parking and driveways, all structures and Outdoor Recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, barbeque grill, recreational fire, smoking area, or pool.
- A floor plan, drawn to scale, of the home identifying which rooms will be used as Transient Guest bedrooms.
- Annual/renewal application fee.
- Proof of insurance.
- Copy of Tourist Rooming House or Bed & Breakfast license from St Croix County as necessary.
- Information on any web-based booking service(s) used.
- Signed owner occupancy and 300' neighborhood notification affidavits.

## Performance Standard Information

- Maximum Occupancy**  
Limited to 2 Transient Guests per legal Guest Bedroom.

Guest Bedroom Definition: A room occupied exclusively for sleeping purposes by a transient guest. A bedroom shall contain at least 80 square feet of floor space for one occupant and shall contain at least 120 square feet of floor space for two occupants. A bedroom shall contain a maximum of two occupants, regardless of size. Bedrooms shall have a minimum of seven feet of ceiling height over 50% of the floor area of the bedroom. There shall be a minimum of two code-compliant means of egress; one shall be a window, as long as the window meets the Wisconsin Uniform Dwelling Code[1] requirements for egress, natural light, and ventilation. A bedroom shall not be located in an RV, camper, tent or similar temporary lodging arrangements.

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

**Maximum Occupancy:** \_\_\_\_\_

- Parking**
  - o Residential Zones: No on-street parking is allowed. All guest parking must be accommodated on concrete or asphalt surface on the property. At a minimum, parking shall be provided at the following rate:
    - 1-2 Guest Bedroom unit, 2 spaces.
    - 3+ Guest Bedroom unit, number of parking spaces equal to the number of Guest Bedrooms.
  - o B-3 and B-4 Zoning Districts: Parking must either be accommodated on the property or a parking mitigation plan must be approved by city staff.

**Number of Parking Stalls Required:** \_\_\_\_\_

**Number of Parking Stalls Provided:** \_\_\_\_\_

Exterior Appearance & Signage

There shall be no change in the exterior appearance of the home or premises except:

- o Additional on-site city code compliant parking to accommodate guests.
- o One sign up to 6 square feet, posted on the building, identifying the Short Term Home Rental.

**Will a sign be posted on the building?**  YES /  NO

- If "YES", a sign permit is required to be applied for through the Community Development Department. Sign permit applications can be found at the following link: <https://www.hudsonwi.gov/629/Planning-Forms>
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Health & Safety

Is the short term home rental equipped with the following?

- o Smoke detector and carbon monoxide detectors in accordance with WI statutes on each floor level and sleeping area.  YES /  NO
- o Fire extinguishers shall be placed in the kitchen area, furnace area, and hallways adjoining bedrooms.  YES /  NO
- o Inside each bedroom door shall exhibit an evacuation plan, with a diagram of escape routes and emergency telephone numbers.  YES /  NO

Guest Disclosure Posting

The following rules and regulations must be disclosed:

- o The name, phone number and address of the Property Owner or Property Manager.
- o The maximum number of Transient Guests allowed at the property.
- o The maximum number of vehicles allowed at the property and where they are to be parked.
- o Property rules related to use of Outdoor Recreation Areas, such as decks, patios, grills, recreational fires, pools and other recreational facilities.
- o City nuisance ordinances will be enforced by the Hudson Police Department, including reduced noise levels between 10 p.m. and 8 a.m.

**Is a copy of the disclosure included in the license application?**  YES /  NO

**Has the disclosure been posted inside the rental within 2 feet of the main entrance as required?**

YES /  NO

Inspections

- o All Short Term Home Rentals shall be inspected annually by the City of Hudson Fire Department.
- o The Property Owner shall request a time to have their property inspected before the application can be considered complete. **Inspections can be scheduled by calling the Hudson Fire Department at 715-386-5861.**
- o Upon prior notice to the Property Owner or Property Manager, as applicable, City Departments including Police, Fire and Building Inspections have permission to inspect the premises to investigate any complaints or possible violations.
- o **Please identify the year built of the home requesting a Short Term Home Rental License.**  
\_\_\_\_\_.

## Other Short Term Home Rental Information

### o Proximity of Assistance

The Property Owner or Property Manager must be within 30 miles of the Short Term Home Rental property at any time the property is being used by Transient Guests.

### o Contact Information

- o The Property Owner and/or Manager must provide contact information including name, address and phone number to all property owners within 100 feet of the property boundary.
- o The City Clerk's Department and neighboring properties must be notified within 10 days of a change in Property Owner's or Property Manager's contact information.

### o Refuse

Waste shall be kept in approved watertight receptacles or containers with closed tops and shall be stored out of view as much as possible (Municipal Code §207-4).

### o Noise

- o No amplified outdoor sound after 10 p.m. or before 8 a.m.
- o Refer to §141-4(H) regarding outdoor recreational areas.

### o Temporary or Short-Term Guests (not staying overnight)

- o Temporary or short-term guests. In addition to transient guests, no more than four total additional guests are permitted at the property at any one time, between the hours of 8:00 a.m. and 10:00 p.m. All guests who are not transient guests of the property must abide by all property rules and all relevant City ordinances.

### o Sales Taxes and Room Tax

- o In addition to state sales tax, the Property Owner is required to pay the city Room Tax.
- o Room tax is required to be paid quarterly.
- o If no rentals are made during a quarter, a report must nonetheless be submitted to the city stating that no rentals were made or room tax collected during that quarter.
- o When a booking service or lodging marketplace is used to coordinate rental of lodging facilities, the company providing the service shall be responsible to collect and pay the city room tax quarterly.

### o License Decision, License Revocation, Complaint Against Licensee, Complaint Review, Hearing Notice, City Action, City Fee's Related to Complaint, Judicial Review.

- o Municipal Code §141-9.

**Short Term Home Rental Application  
City of Hudson Department Approvals**



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

Site Location:  
\_\_\_\_\_

\$350.00 Fee Paid: YES / NO

Council Approval Date: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

License Number: \_\_\_\_\_

Date of Issuance:

Date of Expiration:

**DEPARTMENT APPROVALS**

\_\_\_\_\_  
Community Development / Planning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Department & Inspection Approval  
Fire Inspection Date \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date



**AFFIDAVIT OF NOTIFICATION  
in support of  
SHORT TERM HOME RENTAL  
APPLICATION**

<u>Staff Use:</u> Application No.: _____ Date Issued: _____ Tax Parcel No.: 236-_____ Property Address: _____ Maximum Occupancy: _____
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1. **Address of Short Term Home Rental Property:** \_\_\_\_\_

2. **Attest:** By signing below, I \_\_\_\_\_ (printed name) swear or affirm under oath that I am the owner of the property listed above and that the owners of all adjacent properties have knowledge of the short-term home rental license application. I further acknowledge that all requirements under §141-5(C) of the Code have been met and completed. I understand that my short-term home rental permit may be revoked or suspended if I am found to not be in compliance with the City's code and penalties may be incurred.

I further understand that the statements made above are in support of §141 of the Code. I further understand that pursuant to Wis Stats., Sec. 946.32, any person who, under oath, knowingly makes a false statement when that statement is required by law, is guilty of a Class H felony. With this understanding, I swear or affirm under oath that I have carefully considered the contents of this Affidavit before signing and that the above statements are true and correct.

Owner/Operator Signature: \_\_\_\_\_

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

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary Public

My Commission expires: \_\_\_\_\_