



**SEASONAL RECREATIONAL FACILITY LICENSE APPLICATION
CHECKLIST AND FACT SHEET**

Applicant: _____ License # _____

TAXES - Confirmation by the Richmond Tax Collector that taxes and fees on the business location are current.	
SITE PLAN - Confirmation by the zoning enforcement officer that the applicant has submitted an accurate site plan of the facility, drawn to scale, showing entrances, interior streets, buildings, each unit, room, cabin, site, or individual leased area, identified by number.	
ZONING – FOR NEW LICENSES OR NEW LOCATIONS ONLY – Confirmation by the Richmond Zoning Enforcement Officer that the use is allowed at the proposed location.	
LICENSE FEE - \$200 per year; plus \$9 for each room, area, or unit for new licenses; or \$2 for each room, area, or unit for renewal licenses; or \$9 for each additional room, area, or unit for amended licenses.	
ADVERTISING COSTS	

Who must obtain this license?

You must obtain this license annually if you operate a seasonal recreational facility or seasonal tourist accommodations including, but not limited to, hotels, motels, motor courts or inns, tourist cabins, camping areas, recreational campgrounds, and facilities for recreational vehicles or trailers. A seasonal facility is one that is operated on a seasonal basis, rather than year-round, and is occupied by guests or lessees by the day, week, month, or season.

The Town Council must conduct a public hearing for each new license and each license renewal. The applicant must pay the cost of advertising the public hearing in the newspaper.

The license remains valid from January 1 to December 31, but entitles the facility to open only for the seasonal period stated in the license application.

Deadline for application: October 1.

Requirements for license holders:

- Each license holder must keep a record of the name and address of every guest or lessee at the facility, and the record must be shown to town officials on request.
- No later than November 1 of each year, each license holder must give the Tax Assessor the name and address of every owner of a recreational vehicle, motor home, travel trailer, or mobile home that was on the premises for more than six consecutive months during the previous twelve months, and the make, model and year of manufacture.



SEASONAL RECREATIONAL FACILITY LICENSE APPLICATION

Applicant	
Name of facility	
Individual on site who is primarily responsible for daily operation of the facility	
Name	Telephone number(s)
Title or position	
Property Owner	
Name	
Mailing address	
Telephone number(s)	
Type of facility	
Number of units, rooms, cabins, sites, or individual leased areas available for occupancy	
Date facility opens for season	
Date facility closes for season	

.....
OFFICE USE ONLY

Date of public hearing	Date of Town Council approval
Date license issued	Date license expires
License issued by	Fee paid