



**Town of Richmond
Town Clerk's Office**

5 Richmond Townhouse Rd., Wyoming, RI 02898 (401) 539-9000 x 9

Seasonal Recreational Facility License Checklist and Fact Sheet

	Confirmation	Date
TAXES: Confirmation by the Richmond Tax Collector that taxes and fees on business location are current, please contact taxcollector2@richmondri.com or call 401-539-2130 (NOTE: 1st Quarter must be paid).		
SITE PLAN: Confirmation from the Zoning Enforcement Officer that the applicant has submitted an accurate site plan of the facility, drawn to scale, showing entrances, interior streets, building, each unit, room, cabin, site, or individual leased area, identified by a number. Please contact bpzclerk@richmondri.com or call 401-539-2285 x 9684		
ZONING: <i>FOR NEW LICENSES OR NEW LOCATIONS ONLY:</i> Confirmation by the Zoning Enforcement Officer that use is allowed at the proposed location. Please bpzclerk@richmondri.com or call 401-539-2285 x 9684		
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 recreation 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 new 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:

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 (6) consecutive months during the previous twelve (12) months, and the make, model and year of manufacture.



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Seasonal Recreational Facility License Application

Applicant: _____

Name of facility: _____

Address of facility: _____

Property Owner: _____

Address: _____

Phone #: _____ **Email:** _____

Individual on site who is primarily responsible for daily operations:

Title/ Position: _____

Phone #: _____ **Email** _____

Type of facility: _____

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 Council Approval: _____

Date License Issued: _____

License Issued By: _____

Date License Expires: _____

Fee Paid: _____