

Preferred Management Associates

*PO Box 687
Moscow, PA 18444
570-795-4772
www.preferredmanagement.org*

Dear Lehigh Township Resident,

In accordance with Lehigh Township Ordinance 2022-2 all short-term rental permits must be renewed with Lehigh Township and Preferred Management no later than February 15, 2024. Any renewal received after will result in a fee of twice the normal amount. The rental registration is a two-part process, part 1 with Lehigh Township, part 2 with Preferred Management.

This packet represents both parts of the short-term rental registration process. Included in this packet are the Lehigh Township forms and the Preferred Management forms. Please complete all sections on both sets of forms and return to Preferred Management.

You can return the forms via email to:

deirdrek@preferredmanagement.org

Mail to:
Preferred Management LLC
Attn: Short Term Rentals
PO Box 687
Moscow, PA 18444

Fax to 570-843-4758

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.

If you are unable to make your inspection, 24 hour notice is required. If 24 hour notice is not give it will result in inspection failure. Once your inspection is completed if you do not pass you will have 30 days from the date of the inspection to remedy the issue.

Sincerely,

Deirdre Kohn

Deirdre Kohn, Short Term Rental Manager
Preferred Management Associates; AAMC
Office: 570-795-4772
Cell: 570-290-0070
www.preferredmanagement.org

SHORT-TERM RENTAL ZONING PERMIT RENEWAL
APPLICATION

Lehigh Township, Wayne County, Pennsylvania

Print or type (See attached Instructions)

Permit No. _____

Property Owner Information

Name _____
Address _____
City _____
State _____ Zip _____
Phone _____ 24 Hour Phone number if no managing agency: _____
Email _____

Property Information

TAX PARCEL (PIN) NO. _____	CONTROL NO. _____
PROPERTY SIZE (AC/SF): _____	ZONING DISTRICT: _____
PROPERTY LOCATION: (Development Name, Street Name, Lot No. - If not within a Major Subdivision, give distance and direction from nearest intersecting roads.): _____ _____	
EXISTING USE (i.e. Short-Term Rental, Residential Home, Undeveloped Residential lot, Commercial building etc.) _____	
WETLAND: ___ YES ___ NO FLOOD ZONE: ___ YES ___ NO	
SEWAGE DISPOSAL: () On-lot () Community System	
WATER SUPPLY: () Individual Well () Community System	
ROAD ACCESS: () Private Road () Municipal Road () State Road	

Information for license

24 Hour Telephone number of owner's managing agency _____
Marketing entity identification number _____

Total habitable floor space _____
Total number of bedrooms _____
Number of dwelling units _____ (example: single family dwelling = 1)
Maximum number of vehicles allowed for overnight occupants _____
Septic system age (approximate) _____ Capacity _____ Last service date _____

Date Issued: _____ **Zoning Officer:** _____

SHORT-TERM RENTAL AND ZONING PERMIT APPLICATION

App. No. _____

RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO:

Lehigh Township
32 Second St.
P.O. Box 651
Gouldsboro, Pa. 18424

Phone: 570-842-6262
Fax: 570-842-7042
Cell: 570-236-0020
Email: lehigh.zoning@gmail.com

Note: License Required: Completed application will be forwarded to Preferred Management Associates, who will govern registration and licensing for all short-term rentals within Lehigh Township.

*Preferred Management Associates, LLC
PO Box 687
Moscow, PA 18444*

*Telephone: 570-842-2705
www.preferredmanagement.org*

Applicant/Owner Certification

I (We) hereby represent that the information provided herein and documents submitted herewith are true and correct and request that a Zoning 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 Lehigh Township Zoning Ordinance, as amended. Signing of this application authorizes the Township Zoning Officer and Short-Term Rental Management representative to perform all inspections required to ensure compliance with the Lehigh Township Zoning 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.

Zoning Officer Use Only	
Date Application Received: _____	Fee: \$ _____ Check/Cash: _____
<input type="checkbox"/> Application Complete <input type="checkbox"/> Application Incomplete; Reason(s) _____	

Sewer Enforcement Officer Approval date: _____	
Property Verification of: 911 Address Sign _____	Short-term identification _____
<input type="checkbox"/> Permit Issued <input type="checkbox"/> Permit Denied; Reason(s): _____	

<input type="checkbox"/> Short Term Rental License fee paid	

SHORT-TERM RENTAL ZONING PERMIT RENEWAL APPLICATION CHECKLIST

Note: only items that have changed from original application are necessary

_____ Copy of Short-Term Rental Zoning Permit Renewal application

_____ For all Sewage Disposal Systems:

Proof of pumping/maintenance within the last 3 years prior to this application

_____ For Wayne County Hotel Room Excise Tax - verification that sales taxes are paid

Short Term Rental Renewal Application fees:

_____ Short Term Rental Zoning Permit (annual) \$150.00 - check payable to Lehigh Township

_____ Short Term Rental License Fee – \$600.00 - check payable to Preferred Management

Short Term Rental Renewal Application

Lehigh Township, Wayne County, PA

Property Owner Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Rental Property Address _____

Rental Property City _____ State _____ Zip _____

24 hour local or Managing Agency Name _____

24 hour local or Managing Agency Phone Number _____

If any information below changed fill in the corrected information

Total habitable floor space _____

Total Number of bedrooms _____

Total Number of Bathroom _____

Is there a Laundry Room? _____

Total Number of parking space _____

Number of Occupants (not to exceed 12) _____

Number of Dwelling Units (example single family dwelling =1) _____

Maximum number of vehicles (not to exceed the number of on-site parking) _____

Pool, Hot Tub or Spa _____

Fire pit or Burning area _____

**LEHIGH TOWNSHIP
SHORT TERM RENTAL CHECKLIST**

Preferred Management Use Only

Address:

Homeowner Name:

Phone Number:

Date of Inspection:

Pass or Fail: _____

2nd Inspection Date (if needed): _____

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

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

Managing Agent:

Zoning Permit Number: _____

STR Fee Paid: Check Number _____ No _____

Number of Bathrooms : _____ Laundry Room: _____

- 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
- Proof of current insurance
- 911 Emergency Address sign and Short term Sticker visible from road
- Smoke detectors in each bedroom
- Carbon Monoxide Detector if solid fuel heating utilized
- Outdoor lighting directed away from adjoining property
- Smoke detectors on each floor (If no bedrooms on floor)
- Smoke detectors outside each bedroom
- GFI outlets for outlets located within 6 feet of water *sources* (Sinks, Tubs, Showers)
- _____ Aluminum or metal exhaust from dryer
- _____ Carbon monoxide detector if garage is attached
- Fire extinguisher in kitchen
- Stairs – outdoor – in good condition
- Stairs – indoor – in good condition
- _____ Swimming pool, hot tub and spas must meet the Lehigh Township requirements.
- Minimum 1 parking space per bedroom, improved to mud free condition
- Fire and burning in compliance with Lehigh Township Nuisance Ordinance
- Post in residence
 - 911 Address
 - Name and Number of Managing Agency or local contact
 - 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

**LEHIGH TOWNSHIP
SHORT TERM RENTAL CHECKLIST**

NOTES: