

SHORT TERM WAIT LIST REGISTRATION

SHORT-TERM WAIT LIST PROPERTIES

On August 18, 2025, the Charlevoix City Council adopted Ordinance No. 860 of 2025 (Chapter 114, Section 114.04) which changed the Registration Process & Procedure for short-term rentals, particularly those properties on the wait list for a rental license. The changes include the following:

1. When a license becomes available, the first person on the waitlist shall be given 30 days to accept a license, pay all necessary fees, and schedule their inspection for a date within 90 days. Failure to act within this time period shall move the person to the bottom of the relevant category of the waitlist. Waitlist holders will be contacted using the information found on the waitlist; failure to properly advise the City of updates and corrections to waitlist information shall be deemed a failing of the waitlisted person.
2. Waitlist forms and methods shall be provided by the City and must be maintained after payment of a one-time, non-refundable waitlist fee, currently \$50.00.
3. Annually on or before November 30, the City shall publish on their website the list of licensed properties and the current waiting list separated by categories. Persons wishing to remain on the waitlist shall, using a form and method

directed by the City, affirm the accuracy of their listing or provide updated information no later than Noon local time on December 31. Failure to affirm and/or correct the waitlist information shall remove someone from the list.

CURRENT SHORT-TERM RENTAL WAITLIST

STR Waitlist Applicants with principal residences within the City

	Name	Date added to Waitlist
1	Warner, Brian	2/20/2023
2	Wiemer, Ingrid	4/17/2023
3	Kish, Timothy	5/10/2023
4	Slater, John	8/7/2023
5	Otis, Andrew	12/21/2023
6	Scholten, Kylee	4/12/2024
7	White, Laura	5/14/2024
8	Sibnic, Alan	5/20/2024
9	Seelye, Cameron & Shanna	11/14/2024

10	Engle, Burton and Gina	5/28/2025
11	Barnes, David & Trowbridge, Laura	8/30/2022

STR Waitlist Applicants without principal residences within the City

12	Shindorf, Tim	8/16/2022
13	ASWE Investments, Inc.	10/11/2022
14	French, Chris & Katie	3/22/2023
15	Upton, Julie	4/7/2023
16	Poynor, Kieth and Stephanie	5/16/2023
17	Grant Street CVX LLC	9/8/2023
18	Jorgenson, Neil	9/8/2023
19	Fris, Carl	12/20/2023
20	Kaczmarek, Elizabeth	1/3/2025
21	JCE Property Management	1/3/2025
22	Perce, Douglas	2/3/2025

23	Vellano, Lettie	2/14/2025
24	CampFoy Trust	3/21/2025
25	Arnold, Michelle	4/12/2025
26	Jorgenson, Neil	10/1/2025
27	Gormas, Thadd and Michelle	11/11/2025

TO RENEW YOUR SHORT TERM RENTAL WAITLIST APPLICATION

Please follow this link [/DocumentCenter/View/3916](#) to a PDF STR Wait List form for your renewal of your Short Term Rental Waitlist Application.

Step 1. Download the STR Waitlist Application Form and complete with your current information, You will need to save a copy to upload in the registration process.

Step 2. Once you have completed the form, please email the form to jonathans@charlevoixmi.gov ,

YOU MUST COMPLETE THIS PROCESS BY NOON (EST) ON DECEMBER 31 OR YOU WILL BE REMOVED FROM THE WAITLIST

FOR A NEW SHORT TERM RENTAL WAITLIST APPLICATION

Please follow this link [/DocumentCenter/View/3916](#) to a PDF STR Wait List form for a Short Term Rental Waitlist Application.

Step 1. Download the STR Waitlist Application Form and complete with your current information, You will need to save a copy to upload in the registration process.

Step 2. Once you have completed the form, follow the link to the city's permitting portal https://www.civicgov4.com/mi_charlevoix/portal/ . Once you have made an account, click on "Apply for a Permit". You will go to a list of all available permit applications. Please click on the STR Waitlist Permit. You will fill out the general information and upload the STR Waitlist Application under the document section. For new applications you will also pay a \$50 fee.