



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE • Grand Rapids, MI 49546

## Hotel Business License Administrative Policy

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### 1. Purpose

This Administrative Policy is designed to support the implementation and administration of the Cascade Charter Township Hotel Licensing Ordinance (Ordinance No. 24-4). It outlines the processes, responsibilities, and requirements for hotel licensing to ensure compliance with the ordinance.

### 2. Hotel Business License Application Process (Section 230-4)

2.1. Initial Application Process – A complete application must be submitted to the Township Manager by October 1st, 2024, for the first year and annually by October 1 thereafter.

- a) Business Licenses are valid from January 1 to December 31st of each calendar year.
- b) Contents: Applications should include the following:
  1. Completed application form
  2. Application fee
  3. Plan of Operation
  4. Extended Stay Application and fee If applicable – See Section 5 Below: Section 230-12
  5. Property Maintenance Report
  6. Fire Report
  7. Safety Report
  8. Proof of compliance with all applicable federal, state, county, and Township regulations
  9. Emergency Contact Form
- c) Inspections: Applicant should schedule the following inspections in advance of submitting the application for a Hotel License. Inspections are coordinated for two hours blocks throughout June & July. All inspectors will be present, and inspections will be completed consecutively. Compliance is required for approval.
  1. Annual Property Maintenance Inspection
  2. Annual Fire Inspection
  3. Annual Safety Inspection

2.2. Renewal Process - Renewal requests must be submitted annually by October 1st for the upcoming calendar year.

- a) Business Licenses are valid from January 1 to December 31st of each calendar year.
- b) Contents: Renewal documents should include:
  1. Renewal Request Application
  2. Renewal fee
  3. Property Maintenance Report
  4. Fire Report
  5. Safety Report
  6. Compliance Confirmation Report
  7. Remediation Plan (If required by Compliance Confirmation Report)

- c) Inspections: Applicant should schedule the following inspections in advance of submitting the application for a Hotel License. Inspections are coordinated for two hours blocks throughout June & July. All inspectors will be present, and inspections will be completed consecutively. Compliance is required for approval.
    - 1. Annual Property Maintenance Inspection
    - 2. Annual Fire Inspection
    - 3. Annual Safety Inspection
  - d) Confirmation of continued compliance with all relevant regulations. If Applicant has failed to follow the regulations of the Hotel License in whole or in part, a Remediation Plan, provided by Applicant, approved by the Township Manager will need to be approved. This does not absolve Applicant of additional penalties laid out in the Licensing Ordinance. Additional monitoring will be required to ensure compliance at Applicant's expense.
- 2.3. Transfer Application – Transfer applications must be submitted to and approved by the Township Manager prior to the new owner/operator taking control of the operation.
- a) Contents: Transfer requests should include:
    - 1. Completed Transfer Application
    - 2. Compliance Inspection Request
- 2.4. Material Changes in Approved License Documents – If any of the information submitted to obtain the Township Hotel License changes, the applicant has the sole responsibility to contact the Township and resubmit for approval of the modified plans. Failure to do so may result in nonrenewal or revocation of the License. (Section 230-5 & 230-8)

### **3. Plan of Operation** (Section 230-5)

- 3.1 Requirements: Applicant must include the Plan of Operation with initial application. Material changes to a Plan of Operation must be submitted to the Township for approval of the modified plans. It is the operator's sole responsibility to ensure that all staff members are aware of the Hotel License requirement and abide by the license requirements.
- 3.2 Contents: The Plan of Operation should detail, at minimum:
- a) Floor Plan indicating:
    - 1. Number of rooms
    - 2. Number of beds in each room
    - 3. Total occupancy of rooms
    - 4. Location of Registry 230-11. A (5)
    - 5. Location of Rules and Regulations 230-11. B
  - b) Compliance Notice: Notice to be posted in each room stating the requirements of the following sections:
    - 1. 230-11.A (4)
    - 2. 230-11. A (9)
    - 3. Contact information for Township Official where complaints can be submitted.
  - c) Housekeeping Plan including:
    - 1. List of cleaning tasks that cleaning staff must complete daily. 230-11. A (10)
    - 2. List of cleaning and maintenance tasks that staff must complete before a new guest can occupy a bed previously occupied by another registered guest. 230-11. A (5)
    - 3. Action plan for removal of any insect or rodent infestation 2301-11. A (2)

e) Security and Safety Plan Requirements (Section 230-11)

1. Interior floor plan indicating:
  - i. Location and vision area of all cameras
  - ii. Location of all door locks
  - iii. Location of all in-room telephone ensuring that compliance with Section 230-11.A (11)(e)
2. Method of access control at exterior doors between the hours of 9:00 PM and 6:00 AM.
3. Crime Prevention Through Environmental Design (CPTED) Plan including:
  - i. Litter Control
  - ii. Loitering Control
  - iii. Clear Pedestrian passageway from vehicle areas
4. Exterior Lighting Plan: Per Township approved site plan and Cascade Township Zoning Ordinance

**4. Extended Stay Hotel License Requirements (Section 230-12)**

- 4.1. Extended Stay Hotel Application is a supplementary requirement in addition to the Hotel Business Application.
- 4.2. Definition and Applicability – Long term occupancy (More than 30 days) of accommodation may be permitted in a licensed Extended Stay Hotel
- 4.3 Initial Application Process - Applications must be submitted to the Township Manager by October 1<sup>st</sup>, 2024, for the first year and annually by October 1<sup>st</sup> thereafter.

a) Content: Applicants should include the following:

1. Complete Application Form
2. Plan of Operation: Supplementary information 3.2.(a)
  - i. Square Footage of Extended stay rooms; 300 sf minimum. 230-12. A
  - ii. Area dedicated for recreational use; 1,000 sf minimum. 230-12. B
  - iii. Location of 24-hour staffed registration lobby. 230-12. C
  - iv. Any modifications in housing keeping procedure for long term occupancy. 230-12. F
3. One additional set of floor plans submitted for the Fire Chief to establish occupancy limits for each unit 230-12. E

- 4.4. Renewal Process - Renewal requests must be submitted annually by October 1<sup>st</sup> for the upcoming calendar year.

a) Contents: Renewal documents shall include:

1. Renewal Request form
2. Renewal fee

- 4.5. Transfer Application – Transfer applications must be submitted to and approved by the Township Manager prior to the new owner/operator taking control of the operation.

a) Content: Transfer Documents should include:

1. Extended Stay Hotel License Application Form: Sections A & C

- 4.6 Extended Stay Quarterly Reports – Applicants must submit quarterly on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>ST</sup>, and October 1<sup>st</sup>.

- a) Content; Quarterly Reports should include:
  - 1. Extended Stay Hotel License Quarterly Report Form
  - 2. Extended Stay Guest Registration List 230-12. G (1)

## **5. Issuance of License**

- 5.1 Once all requirements are satisfied by the Township license shall be issued.
- 5.2 License must be displayed in a conspicuous location.
- 5.3 Licenses are valid for one year from issuance.

## **6. Violation and Penalties** (Section 230-8)

- 6.1 In addition to the remedies available to the Township under Article V of the Township Code (“Code Violations and Enforcement”), violations of this Chapter may result in the following remedial action in order to recover costs sustained by Township residents and taxpayers in providing emergency services and enforcing the law:
  - a) 1st offense: \$5,000 fine
  - b) 2nd offense: \$10,000 fine
  - c) 3rd and subsequent offenses: \$20,000 fine
- 6.2 Subsequent offenses or for good cause following any offense, license may be suspended, revoked, or result in a refusal to renew a license.

Effective Date: August 28, 2024