

Application # _____

Approved date: _____

Denied date: _____

Revoke date: _____

For Office Use Only

The approved application becomes the final permit.

_____ Date complete application rec'd: Fee paid(circle): New application: \$300 Renewal: \$50

Method of payment: _____

Yr of first ever permit: _____

Has the permit ever been revoked? ☐ Yes ☐ No

Name of staff members who reviewed the package for completeness: _____

_____ Date applicant was notified the application had been processed and available for pick up.

Notes:

📎 Attached:

- ☐ #2 Current year annual property tax statement showing I am the owner.
(annually)
- ☐ #3 Note from Tax Collector or printout of online account showing no delinquency as of September 1.
(annually)
- ☐ #4 Construction Office confirmation of no open permits or outstanding fines as of September 1.
(new and every 5th year)
- ☐ #5 Zoning Office Change of Use Permit to confirm there are no open Zoning Violations as of September 1.
(new and every 5th year)
- ☐ #7 Copy of the online home page for the listing showing the page url.
(annually)
- ☐ #8 Photo showing the "Short-Term Rental Guest Notice" has been prominently displayed at the STR.
(annually)
- ☐ #12 Proof of current general liability insurance in the minimum amount of \$500,000.
(annually)
- ☐ #13 Document demonstrating the septic has been serviced within the past five calendar years and in good working order dated within the past 5 years of the application date.
(new and every 5th year)
- ☐ #14 Smoke Detector and Carbon Monoxide Detector Compliance Certificate dated within the application year.
(annually)

Knowlton Township Short-Term Rental Program

Permit Application and Self-Certification

Applications are ONLY accepted between October 1st and December 31st each year.

STR Property and Owner Information (Please Print Clearly)

Knowlton Property Address:		
Block / Lot:		
Owner Name(s):		
Owner Cell Phone(s):		
Owner Email(s):		

About Short-Term Rentals in Knowlton Township

Knowlton Township (the “Township”) permits Short-Term Rentals (STRs) as an accessory use pursuant to Ordinance No. 2026-02, which establishes the Knowlton Township Short-Term Rental Program (the “STR Program”), requires an annual permit and self-certification, and provides for zoning administration, enforcement of violations, and revocation.

A Short-Term Rental (STR) is defined as, the rental of any dwelling unit, or portion thereof, for a term of fewer than thirty (30) consecutive days, in exchange for compensation, and transacted exclusively through a recognized third-party online booking platform. **Direct, private, or off-platform rentals are prohibited.**

Owner Affirmations & Required Supporting Documentation

By initialing each item below and signing this form, I hereby affirm under oath that I understand and will comply with the following requirements and conditions for operation of a Short-Term Rental (STR) in the Township of Knowlton.

I. Ownership, Municipal Code, Operation & Guest Conduct

1. Initials: _____ I have read and understand Knowlton Township's STR Ordinance.
2. Initials: _____ The STR is my property, and I am the legal owner of record as evidenced by my most recent tax statement.
 - 📁 Required documentation - required annually (attached)
 - Current Year Tax Statement
3. Initials: _____ All municipal taxes are paid and current as of August 31.
 - 📁 Required documentation - required annually (attached):
 - Certification of non-delinquent taxes from the Knowlton Township Tax Collector tax@knowlton-nj.com OR by printing the online tax statement at: <https://knowlton-nj.com/services/taxes-online-payment/> Must be dated after August 31 of the application year.
4. Initials: _____ The STR is in full compliance with all applicable construction requirements and building codes and has no open enforcement actions or outstanding fees.
 - 📁 Required documentation - required for all new and fifth-year renewal applications (attached):
 - Certification from the Construction Office by submitting an OPRA Request using the township form <https://knowlton-nj.com/wp-content/uploads/2025/03/Model-OPRA-Request-Form-Prod.pdf> and stating: "As the owner of Lot _____ Block _____ I am requesting copies of any open permits or notice of violations." Must be dated after August 31 of the application year.
5. Initials: _____ The STR is in full compliance with all applicable zoning requirements and has no open enforcement actions or outstanding fees.
 - 📁 Required documentation - required for all new and fifth-year renewal applications (attached):
 - Copy of approved Change of Use Zoning Permit: <https://knowlton-nj.com/wp-content/uploads/2025/01/Zpermit-packet-Knowlton.pdf> Must be dated after August 31 of the application year.
6. Initials: _____ The maximum overnight occupancy for any STR shall not exceed two (2) persons per legal bedroom plus two (2) additional guests. The STR contains _____ legal bedrooms.
7. Initials: _____ All advertising and booking transactions of a STR shall occur exclusively through an online marketplace platform.
 - 📁 Required documentation - required annually (attached):
 - Copy of the home page for the listing - the url must be visible
8. Initials: _____ I support the following rules, and the STR listing will clearly state the rules in the online listing, and these rules will also be posted near the front door of the STR using the official [Knowlton Township Short-Term Rental Guest Notice](#).
 - Emergencies: Call 911 and the owner at _____
 - Only registered guests are permitted, limited to two (2) per bedroom plus two (2) additional guests

- The following are prohibited: RV parking, or RV use or outdoor overnight sleeping, no fireworks or sky lanterns
- Park only in the driveway or host-designated spaces. Do not block roadways, neighbors' driveways, or emergency access
- Outdoor fires are only permitted within a designated fire pit (if provided) and may be used solely for cooking, warmth, or social purposes. The fire must not exceed three (3) feet in diameter or two (2) feet in height and may only be used when no New Jersey Forest Fire Service fire restrictions or burn bans are in effect. Check current restrictions at: <https://www.nj.gov/dep/parksandforests/fire/infotools/conditions-restrictions.html>. It must be operated under constant adult supervision, with a hose, bucket of water, sand, or a fire extinguisher available, and fully extinguished after use. The use of accelerants is prohibited.

📁 Required documentation - required for all new and fifth-year renewal applications (attached):

- Photo of the rules notice as displayed near the door
- Copy of online listing where rules are stated

9. Initials _____ Renting to anyone under 21 years of age is prohibited. The primary occupant named on the rental agreement must be at least 21 years old and must be the individual who will occupy the property during the rental period. The primary occupant may have guests under the age of 21 who will stay at the property with them.
10. Initials _____ The STR is a residential use and will not be converted to a commercial operation.
11. Initials _____ STRs are not permitted on a property used for affordable or income-restricted housing.

II. Safety, Health, and Infrastructure

12. Initials: _____ The property maintains a minimum of \$500,000 general liability insurance.

📁 Required documentation - required annually (attached):

- Copy of the current insurance policy declaration page showing active coverage and minimum limits. Must show active coverage into the next year

13. Initials: _____ The septic system has been serviced within the past five (5) years and is in good working order.

📁 Required documentation - required for all new and fifth-year renewal (attached):

- Proof of septic service within the past five (5) years. Must be dated within 5 years of the application year

14. Initials: _____ Smoke detectors, carbon monoxide detectors, and fire extinguishers are installed in accordance with applicable standards and are in good working order. All fire extinguishers must be ABC-rated, properly mounted, unobstructed, and located on each floor, including within or adjacent to the kitchen area. Each extinguisher must have its pressure gauge in the green zone, the safety pin and tamper seal intact, and a current annual inspection tag.

📁 Required documentation- required annually (attached):

- Fire Safety Certification through the Department of Consumer Affairs: <https://firesolutions.dca.nj.gov/ultra-fire-home/smoke-application-create/>. It is suggested to apply before October 1 under the category of "new occupancy" with a move in date of January 1.

Must be dated after August 31 of the application year.

15. Initials: _____ If an outdoor fire pit is provided, it must be equipped with a non-combustible fire ring or enclosure, located at least 25 feet from any structure, fitted with a spark screen, with a hose, bucket of water, sand, or a fire extinguisher readily available

IV. Permit Application, Renewal, Enforcement, Revocation & Appeal

17. Initials _____ The STR permit application shall be submitted to the Township Clerk's Office between October 1 and December 31.
18. Initials _____ The Zoning Officer is the designated authority responsible for approving, suspending, and revoking Short-Term Rental permits.
19. Initials: _____ Permit fees, violation fines, and enforcement actions shall be administered in accordance with the provisions of the STR Ordinance and the Knowlton Township Short-Term Rental Program, and the Township's adopted fee schedule as reflected herein.
20. Initials: _____ Revocation of a permit shall require deactivation of the online listing within 10 days or shall be subject to the second violation fine \$500.
21. Initials: _____ Failure to apply for renewal of an active STR permit by December 31st shall result in the immediate revocation of the existing permit.
22. Initials: _____ Failure to apply for and obtain a valid STR permit prior to advertising, listing, or operating a rental shall be considered the same as a revocation of a permit.
23. Initials: _____ No STR permit may be transferred, assigned, or used by any person or entity other than the owner to whom it was issued, nor may it be used at any property location or dwelling unit other than the property for which it was approved.
24. Initials: _____ Failure to comply with any single condition of the permit shall constitute a separate violation.
25. Initials: _____ Each violation carries a separate fine of \$500.
26. Initials: _____ Two violations shall result in permit revocation and an additional \$500 fine.
27. Initials: _____ Major online short-term rental booking platforms, including Airbnb and Vrbo, have implemented successful nuisance-prevention policies, party-deterrence measures, and dedicated neighbor-reporting resources. That these tools may serve as a supplemental means of resolving issues in coordination with, and not in place of, municipal enforcement. Should the Township become aware that a verifiable complaint has been submitted to a booking platform it shall be recognized as a violation subject to fines and Township enforcement action.
28. Initials _____ The Zoning Officer shall have the sole discretion to revoke a STR permit based on a single substantiated complaint if, in his or her judgment, the interests of the Township and its residents warrant immediate revocation.
29. Initials: _____ If the STR becomes the subject of a civil or criminal complaint, or a code violation involving a condition that presents a substantial risk of injury to life or property, the Zoning Officer may, at his or her sole discretion, revoke the STR permit.

30. Initials: _____ Each day that fines remain unpaid or the listing remains active online after a permit has been revoked may constitute a separate violation, subject to daily fines of not less than \$500 per day and up to \$1,500 per day
31. Initials: _____ A STR permit revocation may be appealed by submitting a Variance Application to the Land Use Board within ten (10) days of the notice of revocation. During the appeal process, the STR may remain active and shall be considered suspended.
32. Initials: _____ If a Short-Term Rental permit is revoked and no notice of intent to appeal is submitted within ten (10) days, or if the Land Use Board upholds the revocation, the Township Clerk shall notify the hosting platform and request removal of the listing. A new permit cannot be applied for until the following calendar year.
33. Initials: _____ Any person may at any time, submit a complaint to the Knowlton Township Zoning Department with supporting evidence of a potential violation, consistent with the Township's established code enforcement process using the township form: <https://knowlton-nj.com/wp-content/uploads/2023/09/Complaint-Form-Knowlton.pdf>. This process includes the intake of the complaint, investigation by the Zoning Officer, and, if warranted, the issuance of a Notice of Violation, followed by fines and enforcement action as provided under applicable Township ordinances and the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) and N.J.S.A. 40:49-5.

VI. Owner Acknowledgment

I, the undersigned, certify under penalty of law that the above statements are true and correct, and that I will operate the Short-Term Rental in full compliance with the Knowlton Township Short-Term Rental Program, Township ordinances, and all permit conditions. I understand that any false statement constitutes a violation, and that any violation of the requirements above may result in suspension or revocation of the STR permit, enforcement action, and/or fines.

Owner Signature: _____ Date: _____

Printed Name: _____

Co-Owner Signature _____ Date: _____

Printed Name: _____

Notary Acknowledgment

State of _____)

County of _____)

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____, known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to this instrument, and acknowledged that they executed the same for the purposes therein contained.

Notary Public Signature: _____

[Seal]

Notary Printed Name: _____

Commission Expires: _____