



SEASONAL RECREATIONAL FACILITY LICENSE FACT SHEET

Who must obtain this license?

You must obtain this license annually if you operate a seasonal recreational 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 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 customary seasonal period.

Deadline for application: October 1.

Fee for a new license: \$200 plus \$9 for every unit, room, cabin, or site for each month, or portion thereof, that each unit, room, cabin or site is available for occupancy, and an additional \$9 for each unit, room, cabin, or site that requires re-inspection.

Fee for a license renewal: \$200 plus \$2 for every unit, room, cabin, or site for each month, or portion thereof, that each unit, room, cabin or site is available for occupancy.

Fee to amend a license: \$200 plus \$9 for each unit, room, cabin, or site being added to the facility, and \$9 for each unit, room, cabin, or site being added to the facility that requires re-inspection.

Requirements for license applications:

- *Tax certificate.* The applicant must submit written certification from the Richmond Tax Collector that neither the applicant nor the property owner is in arrears on payment of any municipal taxes or fees.
- *Good Standing.* Corporate applicants must submit a certificate of good standing issued by the R.I. Secretary of State's Office.
- *Site Plan.* The applicant must submit a site plan, drawn to scale, that shows the location of entrances, interior streets, buildings, and each unit, room, cabin, site, or individual leased area identified by number. The Zoning Enforcement Officer must review the site plan to ensure that it complies with the Zoning Ordinance.

Requirements for license holders:

- Each licensee 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 licensee 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 consecutive months during the previous twelve months, and the make, model and year of manufacture.

NOTE: This summary is for the convenience of applicants. For all the legal requirements of this license or permit, you should consult Ch. 5.58 and § 3.06.170 of the Richmond Code of Ordinances.

SEASONAL RECREATIONAL FACILITY LICENSE

Town Clerk's License Application Checklist

Applicant:

Date of Application:

| | |
|---|--|
| TAXES: Richmond Tax Collector's certificate that taxes are current. | |
| CORPORATE: R.I. Secretary of State's Office Certificate of Good Standing (<i>if applicant is a corporation</i>). | |
| 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 | |
| SITE PLAN: Complete site plan, drawn to scale, showing entrances, interior streets, buildings, each unit, room, cabin, site, or individual leased area, identified by number. | |
| ZONING: Zoning enforcement officer's review of site plan for compliance. | |
| DATE OF PUBLIC HEARING <i>(Required for new and renewal licenses)</i> | |
| PAYMENT OF ADVERTISING FEE | |



Town of Richmond, Rhode Island

Town Clerk's Office, 5 Richmond Townhouse Road, Wyoming, RI 02898 (401) 539-9000

APPLICATION for a MUNICIPAL LICENSE

| | | |
|---|--------------------------------------|----------------------------------|
| DATE OF APPLICATION | <input type="checkbox"/> New License | <input type="checkbox"/> Renewal |
| NAME OF INDIVIDUAL OR BUSINESS TO HOLD THIS LICENSE | | |
| THE APPLICANT IS <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> JOINT VENTURE | | |
| APPLICANT'S BUSINESS MAILING ADDRESS Street or P.O. Box | | |
| City or Town | State | Zip Code |
| Business telephone number(s) | Website: | |
| INDIVIDUAL MAKING THIS APPLICATION: Name | | |
| Street | | |
| City or town | State | Zip Code |
| Telephone number(s) | E-mail address: | |
| BUSINESS LOCATION in Richmond Street address | | |
| Tax Assessor's Plat and Lot number | | |
| The undersigned, being duly sworn, upon oath does depose and say: 1. I am an authorized representative of this business. 2. The information on both pages of this application is true and correct. 3. This business is in compliance with all applicable town ordinances and regulations, state statutes and regulations, and federal statutes and regulations. 4. I have reviewed the checklist of documents that are required to obtain this license. I will be able to produce the required documents, or prove I have requested them, before the Town Council meeting at which this application will be considered. | | |
| SIGNATURE _____ | | |
| PRINT NAME _____ | | |
| Sworn and subscribed to before me at _____, County of _____, State of Rhode Island, this _____ day of _____, 20 ____. | | |
| _____ Notary Public Print name: My commission expires / / | | |

SEASONAL RECREATIONAL FACILITY LICENSE APPLICATION

| | |
|---|-------|
| Applicant | |
| Name of facility | |
| Individual on site who is primarily responsible for daily operation of the facility | |
| NAME | PHONE |
| TITLE OR POSITION | |
| PROPERTY Street address | |
| Tax Assessor's Plat and Lot number | |
| PROPERTY OWNER Name | |
| Mailing address | |
| Type of facility | |
| The number 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 public hearing | Date of Town Council approval |
| Date license issued | Date license expires |
| License issued by | Fee paid |