

City of Saugatuck

Notice of Available Short-Term Rental Licenses 01-29-2026

The City of Saugatuck is now accepting applications for available Short-Term Rental (“STR”) licenses in select zoning districts. There are 3 licenses available in Peninsula South (R-1) Zoning District and 2 Licenses available in Peninsula North Riverside (R-1) Zoning District. Applications for properties located outside the identified zoning districts will be rejected. The application window will open on February 13, 2026, at 8:30 a.m. and close on March 6, 2026, at 5:00 p.m. Applications will be deemed received on the date and time they are actually received by the City, and it is the applicant’s responsibility to ensure and verify delivery of their application. Applications received outside of this time frame by any increment of time will not be considered, regardless of the reason for the late submission.

Applications, along with the required application fee, must be submitted via regular mail by mailing a copy to P.O. Box 86, Saugatuck, MI 49453, by electronic mail by submitting a copy to gmoore@saugatuckcity.com, or by submitting a copy in person at the City Hall, located at 102 Butler St., Saugatuck, MI 49453. Each applicant may submit only one application per proposed STR location. Duplicate applications will be rejected.

If the number of applications received during the application window is less than or equal to the available STR licenses, the City will process the applications according to the City Code. However, if there are more applications than available licenses, a public lottery will be held to randomly select applications for processing.

Should a public lottery be required, the City will announce the time and location of the lottery at least 7 days in advance, publishing the notice in a local newspaper and on its website. If licenses are available in multiple zoning districts, the City will conduct separate lottery drawings for each district.

During the lottery, the City will randomly select applications equal to the number of available licenses in each district. To ensure that all licenses are filled, alternate applications may also be drawn, which will be processed if the initial applications are withdrawn or rejected. Alternate applications will be prioritized in the order they are drawn.

Copies of the Short-Term Rental License Notification and Issuance Policy are available on the City's website. For any questions, please contact the City’s Director of Planning and Zoning, Grayson Moore, by phone at (269) 237-1823, or via email at gmoore@saugatuckcity.com.