

App # _____
DATE _____

City of Pequot Lakes
Short-term Rental Permit Application
2020

Property Owner Name: _____ Phone: _____
Mailing Address: _____ Email: _____
City, State, Zip: _____

Rental Property Address: _____
Rental Property Identification Number: _____

Contact Person Name: _____ Phone: _____

Bedrooms: _____ # Other Sleeping Accommodations (hide-a-beds, etc.) _____
Off-Street Parking Spaces: _____

Property owner acknowledges receipt of Ordinance 18-15: _____ (initials)

Date Property Owner Signature

Key components to Ordinance 18-15:

- ✓ Rental Period shall mean a period of time for which a dwelling unit is rented.
- ✓ Short-Term Rental Period shall mean a rental period of less than thirty (30) days.
- ✓ The maximum rental period shall not be more than thirty (30) days.
- ✓ The maximum occupancy shall be two (2) people per bedroom.
- ✓ Properties shall not be rented for more than four (4) rental periods between May 20th and September 10th each calendar year.
- ✓ Properties may not be rented to more than one party in any seven (7) day period.
- ✓ Additional occupancy by use of recreational vehicles, tents, accessory structures, garages, boathouses, pole barns, sheds, fish houses, or similar structure is not permitted.
- ✓ The dwelling unit must meet Minnesota Residential Building Code requirements regarding fire egress from all bedrooms/sleeping areas and detector/alarm systems.
- ✓ The applicant shall provide one (1) off-street parking space per bedroom rented with a maximum number of vehicles equal to the number of bedrooms in the dwelling. No on-street parking is allowed for guests.
- ✓ Parking areas must meet the side yard setback for the zoning classification of the subject property.
- ✓ The owner shall keep a report detailing use of the home by recording the full name, address, phone number and vehicle permit number of adult guests using the property. A copy of the report shall be provided to the City upon request.
- ✓ Term. All permits issued under this article shall fall under the calendar licensing year of January 1 to December 31. Permit fees are not pro-rated if issued at any time other than January 1.
- ✓ Display. All permits shall be posted and displayed in plain view of the general public on the permitted premises.

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Checklist

(Return with completed application)

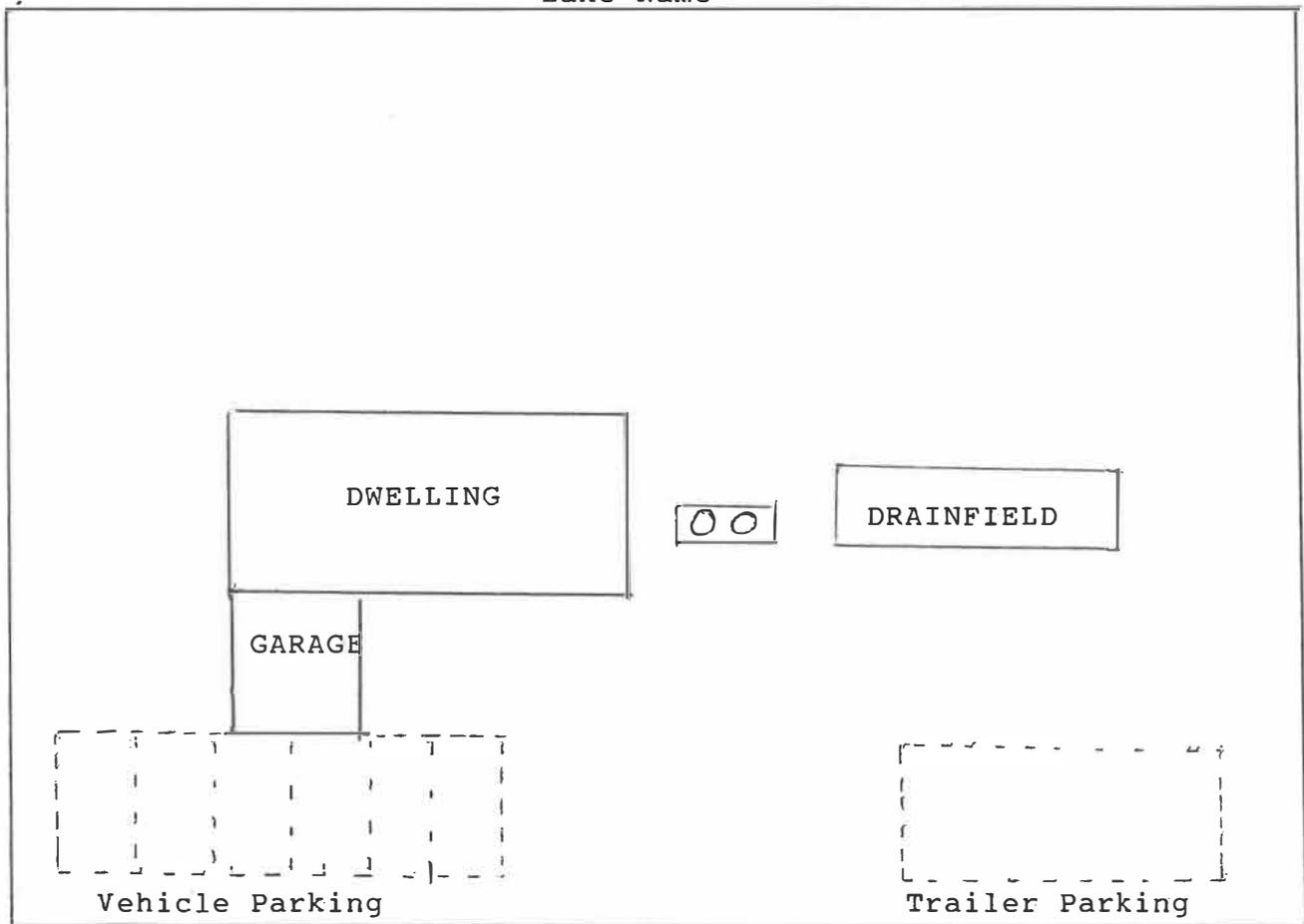
- _____ Completed Application;
- _____ Sketch floor plan of dwelling, including bedrooms numbered 1, 2, 3, etc. and all other sleeping accommodations not specific to a bedroom;
- _____ Site Plan indicating locations of property lines, the dwelling unit(s) to be rented, septic tank location(s), drain field location(s), and specific parking areas that will be utilized by renters for vehicles and trailer parking;
- _____ Valid Certificate of Compliance for the Subsurface Sewage Treatment System (SSTS) less than three (3) years old showing that the system is compliant with then applicable Minnesota Rules and any applicable municipal ordinances, and then at least once every three (3) years thereafter shall provide an updated certificate of septic testing showing that the system is compliant for the number of bedrooms indicated on the application;
- _____ Name and telephone number of contact person responsible for responding to questions or concerns regarding the short-term rental. Contact person must be available to accept calls on a 24-hour basis at all times that the short-term rental is rented and occupied. Contact person must have a key to the rental unit and be able to respond to the short-term rental within sixty (60) minutes to address issues or must have arranged for another person to address issues within the same timeframe;
- _____ If the property was rented the prior calendar year, a written listing of rental periods the property was rented and number of persons in each rental period;
- _____ Annual Permit Fee \$75.

CITY OF PEQUOT LAKES CONTACT INFORMATION

Dawn Bittner, Zoning Specialist
4638 Main Street
Pequot Lakes, MN 56472
Phone: 218-568-6699
Email: dbittner@pequotlakes-mn.gov

SITE PLAN EXAMPLE

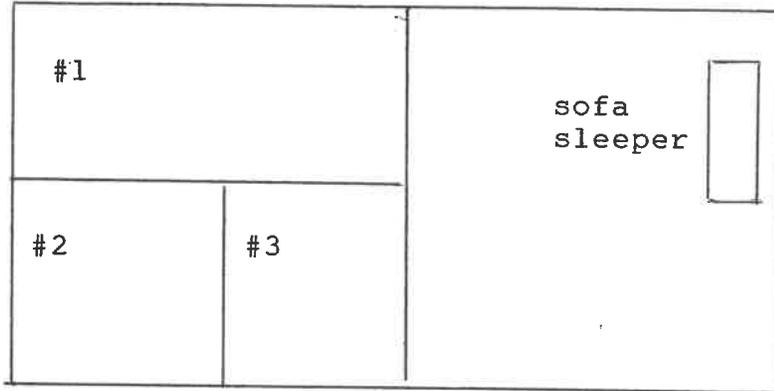
Lake Name



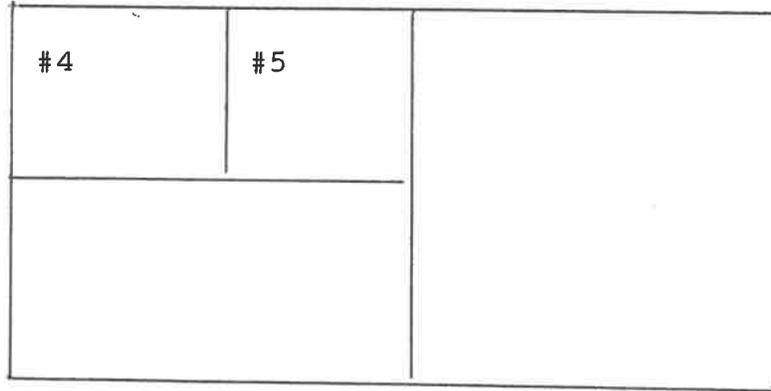
Street Name

FLOOR PLAN EXAMPLE

MAIN FLOOR



BASEMENT



UPPER FLOOR

