



Short Term Rental License Application

License Application Fee: **\$350**
(fee includes initial inspection)

Date Paid: _____

Receipt No.: _____

Property Owner to complete sections A-G.

A. Property Owner's Information (To be completed by Property Owner)

1. Site Address of Short Term Home Rental: _____
2. Parcel Number of Short Term Rental: _____
3. Property owner's name: _____
4. Property owner's Address (if not primary residence): _____
5. Property owner's phone number: _____ Public phone Number: _____
6. Property owner's email: _____
7. Is this property your primary residence? Yes or No

B. Manager's information (To be completed by Property Owner only if applicable)

1. Manager's name: _____
2. Manager's address: _____

3. Manager's phone number: _____
4. Manager's email: _____

C. License Type (To be completed by Property owner)

1. Type of Short Term Home Rental you are applying for? Hosted Un-hosted Dedicated
2. Will the property owner be present during stay? Yes or No
3. If not, address while away: _____
4. If not, average drive time between addresses: _____

D. Facility Information (To be completed by property owner)

1. Number of legal bedrooms? _____
2. Number of bedrooms to be offered to guests? _____
3. Maximum number of guests to be allowed (2 per bedroom): _____
4. Number of off-street parking spaces on the property: _____
5. Are each of the off-street parking spaces either in a garage or on bituminous or concrete surfaces? Yes No
6. Type of Building
 - a. Single Family
 - b. Two Home
 - c. Mobile Home
 - d. Multi-Family # of Units in Building _____
7. Building Square footage:
 - a. Total Building square footage _____ All floors including basement and occupied attics.
 - i. Basement _____
 - ii. 1st floor _____
 - iii. 2nd floor _____
 - iv. Additional stories _____
8. I agree to keep a registration log of all guests which includes, guests name, address, phone number, vehicle license plate number, make/ model, and provide it to the city within 48 hours if requested.

E. Listing Information: (To be completed by Property Owner)

1. On which websites will the Short Term Home Rental be listed?

2. Will the Short Term Home Rental be listed or advertised anywhere else? If so, please give specifics.

F. Required attachments: (To be completed by Property Owner)

1. Legal Description of short term rental (From Deed)
2. Site plan, drawn to scale, showing the following:
 - A. Exterior property lines showing lot width, lot depth, and lot area
 - B. Location and size of buildings
 - C. Parking areas
 - D. Screening plan listing all plants and fences
 - E. Adjacent streets with names
3. Floor plans, drawn to scale, of the home identifying which rooms will be used as transient guest bedrooms.
4. Proof of suitable and sufficient insurance.
5. A copy of the required Guest Disclosure (A sample of the guest disclosure is available on the City's website)
6. Rental Registration Inspection Report (Contact the City to set up an inspection at 218-847-5658)
7. Payment for license application and initial inspection.

G. Signatures: (To be completed by Property Owner)

Property owner's name:

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to, the standards found in City Code 616.

Property owner's signature: _____ Date: _____

If applicable:

Manager's name:

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to, the standards found in City Code 616.

Manager's signature: _____ Date: _____

H. City Checklist – (To be completed by City Staff)

1. Is the listed property owner, the owner according to County records? _____
2. How is the property zoned? _____ Are STHR's allowed in this District? _____
3. Parking:
 - a. How many off-street parking spaces are required? _____
 - b. How many are available using the 9x18 foot formula? _____
 - c. Are they all improved surfaces? _____
4. Will the property owner be within the 30 minutes of the property while guests are staying? _____
5. Has the owner provided the manager's phone number and address? _____
6. Has lodging tax registration been completed? _____
7. Has the property successfully completed its rental registration inspection? _____

Short term rental License or renewal is approved

Short term rental license or renewal is denied

City Staff Comments:

Staff members Name (Printed):

Review Date:

Staff members signature: