

Permit # \_\_\_\_\_

Routing:

Applicant Agent  
Township Sheriff  
Health Dept. Assessor

# INITIAL INTERIM USE APPLICATION FOR VACATION RENTAL

Application Fee: \$500 After-the-Fact Fee: \$800

Make Check Payable to: Lake County Auditor

**Incomplete Applications will be Returned!**

A. GENERAL PROPERTY INFORMATION					
PROPERTY OWNERS NAME		DAY PHONE		AUTHORIZED AGENT NAME	
COMPLETE MAILING ADDRESS		VACATION RENTAL ADDRESS		AUTHORIZED AGENT ADDRESS	
PROPERTY OWNER EMAIL		AUTHORIZED AGENT PHONE		AUTHORIZED AGENT EMAIL	
B. PROPERTY DESCRIPTION & LAND FEATURES					
Per Lake County Land Use Ordinance Section 6.16 A.: Rental must be located on a conforming lot. Lots within the NSMZ which were conforming prior to the May 26, 2006, lot size amendments will be considered a conforming lot for the purpose of a Vacation Rental Home.					
Section	Township	Range	Township Name	Acreage	Parcel Number(s)
Quarter Section/Legal Description (attach separate sheet if necessary)					
Lake/River Name		Existing Land Use	Lot Dimensions	Nearest Road Access (attach map if site is remote)	
			_____ X _____		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Property within Shoreland? (1,000' of lake, 300' of river, or Lake Superior North Shore Management Zone)			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has a Conditional Use Permit been previously approved on this property? If yes, Permit C-____-____			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Property within Lake Superior Erosion Hazard Area?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bluff Present (If yes, show on sketch)			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Legal Access from public road?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this Property Leased or Contract for Deed? If Leased or Contract for Deed property, you must attach written authorization.		If yes, from:	
C. PROJECT DATA					
<b>Sewage Information</b> (check one):					
<input type="checkbox"/> Existing Septic System*, Septic Permit SP-____-____: # bedrooms on Certificate of Compliance: _____ (Attach copy) Date of most recent compliance inspection: _____					
<input type="checkbox"/> Connected to _____ Sanitary District (written approval must be provided)					
<input type="checkbox"/> Not Applicable (This means there are <b>no</b> structures with <b>plumbing</b> on the property. A sewer exemption form must be on file in the Planning & Zoning office.)					
* Attach a valid Certificate of Compliance, which is a certificate that was issued on a new septic system installed within the past 5 years OR a copy of a compliance inspection form which was performed within the past 3 years. Additionally, the applicant must provide documentation that the septic is sized appropriately for the proposed use. Holding tanks are not allowed for rental units.					
<b>Rental Details:</b> Attach a floor plan of the rental home, including room dimensions.					
Number of Bedrooms in rental home: _____ Dimensions: 1. _____ 2. _____ 3. _____ 4. _____					
Dimensions of onsite parking available: _____ (the parking area must also be shown on the sketch page)					
<b>DETAILED DESCRIPTION OF REQUEST:</b> (include the # of months of the rental season, length of rentals, and projected rental market)					

**D. SKETCH PLAN**

**DRAW AND LABEL ON SKETCH:**

- Property Lines (size and shape of parcel)
- ALL Structures on the Property with Dimensions
- Driveways and Access Roads
- Parking Area and Dimensions

**Location of:**

- Shoreline of waterbody (if applicable)
- Location of Steep Slopes (>18%) & Wetlands
- Septic System Tank and Drain field
- Well Location

The purpose of the sketch is to graphically illustrate the information included in your application. This site sketch will be used in the adjacent property owner notice. You may attach a separate sheet IF it has the required information indicated above.



**I certify that the sketch plan is to the best of my knowledge true and correct.**

\_\_\_\_\_ **Owner or Agent name (print)**

\_\_\_\_\_ **Signature of Owner or Agent**

\_\_\_\_\_ **Date**

Please provide directions to the Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>E. ADDITIONAL REQUIREMENTS FOR VACATION RENTAL HOME</b>				
As property owner, you are responsible to confirm that you, the Emergency Contact or the Housekeeping Service identified below will provide garbage service for vacation rental guests. The garbage must be stored appropriately and collected and disposed of by a Lake County licensed waste hauler. Section 5.01 of the Lake County Solid Waste Ordinance No. 4 states " <b>The property owner shall not permit solid waste to be placed in locations or in a manner that the solid waste may be scattered by wind, animals or insects.</b> "				
<b>Emergency Contact</b> (must be able to respond in person within 30 minutes or less)		Phone Number	Address or E-mail Address	
<b>Housekeeping Service</b>		Phone Number	Address or E-mail Address	
<b>Garbage Hauler</b>		Phone Number	Address or E-mail Address	
<b>F. AGREEMENT &amp; SIGNATURES</b>				
Review, Acknowledge, and Initial the following vacation rental requirements:				
Rental of recreational camping vehicles shall not be allowed.				
On Premise signs are prohibited.				
No more than one dwelling per parcel may be rented. Guest quarters cannot be rented as per Sec.7.06.				
The Planning Commission will make a recommendation to the County Board, which will be acted upon at the next available action meeting. Following County Board approval of the Interim Use, the following will need to be submitted to Planning & Zoning along with the <b>Lake County Land Use Application for Change of Use to Vacation Rental Home</b> :				
<ul style="list-style-type: none"> <li>The licensee shall keep a report, detailing use of the home by recording, at a minimum, the name, address, phone number and vehicle license number of overnight guests using the property. A copy of the report shall be provided to Planning &amp; Zoning upon request.</li> <li>The owner shall obtain and maintain a Lake County Health Department license.</li> <li>The installation of a flow monitoring device is required (an electrician or plumber can be contacted for this). Monthly flow recordings are required, and this information must be made available to Planning &amp; Zoning upon request.</li> </ul>				
I hereby certify that I am the owner of the described property, that the information provided herewith is correct and representative of the existing conditions on the property. I understand this request will result in public notification process and hearing conducted in accordance with Minnesota Statutes.				
I consent to site visits by County representatives prior to the hearing. I understand further that falsifications of this application or any attachments thereto will serve to make this application and any subsequent permit invalid.				
I understand that this process requires that my agent or I must be present at the public hearing to explain my proposal and answer any questions. Without that presence, the application will be denied.				
Owner Name		Owner Signature		Date
The property owner's signature is required above if an Authorized Agent is to act on their behalf, giving permission to the agent to modify and make changes to this application. The Authorized Agent's signature is also required.				
Authorized Agent Name		Authorized Agent Signature		Date
<b>-FOR OFFICE USE ONLY-</b>				
Received By:	Date Received:	Zoning District:	Shoreland Classification:	NSMZ or EHA?
				NSMZ    EHA
Date of SSTS:	COC Date:	15 Business Day Return Date:	Permit Fee	Payment Method
			\$	Cash    Check
<b>Receipt #:</b>	<b>Date Issued</b>	<b>Permit Number</b>	<b>Date, Time &amp; Place of Hearing:</b>	
		I-__-__		
<b>Remarks:</b>				
				Application Revision Date: 6/15/2020

## REFERENCE INFORMATION

### CONTACTS:

Knife River Sanitary District: (218) 349-9725  
Castle Danger Sanitary District: (218) 834-5255  
Minnesota Department of Transportation: (218) 725-2700  
Lake County Highway: (218) 834-8578  
Lake County Health Department: (218) 834-8356

**Lake County Atlas** is an online parcel viewer is a reference that may help you with collecting information for this permit application. It is NOT intended for legal purposes. All Distance measurements must be collected on the ground.

Go to: <https://www.co.lake.mn.us/>

### DEFINITIONS:

**SHORELAND AREA:** Within 1,000' of a lake OR 300' of a river, OR within the North Shore Management Zone

**VEGETATION LINE:** The line defining where terrestrial vegetation begins. (This is commonly where a sod layer has developed.) The vegetation line is not where a single bush, tree, flower, etc. grows from the rocks or the side of a cliff. A sod layer is needed to be considered the vegetation line. If the vegetation line is not clear, we can assist in this determination.

**BLUFF:** A slope (hill, cliff, or embankment) rising 25 ft. or greater above the ordinary high water level of the waterbody and the grade of the slope from the toe of the bluff to a point 25 ft or more above the high water level averages 30% or greater.

### **Minimum Vacation Rental Home Requirements**

Sec. 6.16 Vacation Rental Home: All vacation rental homes shall meet the following minimum requirements:

- A) Rental must be located on a conforming lot. Lots within the North Shore Management Zone which were conforming prior to the May 26, 2006, lot size amendments will be considered a conforming lot for the purpose of a vacation rental home.
- B) Must have valid Certificate of Compliance on file with Lake County. The installation of a flow monitoring device is required. Monthly flow recordings are required and this information must be made available to Planning and Zoning upon request. No holding tanks allowed for rental units.
- C) The owner shall obtain and maintain a MN Department of Health license or Lake County Health Department license, if applicable.
- D) The licensee shall keep a report, detailing use of the home by recording, at a minimum, the name, address, phone number and vehicle license number of overnight guests using the property. A copy of the report shall be provided to Planning and Zoning upon request.
- E) Rental of recreational camping vehicles shall not be allowed.
- F) On premise signs are prohibited.
- G) The owner shall provide a visual demarcation of the property lines as determined by the Planning & Zoning Administrator.
- H) The owner shall post within the rental unit the rules and regulations and an emergency contact person and phone number.
- I) The site shall provide on-site parking sufficient to accommodate the occupants of the rental home.
- J) No more than one dwelling per parcel may be rented. Guest quarters cannot be rented as per Sec.7.06