



*Environmental Services Department
Planning & Zoning*

Vacation Rental Program

Lake County provides a variety of visitor-serving rentals including Resorts, Hotels/Motels, Campgrounds, Bed & Breakfast, and Vacation Rental Homes. Vacation rental homes are permitted through Lake County's Interim Use Permit* and must meet the minimum requirements established in the Land Use Ordinance #12, Section 6.16. First time applicants can apply for a 1-year approval of a vacation rental home, after which time the applicant can reapply for up to a 5-year approval. **Changes in ownership immediately terminate any interim use permits.**

Preliminary Checklist for Vacation Rental Home Eligibility:

- **Is your house on a conforming lot?**
Rentals must be on a conforming lot. A conforming lot means the lot meets all of the minimum size, area, and setback requirements for its zoning district. *For example, in a 5-acre minimum zoning district a property owner of a 3-acre parcel would not be able to apply for a vacation rental home.*
- **How old is your septic system and when did you last receive a "Certificate of Compliance"?**
Each interim use application for a vacation rental home needs to provide a copy of a Certificate of Compliance for their septic system. This certificate is issued on a new septic system installed within the past 5 years OR for a system that was inspected within the past 3 years. Additionally, the applicant must provide documentation that the septic is sized appropriately for the proposed use. *Only a licensed inspector can complete inspections.*
- **Is the proposed rental a guest quarters on shoreland?**
At this time, shoreland property guest quarters CANNOT be rented for short term rentals; only the primary dwelling or additional dwelling on non-shoreland properties can be rented.
- **Do you have a local caretaker to make sure vacation rental activities will not disturb your neighbors?**
Having a local contact to call when needed will help ease potential negative rental activity impacts to neighbors.

Short Term Rentals: Types & Definitions

Vacation Rental Home

Any home, cabin, condominium or similar building represented to the public as a place where sleeping accommodations are furnished to the public on a nightly or weekly basis and for less than thirty days for compensation and is not a bed and breakfast, resort, hotel, or motel. This type of use is permitted through an Interim Use Permit (IUP) reviewed by the Planning Commission and final vote made by the County Board.

Bed & Breakfast

A Conditional Use consisting of lodging operations that are located within an owner occupied or resident managed home. Rooms are rented on a nightly basis just as with conventional hotel or motel. A type of food service is offered in the morning which may vary from coffee and doughnuts to a full-scale breakfast. This type of use is permitted through a Conditional Use Permit (CUP) and reviewed by the Planning Commission.

Hotels/Motels/Resorts

A lodging facility under single ownership containing four or more individual sleeping rooms, suites or cabins used primarily for providing accommodations for pay for periods of less than thirty days. This type of use is permitted through a Conditional Use Permit (CUP) and reviewed by the Planning Commission.

Vacation Rental Home Process

(Please plan for the entire approval process to take a minimum of 2 months to complete)

Application Preparation

- Call Lake County Planning and Zoning at 218-834-8325 for application cut-off dates for upcoming Planning Commission Meetings. Applications can be found on our website at: http://www.co.lake.mn.us/businesses/permits_and_inspections.php
- Gather your property information and fill out an Interim Use Application. Don't forget to provide a complete property description, valid Certificate of Compliance, room dimension and floor plan. *Pay special attention to the sketch plan as that is distributed during the legal notice period.*

Application Process & Legal Notice

- Submit completed Interim Use Application, application fee, and septic compliance information to the Planning & Zoning Department.
- After your application has been determined complete, your hearing is scheduled. You will receive a memo of the date, time, and location of your hearing. Your hearing is generally at least 30 days after the application is submitted. Either you or your Agent must attend your hearing to represent the application.
- Staff legally notice the hearing and notify property owners within 1/4 mile of the proposed vacation rental home. Comments are received until the Friday prior to the hearing.

Planning Commission Hearing

- Public hearing conducted by the Planning Commission, who make their recommendation to the County Board. **Applicant or their agent must be present.**
- County Board makes final decision of approval or denial of the application. *Applicant need not be present.*

Additional Requirements

- Following County Board Approval of the IUP, applicants must:
- Obtain and Maintain a Lake County Health Department License. Lake County Health Department can be contacted at 218-834-8356.
- Submit a Land Use Application to the Planning and Zoning office to change the use of the home to a vacation rental home with proof of the following:
 - Installation of a flow monitoring device.
 - Provide a copy of posted rental rules, emergency contact, and proof of any conditions set by Planning Commission have been met.

* Zoning Districts R-1, R-2, R-3, R-4, RR, CR, CR & RC will require BOTH a Vacation Rental Home Interim Use Permit & Land Use Permit.

FR Zoning District requires a Vacation Rental Home Land Use Permit only (no interim use permit required)

All Zoning Districts must meet the minimum requirements set forth in Land Use Ordinance #12, Section 6.16.

Areas within City limits or the Castle Danger Sanitary District are under the jurisdiction of their respective local government and *are not* permitted through Lake County Planning and Zoning for vacation rental home activity.