



City of Park Rapids

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Short-Term Rental Permit Application Guide

This guide will help you complete an application for Short-Term Rental in Park Rapids.

The Short-Term Rental Permit is the City’s way of allowing temporary commercial activities while ensuring they do not disturb neighbors, are compatible with surrounding properties, pay applicable lodging tax and following housing regulations.

The City has chosen to address these needs by requiring any homeowner who wishes to rent their home on a short-term basis to apply for an annual permit.

Application Instructions

The following instructions help explain the information that is requested in the Short-Term Rental permit application.

The application must be completed and filed with the City Planner along with the applicable fee. The City will inform you of whether or not your application is approved or denied. If approved, a Short-Term Rental Permit will be issued, which must be displayed in a conspicuous place onsite during all rentals. No homeowner may host a short-term vacation rental without a permit.

The application may be submitted in conjunction with a new rental registration license and request for a rental inspection. If the property is already a registered rental property in the City of Park Rapids, then the property must be in full conformity with the rental requirements and there shall be no outstanding corrections required for the dwelling as a result of the previous inspection record on file with the City. If corrective measures are required for the property, the work shall be completed and a re-inspection scheduled for compliance prior to issuance of the Short-Term Rental Permit.

Box 1. Type of Application.

Select whether this is a new or renewing application for a Short-Term Rental.

Box 2. Applicant Information.

- The applicant must provide the information required by the permit application and must have the consent of the property owner in writing to submit the application.
- A fee of \$100 for an annual permit must be submitted with the permit application.

Box 3. Property and Property Owner Information.

The property where the short-term rental will occur must be identified. The property owner must also sign this document if that person is different than the applicant.

Box 4. Certification.

The applicant must certify and affirm to the statements as shown on the permit application.

Box 5. Fee.

The applicant must include the appropriate fee based on whether the application was made before or after October 1 of the current year.

Approval

The Short-Term Rental Permit is an administratively approved permit. It can be approved once the City Planner determines the application is complete, the property is located in the correct zoning district, the standards applicable to the short-term rental are met and the application fee is submitted. The City Planner can impose conditions on the approval of the short-term rental as he/she deems reasonable and necessary to protect the health, safety and general welfare of adjacent uses and the community.

Revocation

The City Council, following a hearing by the Planning Commission may revoke a Short-Term Rental Permit and pursue enforcement procedures, including penalties, according to the provisions of Section 152.080 (Short-Term Rental Regulations) and Chapter 151 (Zoning Regulations) of the City Code if the applicant is found to be in violation of permit conditions or other laws, rules, standards and regulations.



Short-Term Rental Permit Application

GOVERNMENT DATA PRACTICES ACT - CLASSIFICATION WARNING: The data you supply on this form will be used to process the permit you are applying for. You are not legally required to provide this data, but we will not be able to process the permit without it. Some of the data will be classified as public data if and when the permit is granted.

1. Type of Application

New Renewal

2. Applicant Information

Name: _____

Address: _____

Telephone #: _____ Email Address: _____

Application # (to be assigned by City): _____

3. Property Information

Street Address: _____

Parcel #: _____

Zoning District: _____

Name of Property Owner (if different from Applicant): _____

Address: _____

Telephone #: _____ Email Address: _____

Signature of Property Owner

Date:

4. Certification

- 4.1 I affirm that my short-term rental will not interfere with the quiet use and enjoyment of my neighbor's property.
- 4.2 I affirm that I will provide all necessary reports and make all lodging tax payments just as other businesses in the community are required to do. I will provide a monthly report even if no rental activity occurred within that month on a standard form provided by the City, or one of my own.
- 4.3 I affirm that my short-term rental will comply with Chapter 152 of the City Code regulating short-term rentals, including the issuance of a rental registration and property inspection.

- 4.4 I affirm that I am aware of and will comply with all Federal, State, and local requirements with respect to providing short-term rentals.
- 4.5 I affirm that I have an existing, inspected and current rental registration license for the property that has passed all required rental inspections and that there are no outstanding compliance requirements.
- 4.6 I affirm that the linear street density requirements are met according to the City Planner's records of current new or renewal permits on record with the City of Park Rapids and based upon my best knowledge of existing permitted Short-Term Rentals on the street of this annual permit is request.

I affirm that I as the owner or representative have the Short-Term Rental registered with a National Booking Platform and that I will post the rules of guest behavior, including a current guest log with a description and license number of guest vehicles during each guest stay and require all authorized guests to comply with the rules of behavior during their stay. In the event that a National Booking platform is not used by the owner, I hereby attach the same or similar type rules for guest behavior to become part of this application and shall be posted by the owner or representative within the dwelling.

Signature of Property Owner **Date:** _____

5. Fee

- 5.1 The annual fee for this Short-Term Rental Permit is \$100.00 or \$50.00 if the application for the Short-Term Rental Permit is made after October 1 of the current year.
- 5.2 \$_____ accompanies this application in payment of the fee for the current year-based permit (may also include initial 3-year rental registration on separate form).

CITY USE ONLY

- Date Received: _____
- Total number of existing or renewing approved STR's on street_____? Additional unit permitted?_____
- Approved: _____
- Approved with the conditions below:

- Denied: _____
- Reasons: _____

Signature of City Planner **Date:** _____