



# Short-Term Rental Housing Permit

FOR CHANGE OF USE TO VACATION RENTAL HOME

Please complete in ink - - Include fees with application

Annual Fee on Fee Schedule as posted at [www.CityofPriorLake.com](http://www.CityofPriorLake.com)

Rental Application Renewal is 60 Days Before Expiration Date

## CONTACT INFORMATION

Property Owner Name	Owner Phone
Property Owner Address	Secondary Phone
Authorized Agent Name	Agent Phone
Agent Address	Secondary Phone
Confirm Owner/Agent Resides Within 30 Miles of Rental Property	Yes                      No
Rental Property Address	

## RENTAL PROPERTY DESCRIPTION

Parcel ID #	Number of Bedrooms
GIS Acres*	Total Livable Square Feet
Property rented more than 5-times per calendar month*    Yes      No	Off-Street Parking Spaces

***\*Effective January 1, 2016***

***Property information can be found at [WWW.CO.SCOTT.MN.US](http://WWW.CO.SCOTT.MN.US) BUILDING & PARCEL INFORMATION***

## REQUIRED ATTACHMENTS WITH APPLICATION

Confirm Sketch detailing Parking Spaces	Yes                      No	Survey of Property	Yes                      No
Confirm Owner/Agent has read and understands Ordinance 315			Yes                      No
Confirm Owner/Agent has posted at the Rental Property site a copy of Emergency Contacts			Yes                      No
Confirm Owner/Agent has posted at the Rental Property site a copy of rental rules & regulations			Yes                      No
Other			



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**SKETCH OF PROPERTY SHOWING ALL STRUCTURES, DRIVEWAY, PARKING SPACES, SHORELINE, PROPERTY LINES**

## SIGNATURE

I hereby certify that I am the owner or authorized agent of the owner of the described property, that the information provided herewith is correct and representative of the existing conditions on the property. I understand that falsifications of this application or any attachments thereto will serve to make this application and any subsequent permit invalid.

Owner Signature /s/

Date

Agent Signature /s/

Date

## OFFICE USE ONLY

Permit #

Fee Paid

Receipt #

Permit Expiration

Property Postings Verified

Approved by

Remarks



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## MUST KEEP POSTED

All short term rental of dwelling units shall comply with City Code Section 315. These posted regulations are a summary of a portion of the short-term rental regulations. For additional information please refer to City Code Section 315 or contact City Hall.

- No person shall undertake the short-term rental of any dwelling unit without a City permit.
- The property lines of this unit are marked or identified as follows

Every permitted premises shall have an agent within 30 miles available during all times the unit is rented. 24 hours a day at the following phone numbers \_\_\_\_\_ and/or \_\_\_\_\_ to respond immediately to complaints and contacts relating to the dwelling unit.

- The **Maximum Overnight Occupancy** for this dwelling unit is \_\_\_\_\_ occupants. Not counting children under three (3) years of age.
- No watercraft shall be permanently or temporarily placed or stored within the side yard setback of the permitted premises.
- Disorderly conduct is prohibited. All disorderly conduct will be reported to the property's agent and the Prior Lake Police Department.
- Increased noise regulations are in place between the hours of 10 p.m. and 7 a.m.
- Littering is prohibited.
- Recreational fires are limited please check with the City to determine what prohibitions exist for current conditions.
- Any violation of this Section shall constitute a misdemeanor.