



Interim Use Permit Application for Short-Term Rentals

- Single Family Residential High Frequency Short Term Rental (HFSTR)
- Single-Family Residential Hosted High Frequency Short Term Rental
- Bed & Breakfast Short Term Rental

Instructions:

- Review the Zoning Ordinance to determine the zoning requirements for Short Term Rentals (STR). The Ordinance can be accessed on the Township website at www.duluthtownship.org. A printed copy can be viewed at the Town Hall, 6092 Homestead Road, during business hours.
- Complete the application. Incomplete, inaccurate, or invalid applications will be returned to you. A check must accompany your application in order for us to start processing it. The fee for an Interim Use Application for a STR is \$532.
- The application must be signed by the property owner(s) and dated.
- In the event that a person other than the owner wishes to apply for an interim use on a particular parcel, the owner(s) must consent to the application and sign as a co-applicant.
- An Interim Use Application requires that the applicant complete a Community Participation Report. This report details community response to the proposed use. The area potentially impacted by the proposed rental will be determined when the application has been received. A list of the land owners in that area will be provided to the applicant for the CPR.
- The purpose of a Community Participation Report is:
 - To ensure that applicants pursue early and effective community participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community.
 - Ensure that the community has an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process.
 - Facilitate ongoing communications between the applicant, the community, the Planning Commission and elected officials.

An application will not be complete until the Community Participation Report is received.

We are happy to help you and answer any questions you may have. Contact us at 218.525.5075

Owner(s) Signature

Date:

If you are applying for a high-frequency short-term rental, your signature above certifies that this is your primary residence and that you occupy it for at least nine (9) months of the year. Proof of primary residency may be required at the discretion of Planning Staff or the Planning Commission.

SECTION 1: Type of Short-Term Rental <i>(Indicate which type of rental you are applying for)</i>		
Single Family Residential High Frequency STR	Single-Family Residential Hosted High Frequency STR	Bed & Breakfast STR

SECTION 2: Applicant Information		
Owner Name	Owner Address	
Phone - Home	Phone - Work	Phone - Cell
Email Address:		
Applicant Name (If other than Owner)	Applicant Address	
Applicant Phone	Applicant Email Address	

SECTION 3: Property Information		
Property Address		
Legal Description	Zone District	Parcel Code

SECTION 4: Site and Setback Information *(Distances are measured in feet from proposed rental)*

	Road Centerline to Front of Building	Furthest Side Yard to Building	Nearest Side Yard to Building	Rear Yard to Back of Building	Building to Stream or Lake	Lot Size (acres)	Impervious Surface Lot Coverage (%)
Required by Zone District							
Existing							

SECTION 5: About the Interim Use

5A: Provide a general description of the proposed use. Include number of bedrooms, number of guests you will accommodate, number of anticipated rental days, and other information you feel pertinent to your application. Attach a separate page if necessary.

5B: Maximum number of expected rental days per year

5C: Check in / Check out times			
	Monday- Friday	Saturday	Sunday
Check In	AM PM	AM PM	AM PM
Check Out	AM PM	AM PM	AM PM

5D: Employees, customers, deliveries, and others that will visit the site per day		
Guests: Vehicles / People	Employees: Vehicles / People	Deliveries, Other: Vehicles / People

5E: Will the proposed rental generate an increase in traffic?		
	Check One	Explain
Yes		
No		

5F: Adequate parking is required for employees and guests. Show parking areas on the site sketch	
Parking Spaces Required	Where will the parking occur?

5G: Will there be a sign for the proposed rental? *(One sign is allowed per HFSTR and must meet the performance standards for signs, see Zoning Ordinance Article VIII Section 7)*
Show sign location on the site sketch

	Check One	If Yes, specify the size and provide a brief description of the proposed sign.
Yes		
No		

5H: Will any outdoor and/or indoor activity generate dust, smoke, smells, pollution, etc.?

	Check One	If Yes, please explain and detail its impact on adjacent property owners and how you might mitigate the impact. Use additional pages if necessary.
Yes		
No		

5I: Noise: Will noise from your rental be heard on adjacent properties or on a lake?

	Check One	If Yes, please explain and detail (including the hours) any impact on adjacent property owners and how you might mitigate the impact. Use additional pages if necessary.
Yes		
No		

SECTION 6: Environmental**6A: Wetlands: Does the property have any low areas or areas with standing water?***Identify areas on the site sketch*

	Check One	Explain
Yes		
No		

If there are wetlands on the site, do you intend to drain, fill, or otherwise alter these areas for any reason? *Identify areas on the site sketch*

	Check One	Explain
Yes		
No		

6B: Wastewater *Identify areas on the site sketch*

Type	Check One	Permit Number (for DNSSD System or Septic System, if checked)
Municipal System - DNSSD		
Septic System		
Holding Tank		
Privy		

6C: Water Supply

Type	Please Check	Number
Well		
Lake		
Municipal System		
No Water Supply		

6D: Waste Disposal**Describe how you will store and dispose of waste generated from the proposed rental.**

Household Garbage	
Other	

SECTION 7. Criteria For Granting an interim Use Permit

Answer as completely as possible. Attach a separate page if necessary.

1. Is the proposed rental consistent with the Comprehensive Plan and within the spirit and intent of the Zoning Ordinance? Explain with reference to the CLUP and Zoning Ordinance.

2. Is the proposed rental compatible with the existing neighborhood? Explain.

3. Will the proposed rental impede the normal and orderly development and improvement in the surrounding area of uses permitted by right in the zone district? Explain.

4. Is the location and character of the proposed rental considered to be consistent with a desirable pattern of development for the area? Explain.

5. Does the proposed rental comply with the wetlands requirements in Article III, Section 7 of this Ordinance? How?

6. Does the total amount of impervious surface area exceed that allowed in the zoning district where the rental will occur?

7. Are the topography, vegetation and soil conditions adequate to accommodate the proposed rental? Explain.

8. Will the proposed rental impact public waters or wetlands during or after construction without appropriate mitigation measures? (Will there need to be construction and post-construction stormwater plans?) Explain.

9. Are adequate utilities (water supply, wastewater treatment), access, drainage, stormwater retention, and supporting facilities provided or are to be provided, backed by appropriate financial assurance? Explain.

10. Will the proposed rental create potential health and safety, environmental, lighting, noise, signing, or visual problems? Explain.

11. Is the location of the site appropriate with respect to existing or future access roads? Explain.

12. Will the demand for public services, such as police and fire protection, solid waste disposal, schools, road maintenance, sewer and water facilities be affected by the proposed rental? Are existing services adequate to meet any increased demand? Explain.

SECTION 8: Detailed Sketch

Please provide a detailed sketch, with measurements, showing the dimensions of the lot and locations of all structures, driveways, parking areas, septic mounds, other disturbed surfaces, wetlands, streams, and lakes.

Display all setback measurements for the existing structures and for any proposed construction.

Display all outdoor areas associated with the proposal.

Show North.

Use the attached sketch sheet or provide one of your own.

This image shows a full page of blank graph paper. The grid consists of thin, light gray horizontal and vertical lines that intersect to form small squares across the entire surface. There are no margins, text, or other markings on the paper.

FOR OFFICE USE

Received By	Date	Fee Amount Paid	Check Number