

DRAFT: 07/20/20

**CITY OF MARINE  
ON ST. CROIX**

**Short Term Rentals**  
121 Judd Street  
MARINE ON ST. CROIX, MN 55082

Application for Short-Term Rental License required for rentals that are less than 30 nights  
(One application per property)

Physical Address of Short-Term Rental: \_\_\_\_\_

Zoning district of Short-Term Rental: \_\_\_\_\_

Legal Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

24-hour Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
*required*

Name of Manager (if not Owner): \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Name of Alternate Manager: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

24-hour Cell Phone: \_\_\_\_\_

At least one 24-hour number is required if host is off site to be answered within fifteen minutes of incoming call

Type of Ownership: \_\_\_\_\_ Hosted \_\_\_\_\_ Non-Hosted

1. Number of Bedrooms: \_\_\_\_\_

2. Maximum Number of Occupants: \_\_\_\_\_ (2 per bedroom + Additional 2 allowed)

3. Number of off-street parking spaces available: \_\_\_\_\_

One (1) vehicle per bedroom shall be allowed, with a maximum of four (4) vehicles. The owner of the Short-Term Rental must provide one (1) approved off-street parking spot per bedroom (that is not on a public or private road, right of way or easement), with a maximum of four (4).

4. Will it be the owner or a agent of the owner, who will be available 24-hours per day (Within 30 Traveling distance of dwelling), 365-days per year to address complaints pertaining to infractions regarding noise, parking, trash, or other concerns?

Owner

Agent

Where will the short-term rental unit be advertised? Which website(s)? Note: No signage for advertisement is allowed on or off premises.

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**By completing this application, I certify the following:**

- The information contained herein is true and correct to the best of my knowledge.
- The Dwelling is materially used for its owner's enjoyment-which shall mean to state the owner shall accurately certify and document to the City annually that the Dwelling has been physically inhabited by the owner for more days and nights than it has been rented.
- The Proposed Short-Term Rental is in a permitted use in the zoning district of the subject property;
- The Proposed Short-Term Rental complies with all the performance standards, purpose section and definitional requirements found in Ordinance No. 2020-\_\_\_\_\_;
- A policy number for a valid, in-force liability insurance policy is included in the City;
- The Short-Term Rental is in Compliance with all applicable provisions of the City Code;
- The proposed Short-Term Rental is in Compliance with any special conditions established in the license.
- The operation of the short-term rental unit follows any applicable private covenants.
- Records of guests will be kept for a period of three years
- Signage indicating the Short-Term Rental will not be posted on or off the premises.
- The Marine on St. Croix Welcome information will be distributed in guest welcome package
- The Marine on St. Croix Rules and Instructions will be distributed to guests prior to check in
- Written Out Driving Directions will be provided to all guests – not simply an address for GPS use
- A Representative will be available by phone 24 hours a day/7 days a week and will be within 30 miles of property
- Smoke Detectors and Fire Extinguishers are up to code (see Ordinance #2020-\_\_\_\_\_)
- Guests will be informed that no events are allowed and adhere to MOSC ordinance 404.7 Nuisance Explanation
- Lodging Taxes will be collected and paid to MOSC according to Ordinance 2020-\_\_\_\_\_
- Adequate Trash Instructions will be distributed to all guests
- At the time of this permit application and prior to making proposed property available as a Short-Term Rental, owner/applicant will provide and maintain current, effective contact and emergency contact information for the owner and any designated management representative to all neighbors abutting the side, rear, and across the street from their property. The Applicant shall also maintain accurate emergency contact information with the City enough to allow it to be in contact with the Owner immediately.
- I understand that license may be revoked after three complaints or for any reason

Owner Name

Date:

Witness

Date:

Title of Witness

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# Land Use Staff Review

## Short-term Rental Type and Submittal Requirements

### A. Accessory Dwelling

- Proof of ownership (deed or latest property tax record) of short-term rental unit
  - Site plan to scale showing all buildings and parking (i.e. improvements survey)
  - Floor plan to scale showing all bedrooms and fire extinguishers
  - Proof of property insurance that identifies the dwelling unit as a rental unit
- \_\_\_\_\_

### B. Residential Unit

- Proof of ownership (deed or latest property tax record) of short-term rental unit
- Site plan to scale showing all buildings and parking
- Floor plan to scale showing all bedrooms and Fire Extinguishers
- Proof of property insurance that identifies the dwelling unit as a rental unit

Note: \_\_\_\_\_

### C. Multi-Family Units

- Proof of ownership (deed or latest property tax record) of short-term rental unit
- Site plan to scale showing all buildings and parking
- Floor plan to scale showing all bedrooms and Fire Extinguishers
- Proof of property insurance that identifies the dwelling unit as a rental unit

Note: \_\_\_\_\_

Note: \_\_\_\_\_

This application and the required submittal s have been reviewed and the short-term rental unit is ready for inspection.  Yes  No

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_