



City of Baudette
Planning and Zoning
PO Box 548
Baudette, MN 56623
218-395-0102

SHORT TERM RENTAL PERMIT APPLICATION

Property Owner Information

Address of Rental Property: _____ Parcel Number: _____

Name: _____ Cell Phone #: _____

Address: _____

Email Address: _____

Local Agent Information

**local agent required if owner resides 100 miles or more from the rental property

Name: _____ Cell Phone #: _____

Address: _____

Email Address: _____

☐ I have read and agree to comply with the Short-Term Rental Ordinance.

I certify that I am the property owner named above, that I have familiarized myself with the rules and regulations that govern the operation of a short-term rental property, and the statements and answers herein contains are in all respects true and accurate to the best of my knowledge.

Signature: _____ Date: _____

YOU MUST ATTACH THE FOLLOWING:

- ✓ Permit Fee: \$150.00
- ✓ Floor plan of rental unit
- ✓ Proof of notification to property owners within 350 feet of rental
- ✓ Aerial of property showing property lines, garbage receptacles and parking spaces
- ✓ Copy of required posted notice
- ✓ Proof of liability insurance

City Use Only

☐ Approved

☐ Denied

Signature: _____ Date: _____

REQUIRMENTS WITHIN THE CITY OF BAUDETTE:

Registry Required: Every permittee within the City of Baudette shall keep a register containing the following information for each person who stays at the short-term rental and shall maintain such register for a period of eighteen (18) months. The owner or registered agent shall make the list available to City staff and/or law enforcement upon request.

1. Name;
2. Address;
3. License plate;
4. Date of arrival;
5. Date of departure;
6. Number of guests

Standards:

- The main rental contact/person renting from the permittee must be a minimum of 21 years of age.
- Prior to the issuance of a short-term rental permit, the permittee shall notify all owners of property within 350 feet of the permitted short-term rental involved in the application. This notice shall be in writing and contain the location of the short-term rental the contact information for the permittee and the permittee's designated secondary contact.
- The permittee or local agent contact must be able to be onsite and respond to any complaints within thirty (30) minutes of notification, regardless of the time of day.
- Garbage, refuse, or recycling shall be stored completely enclosed within designated containers. The owner or operator of the rental unit shall provide sufficient trash storage containers and services to accommodate the demand of the occupants.
- Rental unit shall have at least (1) battery operated or hard-wired smoke detector in proper operating condition, on each level of the dwelling unit, including basements but excluding crawl spaces and attics, in accordance with NFPA standards.
- Rental unit shall have an approved carbon monoxide alarm within 10 feet of each sleeping room.
- A minimum of two (2) off street parking spaces are required for each unit.
- Insurance. The licensee must provide proof of sufficient and suitable property insurance with the license application and must be able to confirm that the coverage remains in place within 24 hours of a request by the city.
- All short-term rentals shall comply with all Federal, State, and/or local laws, including without limitation all zoning requirements.
- Violation of the rental ordinance shall be considered a misdemeanor.

Parking: All tenants and guests must comply with City parking regulations, including seasonal on-street and off-street parking regulations.

Noise Standards. For short-term rentals, outdoor amplified sound that can readily be heard by surrounding property owners shall be prohibited between the hours of 10:00 p.m. and 8:00 a.m.

Pets: Pets must be on a leash or in a fenced yard at all times. Continual nuisance barking by unattended pets is prohibited.

Each Rental Property must post, in a location visible to the renters, the following information: name and phone number for owner and local agent (if applicable), local emergency information, maximum overnight occupancy, maximum number of non-overnight occupants, pet policy, plan for garbage and recycling, and parking information.

Short-Term Rental Permit must be renewed annually on January 1st and expires upon sale or transfer of property.