



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

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 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



Short Term Rental Housing Permit Posting MUST KEEP POSTED

4646 Dakota Street SE | Prior Lake, MN 55372 | 952.949.9800

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.