CITY OF TWO HARBORS

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Permit Application Guide

This guide will help you complete an application for Short-Term Rental in Two Harbors.

The Short-Term Rental Permit is the City’s way of allowing temporary commercial activities while ensuring they do not disturb neighbors, are compatible with surrounding properties, pay applicable lodging tax and following housing regulations.

The City has chosen to address these needs by requiring any homeowner who wishes to rent their home on a short-term basis to apply for an annual permit.

Application Instructions

The following instructions help explain the information that is requested in the Short-Term Rental permit application.

The application must be completed and filed with the City Clerk along with the applicable fee. The City will inform you of whether or not your application is approved or denied. If approved, a Short-Term Rental Permit will be issued, which must be displayed in a conspicuous place onsite during all rentals. No homeowner may host a short-term vacation rental without a permit.

Box 1. Type of Application.
Select whether this is a new or renewing application for a Short-Term Rental.

Box 2. Applicant Information.
- The applicant must provide the information required by the permit application and must have the consent of the property owner in writing to submit the application.
- A fee of $125 for an annual permit must be submitted with the permit application.

Box 3. Property and Property Owner Information.
The property where the short-term rental will occur must be identified. The property owner must also sign this document if that person is different than the applicant.

Box 4. Certification.
The applicant must certify and affirm to the statements as shown on the permit application.

Box 5. Fee.
The applicant must include the appropriate fee based on whether the application was made before or after October 1 of the current year.

Approval
The Short-Term Rental Permit is an administratively approved permit. It can be approved once the Zoning Administrator determines the application is complete, the property is located in the correct zoning district, the standards applicable to the short-term rental are met and the application fee is submitted. The Zoning Administrator can impose conditions on the approval of the short-term rental as he/she deems reasonable and necessary to protect the health, safety and general welfare of adjacent uses and the community.

Revocation
The City can revoke a Short-Term Rental Permit and pursue enforcement procedures, including penalties, according to the provisions of Section 4.42 (short-term rental regulations) and Section 11 (zoning regulations) of the City Code if the applicant is found to be in violation of permit conditions or other laws, rules, standards and regulations.
Short-Term Rental Permit Application

GOVERNMENT DATA PRACTICES ACT - CLASSIFICATION WARNING: The data you supply on this form will be used to process the permit you are applying for. You are not legally required to provide this data, but we will not be able to process the permit without it. Some of the data will be classified as public data if and when the permit is granted.

1. Type of Application
   ☐ New   ☐ Renewal

2. Applicant Information
   Name: __________________________________________
   Address: ________________________________________
   Telephone #: ___________________________ Email Address: ________________
   Application # (to be assigned by City): ________________________________

3. Property Information
   Street Address: _________________________________________
   Parcel #: _______________________________________________
   Zoning District: ___________________________________________
   Name of Property Owner (if different from Applicant): ________________
   Address: ________________________________________________
   Telephone #: ___________________________ Email Address: ________________

   Signature of Property Owner ___________________________ Date: ________________

Short-Term Rental Permit Application
Effective _______________ 20__
4. Certification

4.1 I affirm that my short-term rental will not interfere with the quiet use and enjoyment of my neighbor’s property.

4.2 I affirm that I will provide all necessary reports and make all lodging tax payments just as other businesses in the community are required to do. I will provide a monthly report even if no rental activity occurred within that month.

4.3 I affirm that my short-term rental will comply with Section 4.42, of the City Code regulating short-term rentals.

4.4 I affirm that I am aware of and will comply with all Federal, State, and local requirements with respect to providing short-term rentals.

_________________________________________  __________________________
Signature of Property Owner                Date:

5. Fee

5.1 The annual fee for this Short-Term Rental Permit is $125.00 or $62.50 if the application is for the Short-Term Rental Permit is made after October 1 of the current year.

5.2 $_______________ accompanies this application in payment of the fee for the current year based.

CITY USE ONLY

Date Received:  _____________________________________________

Approved:  _____________________________________________

Approved with the conditions below:

________________________________________________________________

________________________________________________________________

Denied:  _____________________________________________

_________________________________________  __________________________
Signature of Zoning Administrator                Date:
Short-Term Rental Regulations

Definition- A “short-term rental” is the renting of a room or entire residence for a period of less than 30 days and not at an established bed and breakfast, hotel, motel, or similar commercial establishment.

Purpose- The purpose of this ordinance is to ensure that the short-term rental of dwelling units is conducted, operated, and maintained in a way to protect public health, safety, and welfare of the citizens of Two Harbors and visitors alike.

1. Permits-
A. Any owner wishing to use their residence for a short-term rental must apply for a short-term rental permit. A fee of $125 dollars is associated with the application. The fee will cover the cost of administering the program and providing notice to neighbors within a 300-foot range of the property.
B. All permits expire annually on December 31st of each year and an application for renewal must be made a minimum of 60 days prior to the expiration of the current permit.
C. The permit is not transferrable to another person or another dwelling unit. Written notice must be provided to the City of Two Harbors within 5 business days after legal transfer or disposition of legal control of the dwelling unit. The name and address of the person succeeding ownership or control of the dwelling unit is required.
D. A local agent must live within 30 miles of the dwelling unit. This agent may or may not be the owner of the dwelling. This agent may be the agent for multiple dwelling units. The agent must provide the City a primary and secondary phone number and current address. This agent must be available 24 hours a day during the time a dwelling unit is being occupied to respond to complaints and contacts regarding the dwelling unit. The City must be notified within 5 business days if there is any change of agent. This agent is responsible for the activities of tenants and the maintenance and upkeep of the unit.

2. Lodging Tax-
Enclosed in the permit application will be a form to provide the payment of a lodging tax, just as similar businesses within the community are required to do so. The operators of a short-term rental are required to file a monthly lodging tax report, even if no rental activity occurred in that month.

3. Owner Responsibilities-
A. All dwelling units must conform to all applicable City building and zoning requirements, special permits issued by the City, and Minnesota state laws.
B. On premise signs are prohibited.
C. The owner must keep a record detailing all current and prior tenants, including names and dates stayed. A copy of this list will be made to the Planning and Zoning Administrator upon request.
D. The owner will post within the dwelling unit their name, address, email, and primary and secondary phone numbers and the same contact information of any agents.
E. Quiet hours shall be between 10 p.m. and 8 a.m. Any outdoor amplified sound during this time that can be heard by neighboring property owners is prohibited.

Contact: Jennifer A Sterbenz, Community Development Planner
Phone: 218-834-8804
Email: jsterbenz@twoharborsmn.gov
F. Owners must ensure appropriate recycling and waste bins are available for use by tenants and must not be stored in public view.

G. The owner must post within the unit a notice of all use restrictions outlined above.

4. Permitted Premises-
A. Short-term rental will only be permitted in dwelling units with conforming lots, as defined in Chapter 11 of the zoning code. Lots within the North Shore Management Board Zone which were conforming prior to May 26th, 2006, will be considered a conforming lot.
B. The short-term rental of a recreational vehicle (RV), camper, or another similar vehicle within the City is prohibited.

5. Parking-
All seasonal on-street parking regulations must be followed. Please refer to the text below regarding the parking ordinance. Off street parking is in effect in the City of Two Harbors November 1st. Residents should be reminded that it is unlawful to park or leave standing any vehicle on any street between the hours of 2:00 a.m. and 6:00 a.m. every day from November 1 of each year to April 30 of the year next following. If snow has fallen, the prohibited hours on any street shall be from 2:00 a.m. to such time as snow plowing curb-to-curb has been completed on such street, unless otherwise directed by resolution of Council. It is also important to remember that City Code prohibits parking a vehicle on any boulevard which has been curbed.

6. Disciplinary Actions, Permit Revocation, and Violation Procedures-
A. All violations shall be reported to the Zoning Administrator, who will review the violation and provide written notice to the permit holder and any necessary remedial actions. It will be up to the discretion of the Administrator and/or Chief of Police to determine if a violation took place.
B. If a permit holder fails to correct a violation or receives 3 violations within a 12-month period, the Zoning Administrator will recommend the revocation of the permit to the City Administrator, who will review the recommendations and reasoning for revocation.
C. Any penalty from unpaid lodging taxes shall also count as a violation.
D. If a permit is revoked, it is unlawful to allow any new occupancies of the dwelling until a new permit is issued by the City.
E. If a person has their permit revoked, they will not be able to be issued any new permits for one year from the date of the revocation.
F. A permit holder may appeal to the City Council if their permit is revoked. An appeal to the City Council must be filed with the City Administrator within 10 days after the issuance of a revocation notice. A written statement is required. A hearing will be held within 30 days of receiving the request. A notice will be mailed to the permit holder’s last known address at least five days prior to the date set for the hearing.

To view more information about planning and zoning in Two Harbors, visit: www.twoharborsmn.gov

Contact: Jennifer A Sterbenz, Community Development Planner
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