



# CITY OF TWO HARBORS

522 First Avenue, Two Harbors, MN 55616  
(218) 834-5631 · FAX (218) 834-2674

## 2024 Short-Term Rental Permit Application Instructions

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

The STR 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 STR permit.

### STR Permit Changes – Location and Caps

No new STR Permits will be issued for properties in residential zoning districts. Current permittees in residential districts must submit completed applications by November 1<sup>st</sup> in order to retain their permits for the coming year.

A cap has been set for STR permits outside the 7<sup>th</sup> Avenue corridor. This cap will be adjusted annually and will be achieved through attrition; no one will lose their permit if they submit completed applications by November 1<sup>st</sup> and comply with all other requirements.

### Application Instructions

For new applications contact the city before submitting an application to determine if an opening exists.

The application must be completed and filed with the City along with the applicable fee. Only complete applications will be processed. Complete all blanks on the application form. The City will inform you of whether or not your application is approved or denied. If approved, a STR 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.

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**Section 1. Type of Application.**

Select whether this is a new or renewing application for a STR Permit.

### Section 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 person who lives within thirty (30) miles of the rental unit must be named as local agent.

### Section 3. Property Information.

The property where the short-term rental will occur must be identified.

### Section 4. Certification.

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

### Section 5. Fee.

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

### Section 6. Lake County Lodging License

A Lake County Lodging License is required. A license may be obtained from: Lake County Environmental Health (218) 834-8356 Monday-Friday, 8 AM to 4 PM or email: [john.weidner@co.lake.mn.us](mailto:john.weidner@co.lake.mn.us). The county license application can be accessed at <https://www.co.lake.mn.us/health-and-human-services/hhs-documents/>

### Approval

The STR 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 and inspection certificate are submitted. The Zoning Administrator can impose conditions on the approval of the short-term rental as deemed reasonable and necessary to protect the health, safety and general welfare of adjacent uses and the community.

### Revocation

The City can revoke a STR permit and pursue enforcement procedures, including penalties, according to the provisions of Section 4.42 (short-term rental regulations) of the City Code and Chapter 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.



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**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 a permit is granted.

**1. Type of Application**       New       Renewal

### 2. Applicant Information

**Applicant:** \_\_\_\_\_  Local Agent

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

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Minnesota Tax ID Number: \_\_\_\_\_

**Property Owner** (if different from applicant): \_\_\_\_\_  Local Agent

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

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Local Agent** (if different from above): \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 3. Property Information

Street Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Number Off-Street Parking Spaces: \_\_\_\_\_

Number of Units & Bedrooms:      Unit #1 # Bedrooms \_\_\_\_\_

Unit #2 # Bedrooms \_\_\_\_\_

Unit #3 # Bedrooms \_\_\_\_\_

Unit #4 # Bedrooms \_\_\_\_\_



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## 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 Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Property Owner** *(if different than applicant)*

\_\_\_\_\_  
**Date**

## 5. Fee

- 5.1 Full Year – January 1 to December 31, 2024 (or portion thereof) – \$125
- 5.2 Part Year – October 1 to December 31, 2024 (or portion thereof) – \$62.50

## 6. Lake County Lodging License

- 6.1 A copy of the property's Lake County Lodging License enclosed
- 6.2 A copy of the property's Lake County Lodging License forthcoming

### *CITY USE ONLY*

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

Fee Paid:      \$                      Cash                      Check #                      Card                      \_\_\_\_\_

Approved: \_\_\_\_\_

Approved with the conditions below: \_\_\_\_\_

Permit Number \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Zoning Administrator**

\_\_\_\_\_  
**Date**

For info contact the zoning administrator at [jotsea@ardc.org](mailto:jotsea@ardc.org) or (218) 529-7529 or (218) 834-5631