

## **SHORT-TERM RENTAL LICENSE APPEAL PROCESS**

1. Applicant must file an appeal within 14 days of notice of non-compliance.
2. Appeal paperwork can be found on our website at [www.cityofcrosslake.org/administration/page/short-term-rentals](http://www.cityofcrosslake.org/administration/page/short-term-rentals)
3. Appeal paperwork maybe be filled out in person, mailed to our office at 13888 Daggett Bay Rd, Crosslake, MN 56442 or e-mailed to [str@crosslake.net](mailto:str@crosslake.net)
4. Once the STR appeal application has been determined to be complete, including all required documentation, the City will add the appeal to the next regularly scheduled monthly City Council meeting agenda. Applicant will receive a notice by mail and/or email, whichever is preferred, once added to the agenda.
5. The City Council will hear from the applicant and City staff at the City Council meeting and will render their decision. The City Council's decision is final; there will be no further considerations or appeals to be made. The final decision will be mailed and/or emailed to the appellant.



**This application is not considered complete until all required documentation, represented in the chart below, has been submitted.**

|  | Bedrooms | Garbage | Fee | Occupancy | Noise | Parking | Septic – holding tank | Septic – upgrade needed | Other* |
|--|----------|---------|-----|-----------|-------|---------|-----------------------|-------------------------|--------|
| Photographic Evidence  | x        | x       |     | x         |       |         |                       |                         | X      |
| Interior Floor Plan  | x        |         |     | x         |       |         |                       |                         | X      |
| Copy of contract/bill for services                                   |          | x       |     |           |       |         |                       |                         | X      |
| Site Plan or Survey <sup>1</sup>                                     | x        | x       | x   | x         | x     | x       | x                     | x                       | X      |
| Approved Septic Design   |          |         |     | x         |       |         | x                     | x                       | X      |
| Most recent Compliance Inspection                                    |          |         |     |           |       |         | x                     | x                       | X      |
| Site Suitability for Type 1 ssts                                     |          |         |     |           |       |         | x                     |                         | X      |
| Three years' worth of pumping and maintenance records (if available) |          |         |     |           |       |         | x                     |                         | x      |

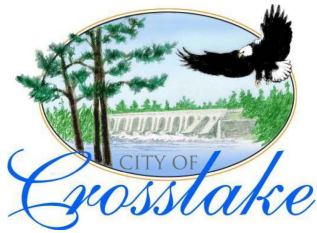
*1 = Site plan / survey must meet the minimum requirements of a complete site plan as shown in Attachment A.*

\*Required documentation will vary depending upon appeal.

I hereby swear and affirm that the information supplied to the City of Crosslake is accurate and true. I acknowledge that this application is rendered invalid and void should the City determine that information supplied by me, the applicant, in applying for this appeal, is inaccurate or untrue. Signature of this application authorizes City staff to enter upon the property to perform needed inspections.

Signature: \_\_\_\_\_  
Property Owner

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



CITY OF CROSSLAKE  
13888 DAGGETT BAY RD  
CROSSLAKE, MN 56442  
(218) 692-2222 EMAIL: str@crosslake.net

## Short Term Rental Ordinance Appeal

1. Is the appeal request in harmony with the purpose and intent of the Short Term Rental Ordinance?  YES  NO

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2. Is the property owner proposing to use the rental in a means not permitted by the Short Term rental Ordinance?  YES  NO

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3. Is the need for an appeal unique to the property and not created by the property owner?  YES  NO

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4. Will the approval of an appeal maintain the essential character of the locality?  YES  NO

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5. Will the approval on an appeal promote health, safety, and wellness to Crosslake citizens and patrons of short-term rentals?  YES  NO

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6. Other comments:

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