

City of Bemidji
Short-Term Rental License Application

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing or rejection of your application.

A fee of \$ _____ made payable to the **City of Bemidji** must accompany this application.

OFFICE USE ONLY
Complete App. Rec'd _____
Date Licensed _____
License Number _____
Comments _____

Use this form for all new Short Term Rental requests, or for renewal of your existing rental permit if there have been any changes to your property.

Section A: Completed by Applicant

PROPERTY OWNER/APPLICANT INFORMATION

NAME OF APPLICANT: _____	PHONE: _____
MAILING ADDRESS: _____	
SITE ADDRESS: _____	PARCEL: _____
EMAIL ADDRESS: _____	
LOCAL CONTACT/AGENT NAME: _____	PHONE: _____
LOCAL CONTACT/AGENT ADDRESS: _____	
LOCAL CONTACT/AGENT EMAIL: _____	
<p>No Short-Term Rental License shall be issued until the owner designates a local managing agent or a local contact who resides within thirty (30) minutes travel time of the property who can respond 24-hours-a-day to any complaints or to offer any assistance upon request if owner lives more than thirty (30) minutes travel time of the property. The owner shall notify and provide the City Staff within ten (10) days of a change in the local contact or agent. An Authorized Agent / Contact Consent Form shall be submitted with each application or with a change in Local Contact/Agent.</p>	

PROPERTY INFORMATION

1.	Number of total bedrooms: _____	Number of bedrooms to be offered to guests: _____
2.	Maximum number of guests to be allowed by Applicant: _____	
3.	Number of off-street parking spaces on the property for guests: _____	
4.	How are off-street parking spaces provided, in a garage or on marked bituminous or concrete surface? Please describe parking/ list how many of each kind: _____	

5. Will guests' boats, ATVs and/or other trailers/RVs be allowed at this property? Yes No
6. Is parking available for recreational vehicles? Yes No
*Parking on the grass or unapproved surfaces are a violation of JPB Ordinance.
7. Are there any Special Use Permits or Variances on this property? (Explain with dates & provide copies)

8. Will your property have suitable garbage containers for ALL waste? Yes No
Disposal method/plan. _____
9. Have any home alterations been done or are planned, to accommodate the short-term rental including parking? Yes No Explain: _____

10. If the property is on a Septic System or well, is the area marked to prevent damage? Yes No
What type of system is being used? _____
11. A short-term rental is defined as stays less than thirty (30) consecutive days, will you allow stays longer than thirty (30) consecutive days? Yes* No
*If yes, a long-term rental license is required, if in the city limits; will you be applying for a long-term rental license, if in the city? Yes No
12. On which websites or how will you list or advertise your short-term rental? Please list, _____

13. Is there anything else we so know about your property? _____

ALL APPLICANTS MUST SIGN BELOW

I hereby certify that I am the owner or authorized agent of the owner of the above-described property and that all uses will conform to the provisions of the City of Bemidji City Code. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize City of Bemidji staff to inspect the property during review of this application or upon complaint during reasonable times of the day.

OPERATION OF A SHORT-TERM RENTAL WITHOUT A LICENSE IS A VIOLATION OF THE LAW

Owner: _____

Authorized Agent: _____

Date: _____

Sample Site Plan

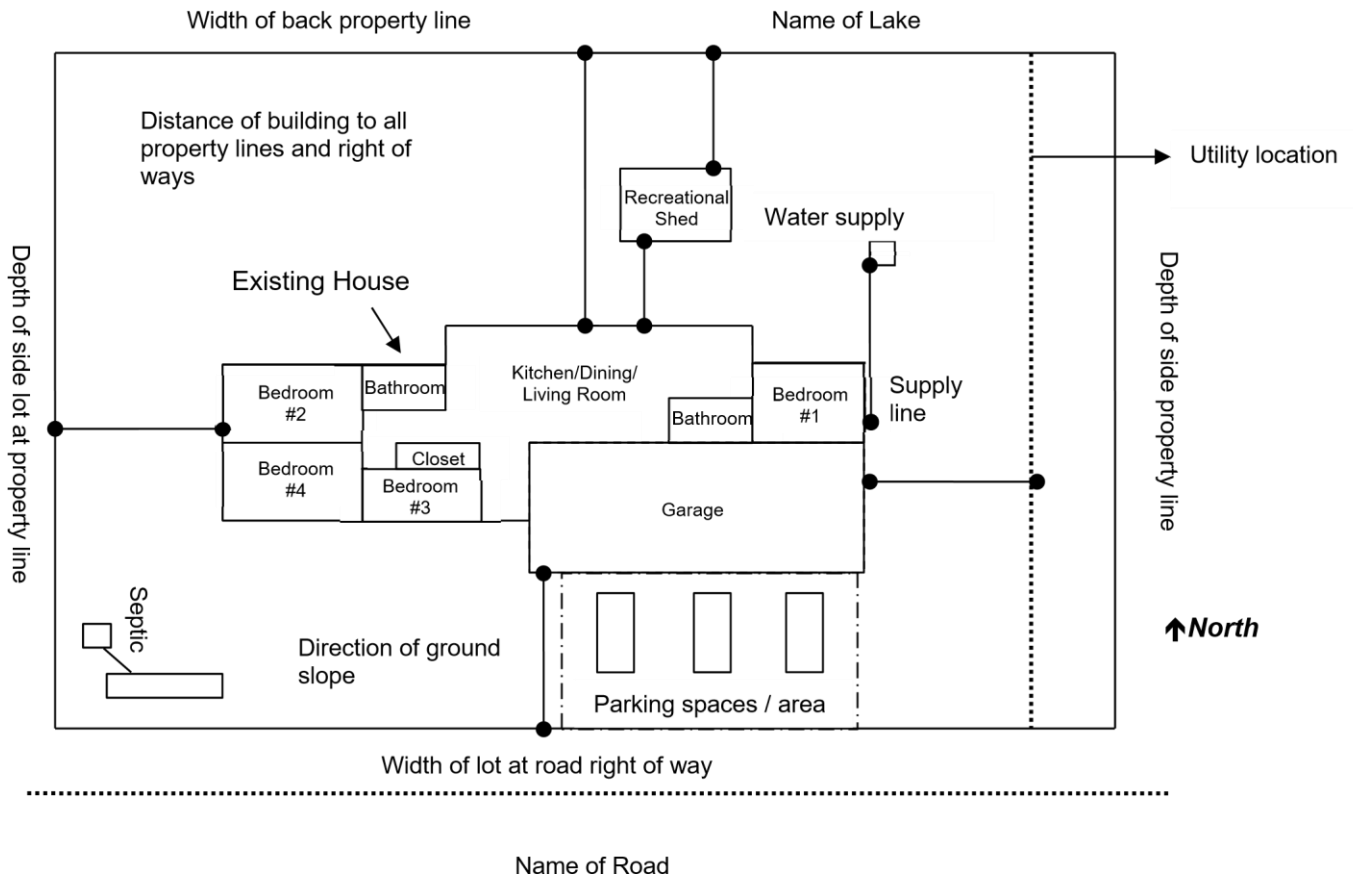
Indicate:

- Existing buildings with dimensions (solid line).
- Lot size and property lines.
- Distance from road right of way and property lines to: Existing buildings and existing and proposed septic and water supply.
- Bedroom locations with dimensions.
- Parking spaces/area with dimensions (dashed line).

Also indicate:

- Distance between buildings.
- Distance from septic to closest building intended for human occupancy.
- Distance from septic to well.
- Direction of ground slope in relation to well and septic.
- Underground and overhead utilities including water supply line.
- An arrow indicating north.

GIS Tools: The City of Bemidji online mapping system provides property data and measuring tools. Visit <http://arcgis.co.beltrami.mn.us/Bemidji/link/jsfe/index.aspx>





Authorized Agent / Contact Consent Form

Section A: Authorized Agent / Contact Information

Note:

1. THIS FORM IS FOR USE ALONGSIDE CERTAIN PLANNING REQUESTS. IT CANNOT BE USED FOR OBTAINING CITY BUILDING PERMITS.
2. Form must be legible and completed in ink.
3. Check appropriate box(es). Write any specific restrictions for the checked item(s) in the space provided (e.g. "valid only for permit applications submitted between 06/01/2024 and 08/01/2024") or attach a separate sheet titled "Attachment: Restrictions" and write "see attached" below. If you want your agent to represent you on a plat, interim use permit, conditional use permit or variance application and also be authorized to obtain the related land-use and/or septic permit(s), be sure to complete the "permit application" section as well. If an item's box is checked and the accompanying space is left blank, the authorization granted on that item is valid for a period of one year from the date of signature, or until City staff receive written notification from the property owner(s) stating otherwise, or the property ownership changes.

I (we), _____ hereby authorize _____ to act
(Landowner, print) (Agent, print)
 as my (our) agent on the following item(s): *complete the appropriate item(s)*

Permit application Land Use SSTS Fence Sign Environmental Alteration

Short-Term Rental Other: _____

(Write in restrictions): _____

Plat application: _____

Interim/Conditional Use Permit application: _____

Variance application: _____

Development Agreement: _____

on my (our) property located at:

Tax Parcel Number(s): _____

Physical Site Address: _____

Agent / Contact Information

Agent address: _____
Street City State Zip Code

Agent Name(s): _____

Agent phone #: _____ Agent email address: _____

Section B: Short-Term Rentals; Contact Consent Form

Note: This section only applies to short-term rental licenses

Local Contact & Authorized Agent Consent.

As the Authorized Agent and Local Contact, you agree to the following terms as stated in the short-term rental ordinance.

- Authorize the City of Bemidji to contact you and release your contact information to the property owners within the required notification range of the above short-term rental property.
- Consent to be the contact for complaints from said property owners, local government staff, and local law enforcement 24 hours a day.
- Understand that you shall record, report, and rectify the complaints for this short-term rental.
- The property owner and Local Contact & Authorized Agent of the short-term rental must notify City staff within ten (10) days of a change in Local Contact and a new Authorized Agent form must be signed.
- Must reside within 30 minutes of the short-term rental.
- Consent to following and maintaining the short-term rental in accordance with all conditions placed on the permit.

This form runs with the length of the short-term rental permit and expires on December 31st of that year. Reauthorization must be filed within 30 days before end of term.

Section C: Signatures for all sections

Property Owner(s) Signature(s)

Date

Local Contact & Authorized Agent Signature

Date