

# SHORT TERM VACATION HOME RENTAL APPLICATION/RENEWAL

City of Battle Lake  
108 East Main, PO Box 386  
Battle Lake, MN 56515  
218-864-0424  
blcity@arvig.net



City Use Only  
Date Received \_\_\_\_\_  
Payment \_\_\_\_\_  
Received all required items \_\_\_\_\_  
Date sent license \_\_\_\_\_

You must first submit an application to Otter Tail County and receive your license from them prior to submitting an application to the City of Battle Lake. Battle Lake has a limit on the number of Short Term Rentals within the City limits. Once those limits are reached, no other licenses will be allowed unless another license has been relinquished. Applications are good from January 1st to December 31st of each year and must be returned each year by the renewal time in order to continue to the following year. If applications are not received by the deadline, you may lose your preference to get licensed, if we are at the limit.

**OWNER'S INFORMATION**      **NEW APPLICATION**      **RENEWAL**      Licensing Year \_\_\_\_\_

OWNER NAME	ADDRESS	CELL PHONE #
	CITY, STATE, ZIP	
	email address:	

**MANAGER'S INFORMATION**

NAME	ADDRESS	CELL PHONE #
	CITY, STATE, ZIP	
	email address:	

**24-HOUR CONTACT INFORMATION**

NAME	ADDRESS	CELL PHONE #
	CITY, STATE, ZIP	
	email address:	

**Property Information:**

ADDRESS OF RENTAL	OCCUPANCY LIMIT AS DETERMINED BY THE COUNTY:
PARCEL ID#	
Website (URL) for Listing:	

IS THE PROPERTY YOUR PRIMARY RESIDENCE (YOU LIVE THERE AT LEAST 6 MONTHS A YEAR)

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YOU ANSWERED YES ABOVE, WILL YOU BE RENTING YOUR PROPERTY MORE THAN 30 DAYS OUT OF EACH YEAR?

YES \_\_\_\_\_ NO \_\_\_\_\_

DESCRIPTION OF PROJECT - HOW WILL YOUR PROJECT BE MANAGED AND MAINTAINED?

I certify all information is correct and understand I must follow both Otter Tail County and City of Battle Lake regulations.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

**YOU MUST ATTACH THE FOLLOWING:**

**\$150 Licensing Fee**

1. Otter Tail County License
2. Floor Plan of rental **FOR NEW APPLICATION ONLY OR NOTE ANY CHANGES IF THIS IS A RENEWAL**
3. Aerial of property - showing property lines, shore recreation facilities, garbage receptacles, and parking locations Proof of notification to property owners within 350 feet of rental **FOR NEW APPLICATIONS ONLY OR NOTE ANY CHANGES IF THIS IS A RENEWAL**
4. Copy of required posted notice
5. Proof of liability insurance

**REQUIREMENTS WITHIN THE CITY OF BATTLE LAKE:**

**Registry Required:** Every permittee within the City of Battle Lake shall keep a register containing the following information for each person who stays at the short-term rental and shall maintain such register for a period of eighteen (18) months. The owner or registered agent shall make the list available to City staff and/or law enforcement upon request.

1. Name;
2. Address;
3. Vehicle year, make, model, color;
4. License plate;
5. State in which the vehicle is registered;
6. Date of arrival;
7. Date of departure;
8. Number of guests;
9. Pets must be on a leash unless yard is fenced-in.

**Performance Standards**

1. The main rental contact/person renting from the permittee must be a minimum of 21 years of age.
2. The occupancy limit will be determined through the Otter Tail County application for short-term vacation rentals, but the maximum allowed on any property parcel within Battle Lake will be 15 overnight guests even if the County license allows more.
3. Unregistered guests are allowed on a limited basis and must leave the property by 10:00 p.m. any night of the week.
4. The total number of guests, registered or unregistered cannot exceed double the occupancy limit the property is licensed for through the City of Battle Lake.
5. Prior to the issuance of a short-term rental permit, the permittee shall notify all owners of property within 350 feet of the permitted short-term rental involved in the application. This notice shall be in writing and contain the location of the short-term rental the contact information for the permittee and the permittee's designated secondary contact.
6. The permittee or designated secondary contact must be able to be onsite and respond to any complaints within thirty (30) minutes of notification, regardless of the time of day.
7. Permittee shall post the following:
  - a. an aerial view of the property, clearly showing the property boundaries, parking areas, shore recreational facilities, garbage receptacles, etc.
  - b. City and County regulations regarding noise, parking, pets, and or lakes along with the County/City regulations related to parking, number of guests, unregistered guests, etc.
  - c. The full name and phone number of the local contact person or local management agent.
  - d. Local emergency contact information (police, fire, ambulance).
  - e. The County and City permit and license occupancy limits.
8. Garbage, refuse, or recycling shall be stored completely enclosed within designated containers. The owner or operator of the rental unit shall provide sufficient trash storage containers and services to accommodate the demand of the occupants.
9. Insurance. The licensee must provide proof of sufficient and suitable property insurance with the license application and must be able to confirm that the coverage remains in place within 24 hours of a request by the city.
10. No fireworks.
11. There shall be no change in the exterior appearance of the home or premises, or other visible evidence of the conduct of a short-term home rental, except that additional on-site city code compliant parking may be provided.
12. Outdoor signage must follow regulations set forth in Chapter 155 of the City's Code.
13. All short-term rentals shall comply with any and all Federal, State, and/or local laws, including without limitation all zoning requirements.

**License Non-transferrable**

1. A license is non-transferable and non-refundable.
2. The discontinuation of an operation by the licensee at the address covered by the license voids the license.
3. A voided license shall be surrendered to the City immediately by anyone in possession of it.
4. Change of ownership requires a new application. The City shall be notified in writing within five (5) business days of any change of property owner or rental agent.

**Parking:** All tenants and guests must comply with City parking regulations, including seasonal on-street and off-street parking regulations along with County regulations for Short term rentals.

**Noise Standards.** For short-term rentals, outdoor amplified sound that can readily be heard by surrounding property owners shall be prohibited between the hours of 10:00 p.m. and 6:00 a.m.

**Posted Notice.** Owner shall post within the dwelling unit, notice of all use restrictions as set forth in this Section.

**Disorderly Conduct Prohibited.** Disorderly conduct is prohibited on all permitted premises. It shall be the responsibility of the owner to ensure that all tenants occupying the permitted premises and their guests conduct themselves in such a manner as not to cause the permitted premises to be disorderly. For purposes of this Section, disorderly conduct refers to any disorderly conduct violation under Minnesota Statutes or the Battle Lake City Code.

**Permit Revocation.** Every short-term rental permit is subject to revocation for violations of this Section or any other provision of Minnesota Statutes or the Battle Lake City Code.

**Violations.** Violations of this Section shall be reported to the City Clerk and/or Police Department who shall review the violation and provide written notice to the permit holder of the violation and any necessary remedial actions.

**Revocation.** If a permit holder fails to correct a violation or receives three (3) violations within any twelve (12)-month period, the Police Department shall revoke the permit. The City Clerk and/or Police Department shall provide written notice to the owner and any registered agent of the revocation. The notice shall inform the owner and agent of the right to appeal the decision to the City Council.

**Appeal.** A permit holder aggrieved by the revocation of a short-term rental permit may appeal to the City Council. Such appeal shall be taken by filing with the City Clerk within ten (10) days after date of issuance of the written revocation notice, a written statement requesting a hearing before the City Council and setting forth fully the grounds for the appeal. A hearing shall be held within thirty (30) days of receipt of the request. Notice of the hearing shall be given by the City Clerk in writing, setting forth the time and place of the hearing. Such notice shall be mailed, postage prepaid, to the permit holder at his/her last known address at least five (5) days prior to the date set for hearing.

**Effect of Revocation.** If a short-term rental permit is revoked, it shall be unlawful for anyone to thereafter allow any new short-term rental occupancies of the dwelling unit until such time as a valid short-term rental permit is issued by the City. No person who has had a permit revoked under this Section shall be issued a short-term rental permit for one year from the date of revocation.

Violation. Any person who undertakes or allows any violation of this Section shall be guilty of a misdemeanor.