




Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

 218-730-5580

 planning@duluthmn.gov

City of Duluth Accepting Letters of Intent for Vacation Dwelling Unit Permits

The Planning and Development Division is taking Letters of Intent (LOI) to apply for a waiting list for Vacation Dwelling Interim Use Permits starting Friday, May 24, 2024, and ending Friday, June 14, 2024.

This waiting list will be used to allocate future vacation rental permits as they become available. Individuals still remaining on the 2021 eligibility list will be added to the beginning of this waiting list.

The City currently limits the number of vacation dwelling unit permits to 100.

Person(s) intending to submit an LOI for Interim Use Permit should provide the following information on the LOI form below.

1. Name, mailing address, email address, and phone number
2. Address of the proposed location of the vacation dwelling unit. Note that applicants must already own the property proposed for a vacation dwelling unit. Changes of address and/or ownership changes are not allowed.
3. Affirm that they have reviewed and understand the following information:
 - <https://duluthmn.gov/planning-development/land-use-zoning-and-applications/applications-checklists/short-term-rentals/>

The Letter of Intent may be delivered in person, or mailed to:

City of Duluth Planning and Development Division
411 W. First Street, Room 160
Duluth, MN 55802
Attn: Ryan Pervenanze, Manager

No LOI will be accepted after 4:00pm on Friday, June 14, 2024. The City will hold a random drawing from submitted LOIs on Friday, June 21, 2024, at 10:00 am, to select the order on a waiting list. This drawing will be held on Facebook Live.

Once notified of an available permit, a complete application must be submitted within 60 days. After 60 days, the permit spot will go to the next party on the waiting list. Only the person(s) listed on the LOI will be able to submit an application.

If a property owner wants to rent out their entire property without being present while it is rented, they need a Vacation Dwelling Unit Interim Use Permit. This type of a permit generally requires guests to stay for a minimum of two nights and rent for up to 29 days. Permits require subsequent inspection and permitting from the fire department and construction services, to ensure they meet the fire and building codes.

If you have any questions on this process, please send them to planning@duluthmn.gov.

www.duluthmn.gov

The City of Duluth is an Equal Opportunity Employer.



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Letter of Intent

Vacation Dwelling Unit or Accessory Vacation Dwelling Unit – Interim Use Permit

Date: _____

I hereby submit this Letter of Intent indicating my interest in applying for a future Interim Use Permit for a Vacation Dwelling Unit or Accessory Vacation Dwelling Unit for the property located at:

Street Address: _____

I certify that I am the owner of this property and that if held in joint ownership, that all owners have signed this letter.

I verify that I have reviewed the requirements for vacation dwelling units on the City’s Short-Term Rentals page, including but not limited to: all requirements related to number of bedrooms/guests allowed, parking, outdoor spaces, guest records, a local property manager, accessibility, building code, and fire operational permits, and that, if notified about an available permit, I intend to complete all application requirements in submitting an application. I understand that once placed within the drawing list, my property and rank is non-transferable to other addresses or property owners.

Name: _____

Email: _____

Phone: _____

Mailing Address

Street: _____

City, State, Zip: _____

The undersigned hereby represents upon all of the penalties of law for the purpose of inducing the City of Duluth to take the action herein requested, that all statements herein and attached are true and that all work herein mentioned will be done in accordance with the Ordinances of the City of Duluth and the laws of the State of Minnesota. Undersigned also understands that all documents provided to the City may be considered public data, per Minnesota Government Data Practices Act.

Signature of Property Owner

Date

Signature of Additional Property Owner, If Needed

Date

NOTICE: All letters must be received in the Planning and Development office by 4:00 pm on June 14, 2024 to be considered eligible.