



FOR IMMEDIATE RELEASE
City of Duluth - Communications Office

411 West First Street, Duluth, Minnesota 55802
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DATE: 9/6/2019

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

BY: Kate Van Daele, Public Information Officer

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

[Duluth, MN] The Duluth Planning and Development Division is taking Letters of Intent (LOI) to apply for a waiting list for Vacation Dwelling Interim Use Permits starting Monday, September 9, 2019, and ending Friday, September 27, 2019.

The City currently limits the number of vacation dwelling unit permits to 60. This waiting list will be used to allocate future vacation rental permits as they become available. Individuals remaining on the summer 2018 lottery waiting list will be added to the beginning of this waiting list.

Person(s) intending to submit an LOI for Interim Use Permit should provide the following information:

1. name, mailing address, email address, and phone number
2. address of the proposed location of the vacation dwelling unit
3. state if this will be an owner-occupied vacation dwelling unit or a non-owner-occupied vacation dwelling
4. state if this will be the first vacation dwelling owned or operated, or if the individual(s) applying own or manage other vacation dwellings within the corporate limits of Duluth
5. affirm that they have reviewed and understand the following information:

<https://duluthmn.gov/media/8250/interim-use-permits-for-vacation-dwellings-july-2019.pdf>

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: Ben VanTassel, Manager

The City will hold a random drawing from submitted LOIs on Monday, September 30, at 4:00 pm, to select the order on a waiting list. No LOI will be accepted after 4:00 pm on Friday, September 27, 2019

The next lottery for the waiting list is anticipated to be late summer 2020.

Once notified of an available permit, a complete application must be submitted within 30 days. After 30 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 apply.

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 permit generally requires guests to stay for a minimum of two nights and rent for up to 29 days. If the property owner permanently resides at the property during the rental period and they want to rent a room to guests, they would apply for an Accessory Home Share permit. Both zoning permits require inspection and permitting from the fire department. There is no limit to the number of Accessory Home Shares that the city can grant, but there is a limit of 60 Vacation Rental Permits.

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

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