



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
411 West First Street  
Duluth, Minnesota 55802

 218-730-5580

 [planning@duluthmn.gov](mailto:planning@duluthmn.gov)

## 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.**