



## Vacation Dwelling Unit Worksheet

1. The minimum rental period shall be not less than two consecutive nights (does not apply to Form districts). **What will be your minimum rental period?** \_\_\_\_\_ **nights.**
2. The total number of people that may occupy the vacation dwelling unit is one person plus the number of bedrooms multiplied by two. You may rent no more than four bedrooms.

**How many legal bedrooms are in the dwelling?** \_\_\_\_\_

**What will be your maximum occupancy?** \_\_\_\_\_

3. Off-street parking shall be provided at the following rate:
  - a. 1-2 bedroom unit, 1 space
  - b. 3 bedroom unit, 2 spaces
  - c. 4 or more bedroom unit, number of spaces equal to the number of bedrooms minus one.
  - d. Vacation dwelling units licensed on May 15, 2016, are entitled to continue operating under the former off-street parking requirement. The parking exemption for vacation dwelling units licensed on May 15, 2016, expires upon transfer of any ownership interest in the permitted property.
  - e. Form districts are not required to provide parking spaces.

**How many off-street parking spaces will your unit provide?** \_\_\_\_\_

4. Only one motorhome (or pickup-mounted camper) and/or one trailer either for inhabiting or for transporting recreational vehicles (ATVs, boat, personal watercraft, snowmobiles, etc.) may be parked at the site, on or off the street. **Will you allow motor home or trailer parking? If so, where?** \_\_\_\_\_
5. The property owner must provide required documents and adhere to additional requirements listed in the City of Duluth's UDC Application Manual related to the keeping of a guest record, designating and disclosing a local contact, property use rules, taxation, and interim use permit violations procedures.
6. The property owner must provide a site plan, drawn to scale, showing parking and driveways, all structures and outdoor recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, barbeque grill, recreational fire, pool, hot tub, or sauna, and provide detail concerning the provision of any dense urban screen that may be required to buffer these areas from adjoining properties. Please note that this must be on an 8 x 11 size paper.
7. The interim use permit shall expire upon change in ownership of the property or in six years, whichever occurs first. An owner of a vacation dwelling unit permitted prior to May 15, 2016, may request, and the Land Supervisor may grant, an application for adjustment of an existing permit to conform to this section, as amended, for the remainder of the permit term.

8. Permit holder must keep a guest record including the name, address, phone number, and vehicle (and trailer) license plate information for all guests and must provide a report to the City upon 48 hours' notice.

**Please explain how and where you will keep your guest record (logbook, excel spreadsheet, etc.):**

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9. Permit holder must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24-hours-a-day to any complaints from neighbors or the City. The permit holder must notify the Land Use Supervisor within 10 days of a change in the managing agent or local contact's contact information. **Please provide the name and contact information for your local contact:** \_\_\_\_\_
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10. Permit holder must disclose in writing their guests the following rules and regulations:

- a. The managing agent or local contact's name, address, and phone number;
- b. The maximum number of guests allowed at the property;
- c. The maximum number of vehicles, recreational vehicles, and trailers allowed at the property and where they are to be parked;
- d. Property rules related to the use of exterior features of the property, such as decks, patios, grills, recreational fires, pools, hot tubs, saunas, and other outdoor recreational facilities;
- e. Applicable sections of City ordinances, governing noise, parks, parking and pets;

**Please state where and how this information will be provided to your guests:** \_\_\_\_\_

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11. Permit holder must post their permit number on all print, poster or web advertisements. **Do you agree to include the permit on all advertisements?** \_\_\_\_\_
12. Prior to rental, permit holder must provide the name, address, and phone number for the managing agent or local contact to all property owners within 100' of the property boundary; submit a copy of this letter to the Planning and Community Development office. In addition, note that the permit holder must notify neighboring properties within 10 days of a change in the managing agent or local contact's contact information.