



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# City of Lakeville Short-Term Rental Administrative Permit Application

Rental Property Address: \_\_\_\_\_

Legal Description/PID No. \_\_\_\_\_

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Property Owner/Fee Owner(s)\* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

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Rental Property Manager (If different from above) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

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**✓ By signing below, I (the Property Owner/Fee Owner) certify that this short-term rental property will meet all Title 9, Chapter 10 provisions and standards of Lakeville City Code, including and in particular:**

1. Listings advertising a property's availability for rent shall state the assigned city permit number, maximum occupancy permitted, and the maximum number of vehicles that may be legally parked within off-street parking spaces on the property.
2. The maximum number of overnight occupants, including permanent occupants of the property if they are present, is limited to two (2) adults per bedroom, plus their dependent children.
3. There is a minimum of one (1) bedroom within the short-term rental dwelling unit and all bedrooms are located within the principal building.
4. All guest vehicles shall be parked within the garage or upon a driveway surface within the short-term rental property.
5. Use of off-street parking spaces by guest vehicles within the short-term rental property shall be limited to passenger vehicles only (no semi-trucks or trailers).

(continued next page)

6. Transient vehicle parking accessory to the short-term rental use shall not be parked upon public streets between the hours of 2:00 a.m. to 6:00 a.m. and shall not obstruct traffic within the public street, visibility at intersections, or access to fire hydrants, mailboxes, or neighboring properties at any time.

7. Waste shall not be stored outside of approved containers, and all waste containers shall be stored within the garage, except on the day of collection.

8. No special events, loud parties, camping, fireworks, or discharge of firearms during the short-term rental stay is allowed.

9. Noise shall not carry beyond property lines and reduced noise levels are required between 10:00 p.m. and 7:00 a.m.

10. A phone number with 24/7 access to the rental manager will be posted in a highly visible location near the home's front entrance.

11. The Lakeville Good Neighbor Brochure will be posted in a highly visible location near the home's front entrance. (This document will be sent with the approved permit.)

12. The property owner shall pay all federal, state and local taxes, including local lodging tax as required by title 3, chapter 17 of city code during the short-term rental permit term.

13. Any short-term rental found to be out of compliance with the general provisions and performance standards or any other provision of the city code violations shall be subject to permit suspension or revocation.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner/Fee Owner Printed name

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner/Fee Owner Printed name

*\*Per city code, all property owners must sign the application.*

**EXPIRATION AND RENEWAL OF SHORT-TERM RENTAL PERMIT:**

- All short-term rental permits require annual renewal.
- If a permit is issued between January-October, it will expire on December 31 of the same calendar year. If a permit is issued between November-December, it will expire on December 31 of the following calendar year.
- Application for renewal is encouraged to be made at least sixty (60) days before the expiration date. The City cannot guarantee renewal by January 1 without a minimum of thirty (30) days renewal notice.
- The annual short-term permit renewal fee is \$50.00.

**Initial Application Fee: ..... \$ 100.00**

**Community Development Department**  
20195 Holyoke Ave - Lakeville, MN 55044 - [lakevillemn.gov](http://lakevillemn.gov) - Phone: (952) 985-4420



# City of Lakeville

## Short-Term Rental

### Administrative Permit Questionnaire

*Thank you for your interest in renting your Lakeville residential property as a short-term rental (defined as 31 days or less, per rental). Please complete the following questions for staff review.*

1. How many bedrooms does this property have?
2. City code allows two (2) adults (18 years or older) per bedroom, plus their dependent children. Based on this allowance, what is the maximum number of adult guests per rental at this property?
3. City code requires that all rental guest vehicles (passenger cars only – no semi-trucks or trailers) be parked on the property in garage stalls and/or paved driveway surfaces. Based on these requirements, what is the maximum number of off-street parking spaces available on this property?
4. City code requires that short-term rental properties have rental management that either resides or maintains a business in Minnesota. Does this property meet those standards?
5. The rental of homes for temporary residential occupancy is a commercial activity and city code requires that short-term rental properties collect local lodging tax. Does this property consent to meet those standards?

*By signing this questionnaire, I declare that I have read Chapter 10 of the Lakeville Building Regulations Ordinance, and that all of the information provided to the City of Lakeville on this application, or as a part thereof, is true and accurate to the best of my knowledge.*

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*Signature of Applicant*

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*Date*

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*(If different) Signature of Property Owner/Fee Owner*

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*Date*



# Supplemental Information

## SHORT-TERM RENTALS

### *City of Lakeville*

#### Community Development Department

The City of Lakeville is committed to maintaining the quality of life of its residents and has a compelling interest in protecting the character of its residential neighborhoods. The rental of homes for temporary residential occupancy is a commercial activity, and when not properly managed, short-term rentals have the capacity to generate noise, traffic, and trash beyond what is typically present in a residential neighborhood creating a public nuisance.

Short-term rentals may be allowed within a residential zoning district subject to approval of an administrative permit in accordance with Title 9 (Building Regulations) and Chapter 10 (Short-Term Rentals) of the Lakeville City Code. Visit [LakevilleMN.gov](http://LakevilleMN.gov) to view the full ordinance.

#### **Procedure**

Form: Application (including Questionnaire) for a short-term rental permit shall be filed by the property owner or local management with the Zoning Administrator.

Fee: The application shall be accompanied by a fee as established by city council resolution (\$100 for the first short-term rental permit and \$50 for each annual renewal permit). The annual fee is non-refundable.

Term: Issuance of a short-term rental permit shall authorize use of the property as a short-term rental in accordance with the following schedules:

- A short-term rental permit issued between January 1 and October 31 of any given calendar year shall expire at midnight on December 31 of that same calendar year.
- A short-term rental permit issued between November 1 and December 31 of any given calendar year shall authorize use of the property as a short-term rental through December 31 of the following calendar year.

Renewal: The renewal of a short-term rental permit shall be processed in the same manner as the initial application, unless said permit has been suspended or revoked in accordance with section 9-10-8.

Number of Permits Limited: No property owner shall be issued more than two (2) short-term rental permits within the city.

Permit Transfer: A short-term rental permit is non-transferable and may not be assigned to another person or premises, including, but not limited to, any successor in title to ownership of the short-term rental or upon lease of the short-term rental to a person or persons for a period longer than thirty-one (31) consecutive days.

#### **General Provisions**

All property owners as identified on Dakota County property records shall agree to operate the property as a short-term rental and must sign the short-term rental permit application.

The property owner shall pay all federal, state and local taxes, including local lodging tax as required by title 3, chapter 17 of this code during the short-term rental permit term.

The short-term rental property shall be in compliance with all city, county, and state codes, laws, and regulations in order to be eligible for a short-term rental permit including, but not limited to, exterior maintenance of the structure, yard, access, and off-street parking areas.

Each short-term rental property owner shall appoint rental management upon whom the city may lawfully serve notices pertaining to the administration of this or any other chapter of the city code or state or federal law, service of which shall be as effective as if made upon such residential rental property owner. This person or entity must reside or maintain a business office within Minnesota.

### **Performance Standards**

Advertising: Listings advertising a property's availability for rent or reservation fee shall state the assigned city permit number, maximum occupancy permitted, and the maximum number of vehicles that may be legally parked within off-street parking spaces on the property.

Occupancy: A minimum of one (1) transient of a short-term rental must be an adult eighteen (18) years of age or older. The maximum number of overnight occupants, including permanent occupants of the property if they are present, is limited to two (2) adults per bedroom, plus their dependent children.

Parking: All renter vehicles shall be parked within the garage or upon a driveway surface(s) – no semi-trucks or trailers allowed. Guest vehicles shall not be parked upon public streets between the hours of 2:00 a.m. to 6:00 a.m.

Outdoor Use: No special events, loud parties, camping, fireworks, or discharge of firearms is allowed.

Noise: Noise shall not carry beyond property lines and shall be subject to section 4-1-4 of the city code, including reduced noise levels between 10:00 p.m. and 7:00 a.m.

Disclosures: The following information shall be posted in a conspicuous location near the home's front entrance:

1. Phone number(s) and other contact info for the short-term rental property owner or rental management at which they will be accessible twenty-four (24) hours each day. (or just remove the words contact info)
2. The Good Neighbor Brochure provided by the City.

### **Suspension and Revocation**

Any short-term rental found to be out of compliance with the general provisions and performance standards of this chapter or any other provision of the city code violations shall be subject to permit suspension or revocation.

### **Enforcement**

An owner, operator, tenant, or occupant of any building or property in violation of the provisions of this chapter or any city code violations may be charged and found guilty of a misdemeanor and may be held responsible for the cost of enforcement in addition to penalties.

**PLEASE NOTE: IF NEEDED, THE APPLICANT OF THIS ADMINISTRATIVE PERMIT IS RESPONSIBLE FOR CHECKING WITH THE HOMEOWNER'S ASSOCIATION FOR YOUR SUBDIVISION TO DETERMINE IF SHORT-TERM RENTALS ARE PERMITTED.**