



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

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Web-site: www.sylvantwp.com

Short-Term Rental Checklist

Sylvan Township - Ordinance No. 2019-02 (Requirements - Section 2.2)

Requirements (2.2)

Annual Permit Application (2.2.1)

Attachments to the application:

- Site Plan: (2.2.1.1)
- Floor Plan: (2.2.1.2)
- Contact Information: (2.2.1.3) Name(s) & Phone Number(s)
- Septic Compliance Certificate: (2.2.1.4) Cass Co ESD – 218-547-7241
http://www.co.cass.mn.us/government/county_directory/environmental_services/septic_systems_information/index.php
- Water Test: (2.2.1.5) MN Dept of Health -
<https://www.health.state.mn.us/communities/environment/water/data.html>
- Parking Layout: (2.2.1.6)
- Proof of Insurance: (2.2.1.9) \$1,000,000 Liability

Permit Fee (2.2.2) \$250.00

General Standards (2.3)

- Occupancy: (2.3.1)
- Rental Restrictions: (2.3.2)
- Building/Safety Codes/Fire Inspection: (2.3.4) Pillager Area Fire Dept – 218-547-7241
pillagerareafire@scicable.com (include a copy with your application)
- Parking/Vehicles: (2.3.5)
- Signage/Lighting: (2.3.6)
- Guest Records: (2.3.10)
 - Name
 - Address
 - Phone Number
 - Number of Guests/Pets per stay
 - Dates of Use
 - Number of Watercrafts supplied
- Annual Report: (2.3.11)
- Guest Disclosure: (2.3.12)
- Display of Permit: (2.3.13)
- Garbage: (2.3.14)