**Short-Term Rental Checklist**

**Sylvan Township - Ordinance No. 2023-01 (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*](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 – 218-746-4577 pillagerareafire@scicable.com *(include a copy with your application)*
	+ Parking/Vehicles: (2.3.5)
	+ Signage/Lighting: (2.3.6)
	+ Noise Monitoring: (2.3.7)
	+ Guest Records: (2.3.11)
		- Name
		- Address
		- Phone Number
		- Number of Guests/Pets per stay
		- Dates of Use
		- Number of Watercrafts supplied
	+ Annual Report: (2.3.12)
	+ Guest Disclosure: (2.3.13)
	+ Display of Permit: (2.3.14)
	+ Garbage: (2.3.15)