**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](mailto: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)