

## Vacation/Private Home Rental: Contact Information

This section is gathering information for our office to use to contact the applicant and determine if the applicant is the property owner. Because the application is for a public hearing we require the landowner's contact information; therefore, we ask if the applicant is the property owner.

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Applications Reports User

**Vacation/Private Home Rental** 1/16

Author: Kunz, Kristi <kristi.kunz@co.aitkin.mn.us> [Switch](#) [Print](#)

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The information provided below will be used for all contacts regarding the permit application such as the results of the application:  
(For example: this may be a contractor, authorized agent, landowner, etc.)

\* If we have questions on the application who should we contact?

Name: Kristi Kunz

Phone: (218) 927 - 7342

Email Address: aitkinpz@co.aitkin.mn.us

Mailing Address:

Address Line 1: 209 Second St. NW Room 100

Address Line 2:

City: Aitkin State: MN Zip Code: 56431

\* Are you the property owner? Yes

If you answer yes above, your name must be listed on the deed of the property.

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This is the number we will call if we have questions.

This is the email that will receive all correspondence regarding the application.

This should be the name of the person that is completing the application and will be attending the public hearing.

This is the address that will be published on the Notice of Hearing and where all mail regarding the application will be sent.

If you are the property owner you will not be required to complete the Authorized Agent Form; however, if you are not the property owner you will be required to complete an authorization form.

## Vacation/Private Home Rental: Authorized Agent Form

If you selected “No” to the question “Are you the property owner?” (See Contact Information on the previous screen), then you will be required to complete the authorized agent form.

Step 1: click on the link to the Authorized Agent Form

Step 2: print the form and complete

Step 3: scan and save the form to your computer

Step 4: “choose file” to be attached

Step 5: enter the property owner’s email address

Step 6: proceed to next section

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### Vacation/Private Home Rental

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1. Contact Information

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2. Authorized Agent Form

\* Please attach the completed authorized agent form.

[Authorized Agent Form](#)

Choose File No file chosen

Attach file

\* Property Owner Email Address:

This field is required so the property owner receives correspondence regarding the public hearing and application.

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Once the form is completed and saved to your computer, you can attach the form by selecting “Choose file” here.

This is the link to print the form and complete it.

The property owner email address is required to ensure they receive all correspondences regarding the public hearing and application.



## AUTHORIZATION FORM

I hereby authorize the agent named below to act as my authorized agent for all public hearing applications and land use permits on property located at:

Parcel Numbers(s):	
E911 Address of Property:	

### Authorized Agent Information:

Agent name:	
-------------	--

### Property Owner Information:

Owner name:		Phone number:	
Email:			
Property Owner Signature:		Date:	

## Vacation/Private Home Rental: Project Location Search

This section is used to gather the property information and directions to the site. You are able to add multiple parcels to one application by using the blue (+) sign.

The driving directions are used by the Zoning Staff Inspector that will visit the site prior to the hearing, along with the Board Members. Unfortunately, using a GPS is not always accurate in our area; therefore specific driving directions are required.

Begin typing identifying parcel information in this box.

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To find the parcel(s) related to this application, begin by typing in the "Find" box below. Parcel information will display as you type. Please be patient.  
Select the blue (+) on the parcel(s) that pertain to your application.

- \* Parcel ID Number (using the dashes)
- \* E911 Address Number (five digit address #)
- \* Street Name
- \* Last Name of the Landowner (as listed on the tax statement)
- \* Property:

Find: 56-1-008100

[ Simple Advanced ] [ Search Result Limit: 10 ]

Property Location					Property Address			Legal Description	Property Attributes		Owner Information	Tax Payer Information
Parcel Number	Township or City Name	TWP	SEC	RGE	Property Address	Property City	Property Zip 5	Legal Description	Lake Number	Lake Name	Owner Name(s)	Taxpayer Name(s)
56-1-008100	AITKIN CITY	47	26	27				ALL OF BLK 16 INCLUDING VACATED STREET IN	0		AITKIN COUNTY	AITKIN COUNTY

Selected: None

\* Driving directions to the proposed property from Aitkin:

Poor driving directions could result in a tabled or denied permit.

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Once the parcel is shown select the blue (+) sign to add to application.

Enter specific driving directions here. (Include road names, distances, unique lot descriptions, etc.)

## Vacation/Private Home Rental: Brief Narrative

This section is used to explain in detail your proposed use. You have the option to type out your brief narrative or attach a document if you have already prepared one. An example of a brief narrative would be:

*We are requesting an Interim Use Permit to operate a vacation rental at our lake home on Big Sandy. The capacity is 8 guests (4 bedrooms, 2 bathrooms). Rentals will be occasional (2-4 times per year), seasonal, and for not less than one week in duration. We will offer a detailed guest information book which will be placed on the kitchen island prior to guests arriving. The guest information book will include emergency contact numbers, a copy of any conditions placed on the approved Interim Use Permit, local services and businesses, rental agreement, etc. Quiet hours will be from 10:00pm to 8:00am. We will advertise through VRBO.com. Our property care manager (who resides within 5 miles of the rental property) will perform a walk-through inspection before and after the rental with the guests.*

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### Vacation/Private Home Rental

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Please provide a brief narrative and include the following:

- # of proposed occupants
- proposed length of rental stay (weekly/daily)
- proposed quiet hours
- type of advertising that will be used (state specific website, if advertising online)

\* Brief Narrative:

This is a test.

If you have already prepared a narrative, please attach it here:

If you are attaching a narrative please state "See attached" and attach the document below:

New file: Choose Files No file chosen

Add another attachment

Refresh / Save new names for files

\* List all advertising:  
(If advertising on a website, be specific and include all rental id#'s, title, etc.)

If you have a paper copy of your ad, please attach it here:

New file: Choose Files No file chosen

Add another attachment

Refresh / Save new names for files

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Enter brief narrative here. If you have already prepared one say "see attached".

Select "Choose files" here to attach your already prepared narrative.

List all advertising sites – be specific. This will be used to verify compliance with any advertising conditions that the Planning Commission may place on an approved use. \*hover your mouse over the blue "?" to see examples.

Select "Choose files" here to attach a copy of your advertising, if applicable.

## Vacation/Private Home Rental: Floor Plan of Structure

This section is used to show the floor plan of the structure to be used for rental, including dimensions of rooms, egress window style, location and dimensions, location of smoke detectors and carbon monoxide detectors. If the structure is multi-level, please include a floor plan for each level.

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Please attach a floor plan of the structure. The floor plan should include:

- number of bedrooms with dimensions and all other sleeping accommodations
- style, location and dimensions of egress windows
- location of all smoke detectors and carbon monoxide detectors.

\* Attach Floor plan of structure  
[State Fire Marshall Information Sheet](#)

\* Please complete and attach the window worksheet(s) - one sheet per bedroom. Identify the bedroom on the worksheet.  
[Window Worksheet](#)

For more information on Carbon Monoxide Alarms  
click on link below:  
[Carbon Monoxide Fact Sheet](#)

New file:  No file chosen  
**Add another attachment**  
**Refresh / Save new names for files**

New file:  No file chosen  
**Add another attachment**  
**Refresh / Save new names for files**

Print

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A link is provided with additional information on the MN Fire Code.

Select "Choose files" here to attach your floor plan. Select "Add another attachment" to add additional files.

This is the link to print the window worksheets. (One sheet per bedroom)

A link is provided with additional information on Carbon Monoxide Alarms.

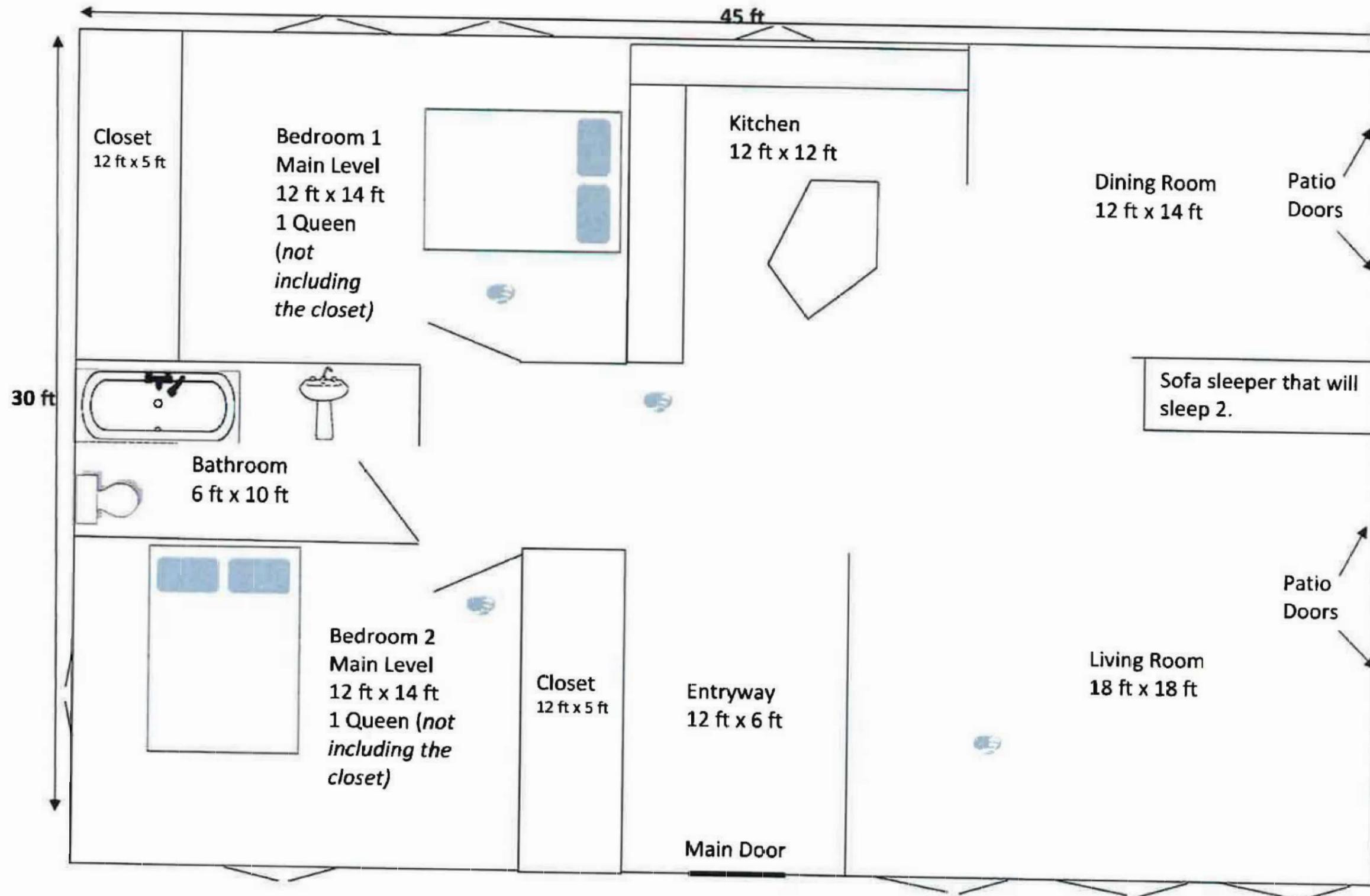
Select "Choose files" here to attach your window worksheet. Select "Add another attachment" to add additional files.

# MAIN LEVEL FLOOR PLAN

For 209 Second St. NW, Aitkin, MN (Big Sandy Lake)

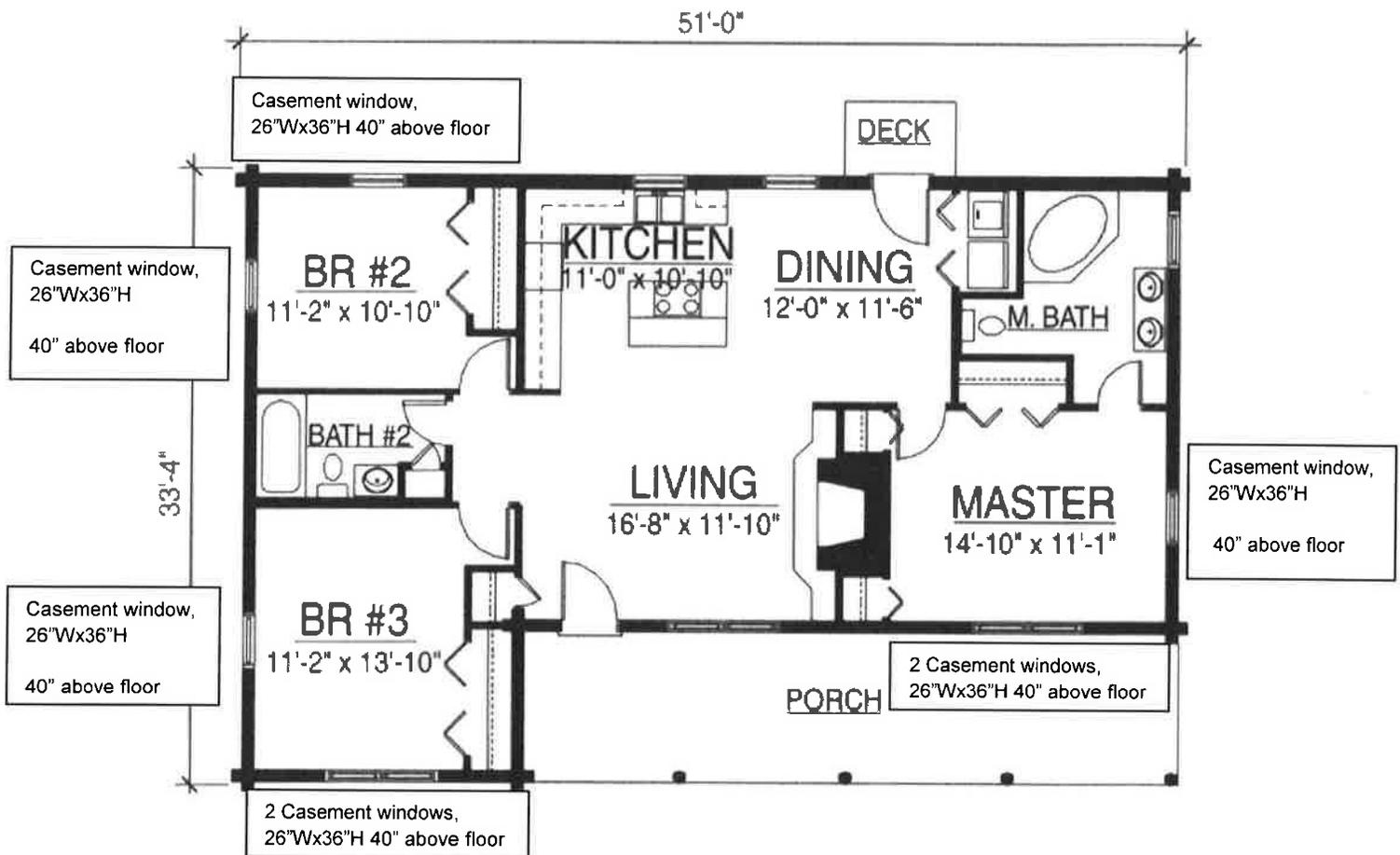
- Overall building dimensions are 30 ft x 45 ft
- Total 1,350 sq ft with two bedrooms
- Bedrooms are each 12 ft x 17 ft (see window worksheet for window style and sizing)
- Each bedroom has one queen bed
- 4 hard-wired and interconnected combination smoke/carbon monoxide alarms

# EXAMPLE



Submit similar floor plan for each level of building. All measurements must be to the nearest inch.

1. Exclude closet dimensions from sleeping room measurements.
2. Note all windows and doors in sleeping rooms. Include window dimensions (HxW and distance to floor from bottom opening) and style (sliding, casement or double hung)



## Vacation/Private Home Rental: Scaled Site Plan

This section is used to show the to-scale site plan which shows locations and dimensions of property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities (docking plan, fire pit area, swim beach, etc.), well, and sewage treatment systems.

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Your scaled site plan should include locations and dimensions of:

- Property lines
- Structure intended for licensing
- Accessory structures
- Parking areas
- Shore recreational facilities (docking plan, fire pit area, swim beach, etc.)
- Sewage treatment systems

\* Please attached your to-scale site plan:

New file:  No file chosen

[Add another attachment](#)

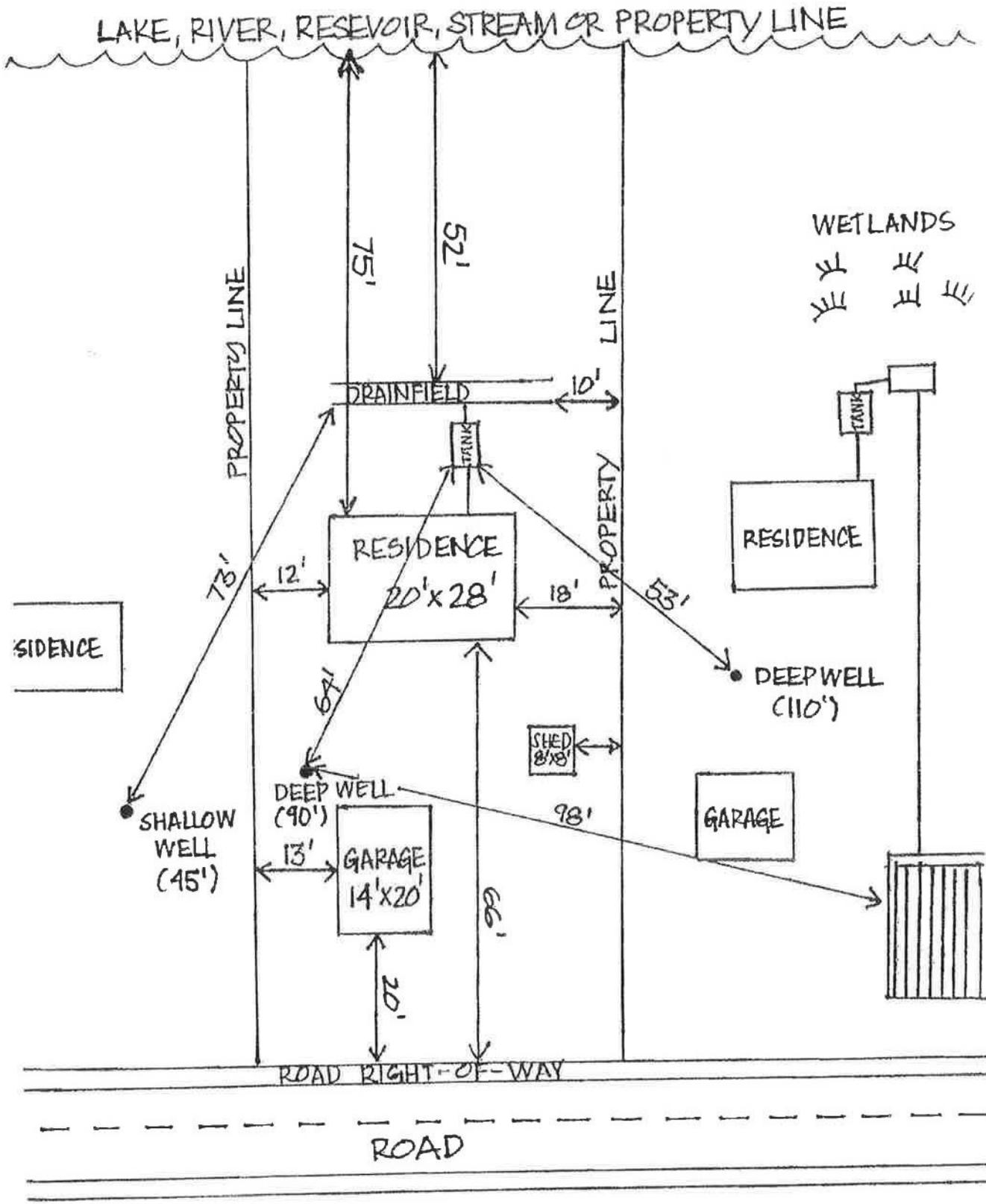
[Refresh / Save new names for files](#)

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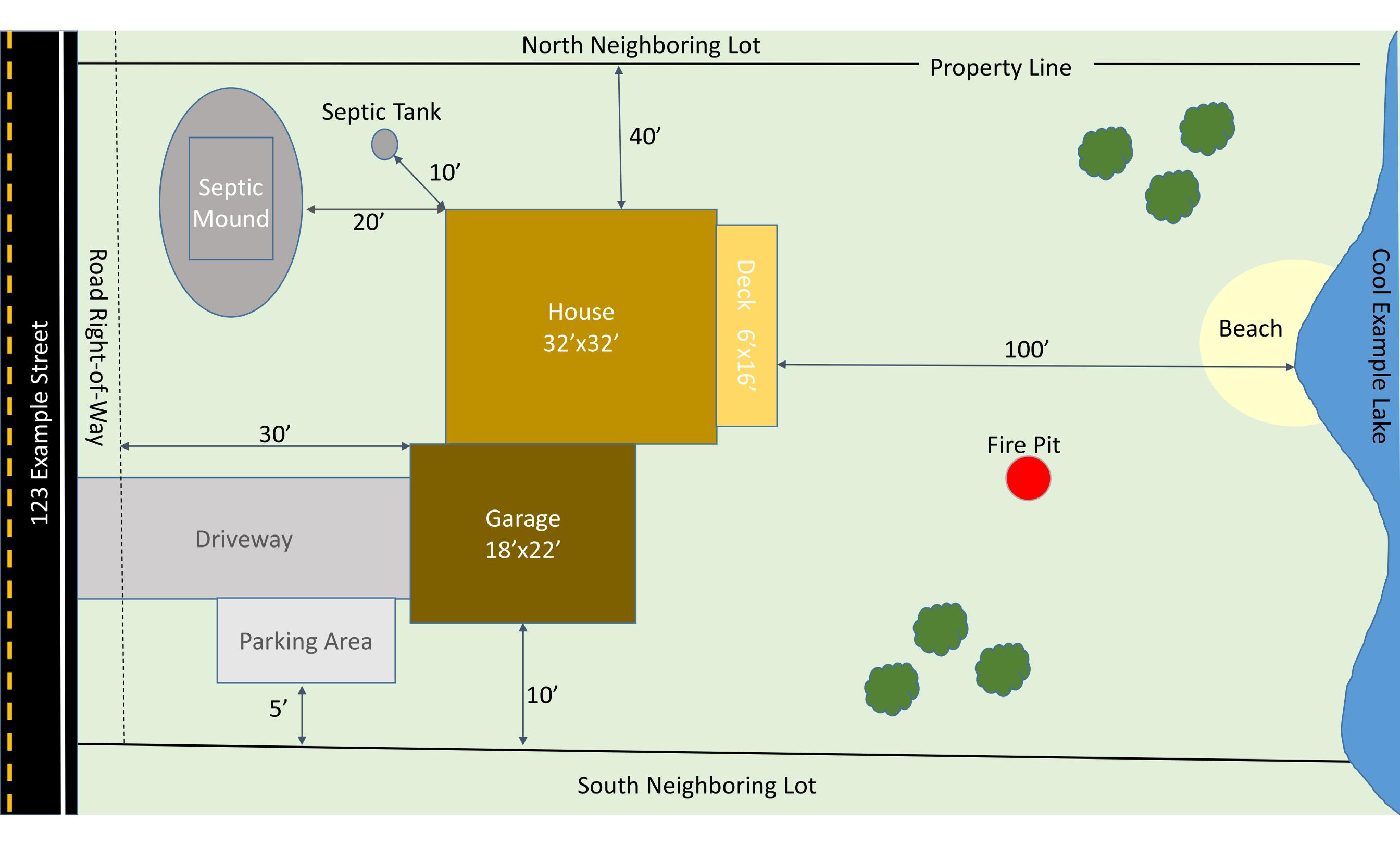
Select "Choose files" here to attach your already prepared site plan.



SCALE 1" = 20'

LOT = 55' x 160'





## Vacation/Private Home Rental: Emergency Contact Info

The Aitkin County Zoning Ordinance requires emergency contact information (police, fire, hospital, septic tank pumper) be posted in the home.

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### Vacation/Private Home Rental 7/16

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Your emergency contact information must be posted in the home:

- \* Police: ( ) ( ) - ( )
- \* Fire: ( ) ( ) - ( )
- \* Hospital: ( ) ( ) - ( )
- \* Septic Tank Pumper: ( ) ( ) - ( )

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**You are required as per the Zoning Ordinance to provide all emergency contact phone numbers with your application and post them in the home.**

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## Vacation/Private Home Rental: Septic Compliance Inspection

This section is used to show your septic system is in compliance and is sized appropriately for the proposed number of occupants. Occupancy is calculated based on One (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle. A certificate of installation for a new septic system is valid for five (5) years and a certificate of compliance on an existing septic system is valid for three (3) years. If you are in need of a compliance inspection, please contact a licensed SSTS provider.

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2. Authorized Agent Form

A copy of your current compliance inspection on the septic system is required.

\* Please attach:

New file:

Choose Files

No file chosen

Add another attachment

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Select "Choose file" here to attach your current compliance inspection.

## Vacation/Private Home Rental: Water Test Results

This section is used to provide a current (completed within the last 12 months) water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria. Aitkin County has a water testing laboratory, but is not an accredited laboratory so the Minnesota Department of Health will not accept these results. Please visit the Aitkin County Environmental Services website <https://www.co.aitkin.mn.us/departments/env/> for further information on water testing or contact (218) 927-7342.

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### Vacation/Private Home Rental 9/16

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A current water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria is required.

\* Please attach:  **Add another attachment**

**Refresh / Save new names for files**

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Select "Choose file" here to attach your current water test.

## Vacation/Private Home Rental: Garbage Disposal Plan

This section is used to gather information regarding the garbage generated during the rental stay. An example would be:

*Garbage within the unit is taken to the garage and sorted into garbage vs. recycling. The garbage and recycling containers are 30 gallon containers with tight fitting lids. The licensed hauler is Garrison Disposal and they collect the garbage on a weekly basis and recyclable materials are brought to the Aitkin County Recycling Facility after each rental stay.*

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\* Please describe your plan for garbage disposal:

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Enter your text here – explain your garbage disposal plan in detail.

# Vacation/Private Home Rental: Pet Policy

This section is used to gather information regarding the pet policy.

The screenshot shows the OneGov web application interface. At the top right, it says "Welcome, Kristi Kunz!" with links for "Log out", "Change password", and "Edit profile". Below this is a navigation bar with "Applications", "Reports", and "User" tabs. The main content area is titled "Vacation/Private Home Rental" and shows the "11/16" step. The sidebar on the left lists 16 steps, with "11. Pet Policy" highlighted. The main form area has a "Pet Policy" section with a text input field. Below the input field, there is a file upload section with a "Choose Files" button, "Add another attachment" button, and "Refresh / Save new names for files" button. The user's name and email are displayed at the top of the form area.

Enter pet policy here. If you have already prepared one say "see attached" and attach below.

Select "Choose files" here to attach your already prepared pet policy.

## Vacation/Private Home Rental: Property Deed

This section is used collect the property deed showing the legal description and owner of the property. If you are in need of a copy of your property deed, please contact the Aitkin County Recorder's Office at (218) 927-7336 as we do not have access to their records.

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Author: Kunz, Kristi <kristi.kunz@co.aitkin.mn.us> [Switch](#) [Print](#)

If you are in need of a copy, please contact the Aitkin County Recorder's Office at 218-927-7336.

\* Please attach the property deed:

New file:  file chosen

[Add another attachment](#)

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Select "Choose files" here to attach your deed.

## Vacation/Private Home Rental: "Other" Information

This section can be used to share any other information pertaining to your application. You have the option to type your information or attach other documents.

The screenshot displays the OneGov application interface for the 'Vacation/Private Home Rental' section, step 13 of 16. The user is logged in as Kristi Kunz. The interface includes a navigation menu on the left with 16 steps, the current step being '13. "Other" Information'. The main content area has a header with 'Vacation/Private Home Rental 13/16' and 'Author: Kunz, Kristi <kristi.kunz@co.aitkin.mn.us>'. Below the header, there are navigation buttons '< Previous' and 'Next >'. The main content area contains a text input field labeled 'Other Information (if necessary):' and a file upload section labeled 'Attach "Other" information (if necessary):'. The file upload section includes a 'New file:' label, a 'Choose Files' button, and a 'No file chosen' message. Below the file upload section, there are buttons for 'Add another attachment' and 'Refresh / Save new names for files'. At the bottom right of the main content area, there is a 'Print' button and the RTVISION logo. Two orange callout boxes provide instructions: one pointing to the text input field with the text 'Enter other information here.' and another pointing to the 'Choose Files' button with the text 'Select "Choose file" here to attach other documents.'

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Vacation/Private Home Rental 13/16

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Other Information (if necessary):

Attach "Other" information (if necessary):

New file: Choose Files No file chosen

Add another attachment

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Enter other information here.

Select "Choose file" here to attach other documents.

# Vacation/Private Home Rental: Terms and Conditions

This section shows the terms and conditions of the application. After you have thoroughly read them, you will check the box “I have read and agree to these Terms and Conditions”.

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### Vacation/Private Home Rental 14/16

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I have read and agree to these Terms and Conditions.

#### General Terms

The landowner or authorized agent hereby certifies that to the best of their knowledge the application and supporting documents are a factual representation of the proposed project. The landowner or authorized agent agrees that, in making application, the landowner grants permission to Aitkin County, at reasonable times, to enter the property to determine compliance of the application with applicable Local, County or State Ordinances or Statutes. It is the applicant's responsibility to contact other Local, County or State agencies to ensure the applicant has complied with all relevant Local, County or State Ordinances or Statutes.

Submittal of the above materials does not always constitute a complete application. Other information may be necessary to complete the application based on the type of request and onsite inspection.

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Check this box once you have read and agreed to the Terms and Conditions.

## Vacation/Private Home Rental: Invoice

This section shows your fees and gives you an option for payment method:

Check to be mailed - Please note, our Office will not review your application until payment is received. Please include your application number with your mailed check to ensure it is applied to the correct application.

Credit Card or Electronic Check – minimal convenience fees will apply.

If you choose to pay online (credit/debit or electronic check) you will be directed to Value Payment System's (VPS) website to enter your online payment information. The Zoning Office does not have access to the VPS website, so please contact them directly if you experience problems with your payment.

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### Vacation/Private Home Rental 15/16

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Apply	Charge	Cost	Quantity	Total
	Recording Fee	\$ 46	x 1	\$46.00
	Vacation/Private Home Rental	\$ 650	x 1	\$650.00
Grand Total				
				Total
				\$696.00

Payment  
How would you like to pay?

< Previous Next > Print

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12:34 PM 3/16/2017

Select your payment method here.

# Vacation/Private Home Rental: Review

This section allows you to review your application prior to final submittal.

You may click on the link to view your application.

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### Vacation/Private Home Rental 16/16

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**Review**  
[View the application](#)

**Invoice**

Charge	Cost	Quantity	Total
Recording Fee added 03/16/2017 11:04 AM	\$46.00	x 1	\$46.00
Vacation/Private Home Rental added 03/16/2017 11:04 AM	\$650.00	x 1	\$650.00
<b>Grand Total</b>			
		<b>Total</b>	<b>\$696.00</b>

Expected Payment Method: Credit Card or Electronic Check  
You will be presented with the opportunity to pay online after you press Finish

[< Previous](#) [Finish](#) [Print](#)

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Once you are satisfied with your application you will select "Finish".

Note: Once "Finish" is selected your application is placed in a locked status. If you have further changes to be made you must contact the Zoning Office in order to have your application placed back in "incomplete" status to allow changes.