



216 4th Street North
Stillwater, MN 55082
651-430-8800
www.stillwatermn.gov
stillwater@stillwatermn.gov

For Staff Use Only

SHORT-TERM RENTAL LICENSE APPLICATION

License #:	
Date Filed:	
Fee:	\$600
(payable to City of Stillwater) (includes Initial Inspection Fee):	

☐ INITIAL APPLICATION	☐ RENEWAL APPLICATION: License No. _____ Current Exp. Date: _____		☐ CUP; licenses issued prior to 2020
Short-Term Rental Location			
Address		City Stillwater	State MN
		Zip 55082	
Property Owner(s) per Washington County Property Records :			
Property Owner Phone Number(s):		Property Owner Email(s):	
Property Owner's Address (if different than STR Location):			
Building Occupancy (must check one):			
☐ R-3; Owner Occupied Resident Year-Round		☐ R-1; No Resident Year-Round, <i>occasionally</i> owner occupied	
Applicant/Licensee (LLC or Sole Proprietor): (Can only list one)		Applicant/Licensee Tax ID or SSN (LLC or Sole Proprietor):	
Applicant/Licensee Phone Number:		Applicant/Licensee Email:	
Person who will be within 60 minutes or less of Property while rented (this person is responsible for compliance with City Code pertaining to the STR, Renters, and is the web listing "Host")			
Name:		Address:	
Phone Number:		Email Address:	Distance (miles/minutes):
Property Managers/Operators			
Name of Property Manager/Company:		Property Manager/Company Contact Name:	
Address:		Phone Number:	Email:
Additional Property Manager/Operator Name:		Phone Number(s):	
☐ Check this box if you are attaching additional names/phone numbers for Managers/Operators; include all info as requested above			

Property Detail for Licensing

Total Number of legal bedrooms: (include unrented spaces)		Number of bedrooms to be rented:		Number of add'l sleeping spaces: (ex; living room, den)		Number of Renters to be Licensed:	
Total Number of Off-Street Parking Spaces:		Number of Off-Street Parking for Renters:		Off-Street Parking must be on an improved surface:	☐ Renters will park in garage and/or on concrete/paved driveway		
Events are prohibited per City Code:	☐ I will not allow renters to host events.	Exterior appearance changes per City Code:	☐ I agree to make no exterior changes to the property indicating a STR operates at this site.		Renter Register is required per City Code:	☐ I agree to keep a Renter Register which the City may request at any time.	

Required Attachments

- ☐ Application Fee; \$600 – payment options found in next section
- ☐ Background Check Form for each person listed on the application (wet ink signatures are required), and check(s) payable to MNBCA (\$15 per person) – submittal options found in next section
- ☐ Certificate of Insurance (one-page document issued from your insurance company)
- ☐ Site Plan – drawn to scale: must include property lines, street(s), driveway, all structures, outdoor recreational areas including but not limited to: grill, deck/patio, firepit, etc.
- ☐ Floor Plan – drawn to scale; must include but is not limited to; interior walls with each room labeled, number of renters in each sleeping space, any rooms/space off limits to renters must be labeled, all levels of home including unused spaces such as basements and attics.
- ☐ If applicable, list of additional Managers/operators per page 1 of application
- ☐ I understand the City may ask for any additional information they may require at time of application submittal.

Application Submittal and Payment Options

- ☐ R-3 (per page 1); Submit full/complete application packet in person at City Hall;
 - Check payable to City of Stillwater in the amount of \$600
 - Check(s) payable to MNBCA - \$15 per person listed on application
 - City staff will verify City Utility billing name and mailing address
 - State issued Identification verifying Applicant's address at the STR
- ☐ R-1 (per page 1); Submit full/complete application packet via email to stillwater@stillwatermn.gov, **or** mail packet to City Hall at Attn: Clerk's Office 216 4th Street N., Stillwater, MN 55082, **or** drop off in person.
 - Check (mailed) payable to City of Stillwater in the amount of \$600 -OR- card transactions over the phone will incur a 2.9%+\$0.30 transaction.
 - Check(s) payable to MNBCA - \$15 per person listed on application must be mailed to City Hall if not dropped off in person – background checks are not conducted by the City; City Staff will mail background check forms and check(s) to the MNBCA.
 - R-1 certified plans have already been submitted to the Building Division and any required modifications to the property have had all Final Inspections closed out. Renewal Licenses that have a CUP prior to 2020 **may or may not** need to meet this requirement, verify with Admin Dept. staff.

Licensing Information

The City has a cap of 50 total Short-Term Rental Licenses allowed outside of the Central Business District. If there are no licenses available, any applications received will be rejected. If there are license(s) available, applications will be processed based on first COMPLETE submittal – which includes satisfactory required Fire and Building Inspections. If multiple applicants apply, the first to receive a satisfactory inspection will move forward for Council action of approval or denial. Upon Council approval, any remaining applications will be rejected. Applications will not be held until another license to become available and there is no waitlist.

There are no guarantees of obtaining a STR License.

(Licensing Information continues on next page)

All fields in this application must be completed, appropriate boxes checked, and required attached documents included for application to be accepted for review.

It is the applicant's responsibility to schedule Fire and Building Inspections. The application is not considered complete until a satisfactory City inspection report signed by Fire and Building Departments has been submitted. A property owner or manager is required to be on-site during inspections. A property owner or manager may cancel or reschedule an inspection no less than 24 hours of the scheduled inspection time or a re-inspection fee will apply. If the inspections identifies items that must be corrected, all corrections must be completed and verified by the City before the license will be considered.

Applications and applicable fees are required per Rental Dwelling Unit.

Property Owner information and Signature are required.

Incomplete applications will be rejected.

STR Licenses have a three-year term, and shall expire on March 31st of the third year. Renewal applications must be submitted no less than 60 days prior to expiration with all the same requirements as the initial application including required inspections and processes. It is the applicant's responsibility to initiate the renewal process.

For questions about the application please contact stillwater@stillwatermn.gov or 651-430-8800

Application Submittal Disclosure

Please check each box to indicate you agree to the following statements.

- ☐ I understand that all information submitted for this application is subject to the Data Practices Act and that all data is presumed public data and can be made available to the public.
- ☐ I understand the City has the ultimate authority to determine what may be considered non-public data.
- ☐ I hereby state the foregoing statements and all data, information and evidence submitted here within, is to the best of my knowledge and belief, true and correct.
- ☐ I hereby state I will comply with the permit if it is granted and used.

Minn. Stat. §13.37 allows certain data to be considered non-public data because it contains a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by me or an organization contracted by me, (2) that is the subject of efforts that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

Please list any materials you believe meet the criteria above and are therefore non-public data.

--

Declaration

I hereby certify that the information provided in this application is true, correct, and complete to the best of my knowledge and belief. I hereby authorize the City of Stillwater and any agent or employee of it, to inspect the proposed site at any reasonable time before and after any license is issued related to this request. Applicant/Licensee and Property Owner(s) have read and agree to comply with the Business Licensing regulations outlined in Chapter 6 Article I and Chapter 6 Article XIV of the City Code of Ordinances.

Property Owner Signature(s) (required)	Date
Applicant Signature (if different than property owner)	Date

Any changes to the information on this application must be communicated in written detail to the City within 14 days of change. Certain changes in information may require an amended license and City Council approval.

Any changes from initial application information on renewal applications cannot be administratively approved and will require City Council approval.

Licenses do not run with the land and are nontransferable. Change in property ownership invalidates the license and all operations of short-term rentals must cease.