

CARLTON COUNTY
ZONING AND ENVIRONMENTAL SERVICES
301 Walnut Avenue, Room 103
P.O. Box 220
Carlton, MN 55718-0220
218-384-9176
www.co.carlton.mn.us

Permit number

Township

VACATION RENTAL PERMIT APPLICATION

Please complete each entry and check off each item. An incomplete application will be returned.

YES NO

Have you attached payment? See attached fee schedule. Make check payable to *Carlton County Treasurer*.

YES NO

Have you completed the attached application with original signatures? Application must have original signatures. Copies will not be accepted. Please complete in pen.

PROPERTY OWNER: _____

MAILING ADDRESS: _____

DAYTIME PHONE NUMBER

OTHER PHONE NUMBER

EMAIL (optional): _____

911 ADDRESS OF PROPERTY AND ACCESS ROAD: _____

(If you do not have a 911 address, please complete an "E-911 New Property Address Assignment Application")

PROPERTY DESCRIPTION: _____

SECTION: _____ **TOWNSHIP:** _____ **RANGE:** _____

LAKE, RIVER OR STREAM NAME, IF APPLICABLE: _____

LOCAL CONTACT: _____

LOCAL CONTACT PHONE NUMBER: _____

LOCAL CONTACT ADDRESS: _____

LOCAL CONTACT EMAIL ADDRESS: _____

Local contact must be available 24 hours a day seven days a week.

Must be able to respond by phone within 60 minutes and in-person within 120 minutes of notification.

FOR OFFICE USE ONLY

PERMIT NUMBER _____ FEE _____ RECEIPT NUMBER _____

ZONING DISTRICT _____ SHORELAND CLASS _____ SHORELAND ID NUMBER _____

VARIANCE _____ CONDITIONAL USE _____

DATE _____ APPROVED DENIED BY _____

REMARKS _____

C/T _____

PLAT _____

PARCEL _____

VACATION RENTAL PERMIT APPLICATION

YES NO

Do you have the license required by the Minnesota Department of Health for vacation rental operation? If not, provide a written statement that a license is not required by the State of Minnesota, stating the reasons.

LOT DIMENSIONS: Width _____ feet Depth _____ feet
Area _____ square feet OR _____ acres

DIMENSIONS OF PROPOSED RENTAL STRUCTURE(S):

(1) Proposed rental structure and use: _____

Will the structure be connected to water? Yes No

Width _____ feet Length _____ feet Number of bedrooms _____

Proposed maximum number of guests _____

DIMENSIONS OF PROPOSED RENTAL STRUCTURE(S):

(2) Proposed rental structure and use: _____

Will the structure be connected to water? Yes No

Width _____ feet Length _____ feet Number of bedrooms _____

Proposed maximum number of guests _____

NAME OF CARLTON COUNTY LICENSED GARBAGE HAULER: _____

All garbage will be stored in accordance with Carlton County Solid Waste Ordinance #17 and will be collected and disposed of by a Carlton County licensed hauler or indicate self-hauling to the Carlton County Transfer Station. Service must include recycling for at least three commodities.

YES NO

Have you attached a Certificate of Compliance for your septic system (unless on municipal sewer)? The Zoning and Environmental Services Office can complete compliance inspections on systems where adequate information was included on the original permit. If it was not included, a licensed private inspector must be contracted to complete the inspection.

Septic Permit Number: _____

YES NO

Have you attached current (within 30 days) water test results for nitrate and coliform bacteria?

YES NO

Have you completed and attached a drawing of your proposal? Include the following on the attached drawing or on a separate sheet:

- Dimensions of lot
North directional arrow
Location of all existing structures and label
Dimensions of all structures
Location of all bedrooms with dimensions, egress window locations, and locations of smoke detectors and carbon monoxide detectors
Site plan with property lines, parking areas, docks, fire pit, well and septic system
Label roads abutting your property

VACATION RENTAL PERMIT APPLICATION

PLEASE READ AND ACKNOWLEDGE THE FOLLOWING STANDARDS BY CHECKING EACH BOX:

- Vacation Rental operations shall conform to all existing standards listed in Minnesota Statutes and Rules.
- The property owner of a Vacation Rental operation shall designate and provide information to the County and each renter for a point of contact that would be available 24-hours a day, seven days a week to respond to issues that may arise regarding the Vacation Rental.
- The number of overnight guests cannot exceed three persons per bedroom plus two additional guests or no more than one person for every 75 gallons of water per day that the septic system is designed to handle, whichever is less. The maximum number of guests, including both overnight and non-overnight occupants shall not exceed twice the approved overnight occupancy.
- Any advertisement for the Vacation Rental must match the permit application and requirements of Carlton County Zoning Ordinance #27.
- Additional occupancy cannot be obtained by the use of recreational vehicles, tents, accessory structures or fish houses.
- Quiet hours shall be from 10:00 P.M. to 7:00 A.M. The property owner shall ensure that the quiet hours are included in the rental agreements and in all online advertisements and listings.
- Off-street parking shall be provided with a minimum of one space per bedroom and one space for the operator. No parking shall be located closer than 50 feet from any adjacent dwelling, unless appropriately screened.
- The property shall not be used for commercial receptions, parties, etc.
- Each Vacation Rental must have a property information handbook available for renters that includes the name and contact information for the owner and/or caretaker; quiet hours of 10:00 P.M. to 7:00 A.M.; maximum number of overnight occupants; maximum number of non-overnight occupants; pet policy, plan for garbage and recycling, and property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities.
- Pets, if allowed by owner, shall be secured on the property at all times. Continual nuisance barking by unattended pets is prohibited.
- No launching of guests' motorized watercraft from this property. All motorized watercraft are to be moored at the dock.
- The Vacation Rental Permit expires upon sale or transfer of the property or after three years.
- The owner shall be responsible for clearly marking property boundaries in an identifiable manner for each guest.

VACATION RENTAL PERMIT APPLICATION

Data furnished on this application form is public information.

I hereby certify that I am the owner or authorized agent of the owner of the above property and that all uses will conform to existing state laws and local ordinances. I further certify that I will comply with all conditions placed upon this permit should this application be approved.

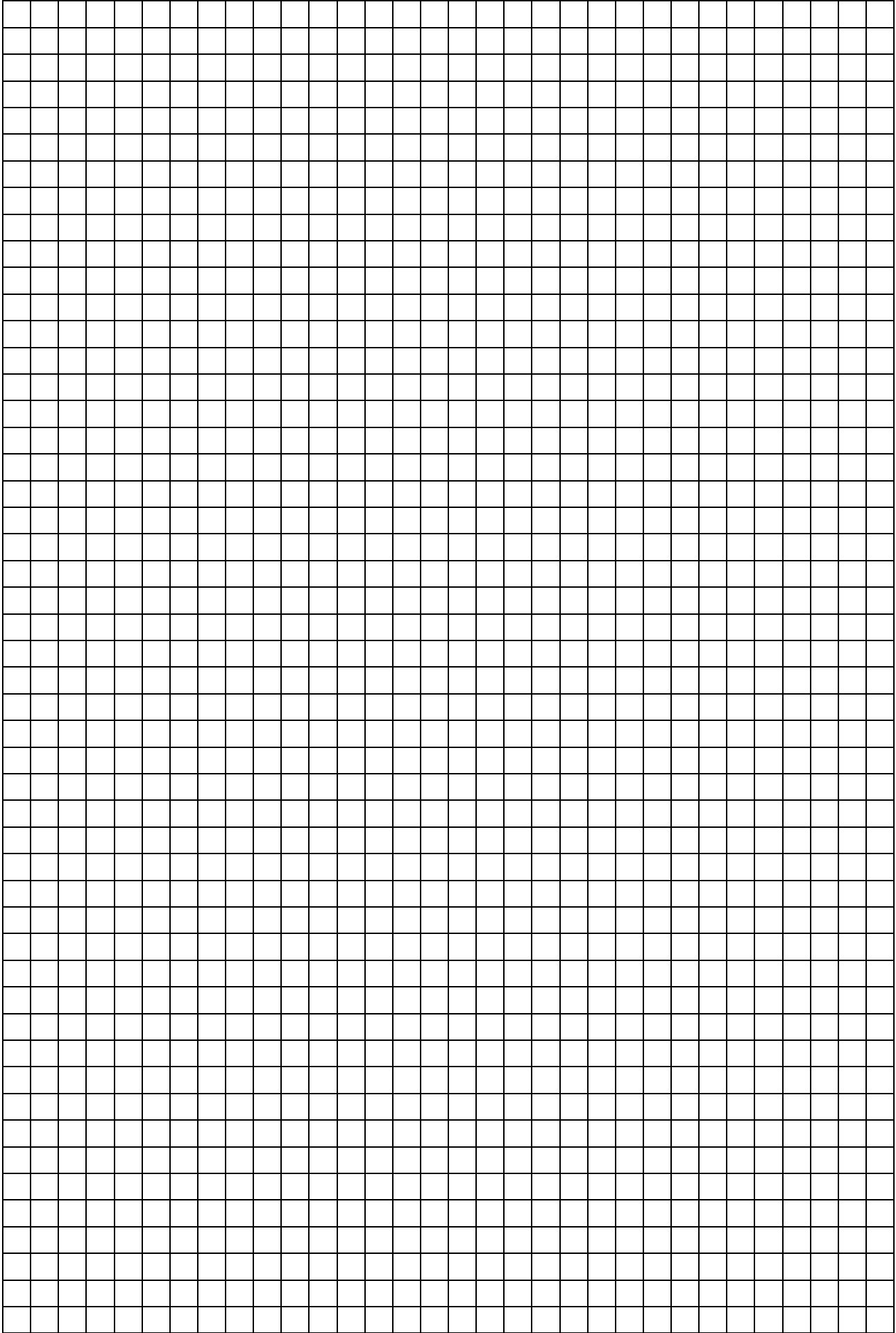
I hereby acknowledge that I understand that the Zoning and Environmental Services Department will investigate all violations of Carlton County Zoning Ordinance #27. The Zoning and Environmental Services Department will notify the owner of violations and direct the property owner to correct violations within a reasonable period of time. If compliance is not obtained within the time period specified, or if repeat or multiple violations occur, then the Vacation Rental Permit shall be subject to revocation as determined by the Zoning Administrator.

Intentional or unintentional falsification of this application or any attachment thereto will serve to make this application and any resultant permit invalid.

Please print **NAME OF OWNER**

APPLICATION DATE

SIGNATURE OF OWNER



CARLTON COUNTY ZONING AND ENVIRONMENTAL SERVICES

301 Walnut Avenue, Room 103

P.O. Box 220

Carlton, MN 55718

218-384-9176

www.co.carlton.mn.us

FEE SCHEDULE – Effective February 8, 2022

ZONING PERMIT/LAND USE PERMIT

Accessory Structure or Accessory Structure Addition	\$50.00
Dwelling	\$150.00
Dwelling Addition	\$75.00
Dwelling Deck	\$50.00
Commercial/Industrial Building (primary)	\$200.00
Commercial/Industrial Addition (primary)	\$100.00
Commercial/Industrial Accessory Structure (or addition)	\$100.00
Signs: On Site	\$50.00
Signs: Off Site	\$150.00
Handicap Ramp	No fee
Shoreland Alterations – Zoning Permit	\$100.00
Tower (Communications)	\$150.00
Tower Antennas/Antenna Replacement	\$100.00
Borrow Pit	\$100.00
Vacation Rental	\$150.00
Conditional or Interim Use	\$400.00 + \$46 Recording fee = \$446.00
Variance	\$400.00 + \$46 Recording fee = \$446.00
Appeal of Administrative Decision	\$400.00 + \$46 Recording fee = \$446.00
Rezoning/Zoning Amendment–Residential/Agriculture	\$400.00 + \$46 Recording fee = \$446.00
Rezoning/Zoning Amendment–Commercial/Industrial	\$500.00 + \$46 Recording fee = \$546.00
New E-911 Address Fee	\$85.00
After-the-Fact – 1 st Notice (plus permit fee)	\$100.00 +
After-the-Fact – 2 nd Notice (plus permit fee)	\$300.00 +
After-the-Fact – 3 rd Notice (plus permit fee)	\$600.00 +

SUBDIVISIONS

Administrative Subdivision – Create up to 4 lots	\$150.00
Administrative Subdivision – Lot Line Adjustment	\$150.00
County Surveyor Review Fee – if required	\$75.00+ mileage
Minor Subdivision	\$100.00 per lot
County Surveyor Review Fee – if required	\$75.00+ mileage
Preliminary Plat	\$500.00
Final Plat – plus per lot fee	\$300.00
Per lot fee	\$20.00

SEWER PERMIT

0 - 1,000 GPD – Drainfield/Bed	\$200.00
0 - 1,000 GPD – Mound/At Grade	\$250.00
1,001 - 2,500 GPD – Drainfield/Bed	\$400.00
1,001 - 2,500 GPD – Mound/At Grade	\$500.00
2,501 – 5,000 GPD – Drainfield/Bed	\$600.00
2,501 – 5,000 GPD – Mound/At Grade	\$800.00
5,001 – 10,000 GPD – Drainfield/Bed	\$1,000.00
5,001 – 10,000 GPD – Mound/At Grade	\$1,500.00
Holding Tank	\$150.00
Operating Permit Renewal	\$50.00
Review Revised Design	\$100.00
Re-Inspection	\$100.00
Sewer Compliance only – existing system	\$150.00*

ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW)

EAW Staff Fee	\$500.00
Fee does not include expense for a consultant to prepare EAW	

WETLAND CONSERVATION ACT

Certificate of Exemption or No Loss	\$75.00
Banking Application	\$500.00
Delineation Review	\$100.00
Replacement Plan <10,000 sq. ft.	\$150.00
Replacement Plan 10,000 sq. ft. – 1 acre	\$250.00
Replacement Plan - over 1 acre	\$500.00 per acre
After-the-Fact	Double

WATER TESTING

First Test	\$40.00
Each Additional Test	\$10.00 each
Water Pickup	\$50.00
Water Pickup and Sewer Compliance	\$175.00*
Lead Test	\$40.00

*Septic tanks must be pumped by a licensed septic maintainer at owner’s expense immediately prior to sewer compliance inspection by County staff. This must be coordinated with this office.

CARLTON COUNTY ZONING AND ENVIRONMENTAL SERVICES

301 Walnut Avenue, Room 103

P.O. Box 220

Carlton, MN 55718-0220

218-384-9176

www.co.carlton.mn.us

FREQUENTLY ASKED QUESTIONS

- **Carlton County Zoning and Environmental Services** is the zoning authority for all areas of Carlton County except the following cities: Barnum, Carlton, Cloquet, Cromwell, Kettle River, Moose Lake, Wrenshall, Wright and one township, Thomson. Carlton County also has zoning authority in **shoreland areas** (property within 1,000 feet of a classified lake or 300 feet of a classified river or stream) in the City of Cromwell, City of Carlton and Thomson Township.
- Check with the Zoning and Environmental Services Office to find the **Zoning District**. The Zoning District will dictate the lot size requirements, setbacks and property use. See Carlton County Zoning Ordinance #27 - Table 1 Dimensional Standards and Table 2 Height, Setback and Lot Coverage Standards.
- **Zoning Permits** are required for building or moving any structure, no matter the size, including dwellings, additions, decks, privacy fences, garages, storage containers, outhouses, signs, recreational vehicles (under some circumstances) and sheds. Zoning Permits are not required for replacing doors, windows, re-siding or re-roofing (shingles).
- The **State Building Code** is not enforced by this office in the rural parts of Carlton County.
- The design, location, construction and abandonment of **wells** are regulated by the Minnesota Department of Health 218-302-6166.
- **Electrical work** is regulated by the Minnesota Department of Labor and Industry 651-284-5026 or 1-800-DIAL-DLI.
- If a **new driveway** is proposed off a township road, you must contact the specific township to obtain a driveway permit. If the driveway is coming off a county road, you must contact the Carlton County Transportation Department for a driveway permit. If the driveway is coming off a state road, you must contact the Minnesota Department of Transportation.
- A **Subsurface Sewage Treatment System Permit** is a separate application obtained from the Zoning and Environmental Services Office by you or a licensed designer. Septic systems are required to be designed by a designer with a current license from the Minnesota Pollution Control Agency.
- If a structure has **pressurized water**, the structure must be connected to a compliant septic system.
- A current **Certificate of Compliance** for a septic system is required when applying for any permit or point of sale for structures located within 1,000 feet of a classified lake or 300 feet of a classified river or stream.
- A current Certificate of Compliance for a septic system is required before issuance of a Zoning Permit for adding bedrooms.
- The Carlton County Zoning and Environmental Services Office regulates activities in wetlands (**swamps and low areas**). There are many types of wetlands including shrub and wooded wetlands. Check with the Zoning and Environmental Services Offices for information, maps and permit requirements.
- The Carlton County Zoning and Environmental Services Office regulates activities in **shoreland areas** including excavating, filling, and vegetation removal. If your proposed project includes excavating, filling, or vegetation removal in a shoreland area, a Shoreland Alterations Zoning Permit or Interim Use Permit may be required.
- An E-911 number/address is required for all primary structures in Carlton County. Please obtain and complete an E-911 **New Property Address Assignment Application** if you currently do not have an E-911 number/address.
- If the proposed use is not listed as a permitted use in Carlton County Zoning Ordinance #27, a **Conditional/Interim Use Permit Application** may be required.
- If the proposed structure or lot does not meet the dimensional requirements or setbacks of the zoning district, a **Variance Application** may be required.