



## APPEAL OF SHORT TERM RENTAL LICENSING DECISION

1. Rental is determined to be non-compliant by Land Services Department.
2. Applicant must file an appeal within 14 days of notice of non-compliance.
3. Appeal paperwork can be found on our website at <http://www.crowwing.gov/ShortTermRental> at our Land Services customer service counter, or you may request it to be mailed to you by calling 218-824-1010.
4. Appeal paperwork may be filled out at the Land Services office, mailed to the Land Services office at 322 Laurel Street Suite 15, Brainerd, MN 56401, or e-mailed to [short.rental@crowwing.gov](mailto:short.rental@crowwing.gov)
5. Once the Short-Term Rental (STR) appeal application has been determined to be complete, including all required documentation, Land Services will schedule a hearing within 30 days of acceptance of a complete appeal application on a date and time that is mutually convenient to the parties.
6. Applicant will receive a hearing notice letter by mail and/or email, whichever is preferred once meeting is scheduled.
7. Hearing will be held on pre-determined date, time and location.
8. County Administrator has 10 days to render a decision, unless an alternate timeframe is agreed to by all parties. The final decision will be mailed and/or emailed to the appellant.
9. Applicant has 30 days to appeal County Administrator's final decision to district court.



CROW WING COUNTY LAND SERVICES  
322 LAUREL STREET, SUITE 15  
BRAINERD MN 56401  
(218) 824-1010 FAX: (218) 824-1126

*Pursuant to the Short Term Rental License Ordinance section 7.1; "Appeals from any order, requirement, decision or determination made by Crow Wing County shall be first made to the County Administrator." This form serves as an appeal application and must be completed in its entirety along with all required documentation and must be returned to Land Services within 14 days of the decision you are appealing.*

Date: \_\_\_\_\_ Property Owner(s): \_\_\_\_\_  
Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Parcel ID No. \_\_\_\_\_

Physical property Address: \_\_\_\_\_

Email address \_\_\_\_\_

The Property Owner is appealing the following staff decision:

Bedrooms

Garbage

Fee

Occupancy

Noise

Parking

Septic – holding Tank

Septic – upgrade Needed

Other

Describe the reasons you are requesting an appeal for the decision that was made:

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**This application is not considered complete until all required documentation, represented in the chart below, has been submitted.**

	Bedrooms	Garbage	Fee	Occupancy	Noise	Parking	Septic – holding tank	Septic – upgrade needed	Other*
Photographic Evidence	x	x		x					x
Interior Floor Plan	x			x					x
Copy of contract/bill for services		x							x
Site Plan or Survey <sup>1</sup>	x	x	x	x	x	x	x	x	x
Approved Septic Design				x			x	x	x
Most recent Compliance Inspection							x	x	x
Site Suitability for Type 1 ssst							x		x
Three years' worth of pumping and maintenance records (if available)							x		x

<sup>1</sup> = Site plan / survey must meet the minimum requirements of a complete site plan as shown in Attachment A.

\*Required documentation will vary depending upon appeal.

I hereby swear and affirm that the information supplied to the Crow Wing County Land Services Office is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant, in applying for this appeal, is inaccurate or untrue. Signature of this application authorizes Land Services Staff to enter upon the property to perform needed inspections.

Signature: \_\_\_\_\_  
Property Owner

Date: \_\_\_\_\_



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## Short Term Rental Ordinance Appeal

1. Is the appeal request in harmony with the purpose and intent of the Short Term Rental Ordinance?  YES  NO

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2. Is the property owner proposing to use the rental in a means not permitted by the Short Term rental Ordinance?  YES  NO

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3. Is the need for an appeal unique to the property and not created by the property owner?  
 YES  NO

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4. Will the approval of an appeal maintain the essential character of the locality?  
 YES  NO

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5. Will the approval on an appeal promote health, safety, and wellness to Crow Wing County citizens and patrons of short-term rentals?  
 YES  NO

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6. Other comments:

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## Site Plan

The Crow Wing County Short Term Rental Ordinance appeal process requires a site plan with the following information. Your assurance that these items are accurate and complete will aid in a quicker processing of your application. Environmental Services staff will review for the following items:

- D North arrow correctly located
- D Lot Width - accurate
- D Lot Depth - accurate
- D Acres or total square feet identified \_\_\_\_\_
- D Lake or river name shown
- D Wetlands identified
- D Bluffs and steep slopes shown
- D Ordinary High Water Mark (OHW) is identified
- D Setback from property lines
- D Setback from Road Right of Way and road name labeled
- D Setback from Ordinary High Water Mark (OHW) of lakes and/or rivers
- D Location of septic & well(s) showing setback from tank to dwelling or structure connected to
- D Driveway and parking identified
- D Dimensions of proposed structures including decks, porches
- D Dimensions of existing structures including decks, porches
- D Adequate ingress/egress shown (easement description if applicable)
- D % of impervious surface (total square footage of existing and proposed structures and other impervious surfaces divided by total lot area) \_\_\_\_\_

### EXAMPLE:

