

BEMIDJI TOWNSHIP

**Application for Residential Rental Property
Permit**

Please complete this application carefully (PRINT) and completely according to the instructions. Failure to fill in all of the required information may result in a delay of processing your application.

Payment of applicable fees made payable to Bemidji Township must accompany this application. Significant after-the-fact fees apply for after-the-fact applications.

Permits are effective for a MAXIMUM of 3 (three) years from the date it is issued

Fee: _____

OFFICE USE ONLY
Complete Application Rec'd _____
Payment Rec'd _____
60-day Rule Date _____
Hearing Date _____
Hearing Notices Sent _____
Zoning District _____
Of Responses _____
Comments _____

NAME OF APPLICANT: _____
MAILING ADDRESS: _____
PHONE NUMBER: WORK _____ HOME _____

PROPERTY DATA

Site Address: _____
Primary Access Road: _____
Parcel Number: _____ Section: _____
Legal Description (from deed, abstract, or tax statement): _____
Property Dimensions: Width _____ ft Depth _____ ft Total area _____ sq ft/acres
Have there been any variances or Conditional Use Permits granted on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
List <u>ALL</u> existing structures and their dimensions, include septic and well locations (attach site plan drawn to scale): _____
Is property within 1000 feet of public water? <input type="checkbox"/> Yes <input type="checkbox"/> No Is property in an airport zone? <input type="checkbox"/> Yes <input type="checkbox"/> No

ENVIRONMENTAL DATA

Does your property contain low areas, wetlands, or areas with standing water? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, do you intend to drain, fill or otherwise alter this area for any reason? Explain _____
Is this property served by Municipal water? <input type="checkbox"/> Yes <input type="checkbox"/> No Municipal sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please answer the following: Well data: Depth _____ ft. Depth of casing _____ ft. Size of casing _____ in
Septic Data: Type _____ Year installed _____

Rental Property

RENTAL UNIT INFORMATION

Number of living units: _____

Number of bedrooms in each unit (list each unit separately): _____

Do your renter(s) have pets? If so, what are they? _____

If the renter(s) has pets, the land/property owner is responsible for them

Year building(s) was (were) constructed: _____

Number of parking spaces available on property: _____

Describe your garbage disposal: _____

Do you require a lease? Yes No (if yes, provide a copy)

Are there signs identifying the rentals? Yes No

Current Septic Compliance (attach a copy of the Septic Compliance Form): _____

Current Electrical inspection (attach a copy): _____

Current Plumbing inspection (attach a copy): _____

Current Building inspection (attach a copy): _____

NOTE: This application is considered incomplete if legible copies of the inspections are not attached. If the problems noted in the inspections have been corrected, attach certification thereof.

This property shall not diminish the use and enjoyment of other property and the environment in the immediate vicinity, neighborhood for the purposes already allowed.
This property shall not diminish or impair the property values and the environment in the immediate vicinity or neighborhood and shall not impede the normal and orderly development in the immediate vicinity or neighborhood.

ALL APPLICANTS MUST SIGN BELOW

AGREEMENT: I (We) the undersigned, are the owners and hereby submit the application for the Residential Rental Property Permit described and located as shown herein. I (We) certify that the information contained herein is correct and agree to abide by the provisions of the Bemidji Township Residential Rental Property Ordinance, and State of Minnesota Codes. I (We) further agree that any dimensions/drawings submitted herewith are accurate and shall become part of the application and subsequent approval. **I (We) will have a new application and inspection report returned 3 years from date signed below.**

Signature of Owner

Signature of Owner

Date _____

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RETURN THIS APPLICATION & FEES TO:

Bemidji Township
148 Carr Lake Road SE
Bemidji, MN 56601
218-333-3617

OFFICE USE ONLY

1. Are there current special assessments, fees or other charges against the parcel? Yes No
(Reviewed by) _____
If yes, show amount \$_____ Will assessments be paid? Yes No
If not, request MUST be considered at the next regular Township Board meeting. Date of meeting _____
2. Potential for Impact on Public Facilities Yes No (Reviewed by _____)
Comments: _____
3. Conforms to Land Use Code Requirements. Yes No (Reviewed by _____)
Comments: _____
4. Will change affect parcel number(s)? Yes No (Reviewed by _____)
Comments: _____

This application has been reviewed and found to meet minimum requirements. Permit will be written and mail to applicant by Bemidji Township.

Date

Bemidji Township Rental Supervisor or Administrator

Rental Safety Inspection Report: Due every 3 yrs

Date: _____

Parcel Number: _____

Owner Inspection Requirement:

Drainage around building? _____

Are there noxious weeds around building or on property? _____

Who mows the yard? _____

Accessory structures-garage, fences, walls in disrepair? _____

Is compliance with Township Land Use Ordinance Section D; _____

Section D. Junk, Vehicles, Trash and Nuisance/Public Nuisance It is unlawful to park or store any obviously inoperable and/or abandoned and/or partially dismantled motor vehicle or the remains thereof, junk, trash, household furnishings, appliances, and/or parts or components thereof, on any property, public and/or private, unless housed within a lawfully erected building. Any violation of this Section is declared to be a nuisance and upon seven days of written notice to the property owner as declared by the records in the office of the Beltrami County Auditor, of private premises on which such material is found, the Township may remove the same and certify the cost of such removal as any other special assessment.

Sidewalks and Driveway In disrepair? _____

Rats or Rodents around property? _____

Owner Signature: _____

Licensed Electrician:

Electrical panel adequate service? _____

Any openings on panel? _____

Open outlets all have covers? _____

Any exposed electrical wire? _____

Ground working on outlets? _____

Ground fault where needed? _____

Smoke detectors where they are supposed to be located and working? _____

Fire Extinguishers? _____

Carbon Monoxide detector and working? _____

Everything Compliant that should be? Comments:

Electrician License number: _____

Electrician Signature: _____ **Date:** _____

Licensed Plumber:

Any Water pipe leaks? _____

Any drain pipe leaks? _____

All drains working? _____

Venting for drain pipe? _____

Water heater working? _____

Everything Compliant that should be? Comments?

Plumber License Number: _____

Plumber Signature: _____ **Date:** _____

General Contractor:

Exterior Structure:

Are decks, porches, exterior stairs in disrepair? _____

Exterior siding in disrepair? _____

Roof in disrepair? _____

Hand rails and guardrails where needed and in disrepair? _____

Windows and doors in disrepair? _____

Interior Structure:

If stairs, are they in disrepair? _____

Hand rails where needed and in disrepair? _____

Any of the walls in disrepair? _____

All bedrooms have egress windows that meet code? _____

Are any of the interior doors in disrepair? _____

Everything interior and exterior compliant that should be? Comments:

General Contractor License Number: _____

General Contractor Signature: _____ **Date:** _____