



**Greater Bemidji Area
Joint Planning Board**
315 5th Street NW, Suite #2
Bemidji, Minnesota 56601
Phone (218) 759-3579 – Fax (218) 759-3116
www.jpbgba.org

Authorized Agent / Contact Consent Form

Section A: Authorized Agent / Contact Information

Note:

1. THIS FORM IS FOR USE ALONGSIDE CERTAIN GBAJPB REQUESTS. IT CANNOT BE USED FOR OBTAINING CITY BUILDING PERMITS.
2. Form must be legible and completed in ink.
3. Check appropriate box(es). Write any specific restrictions for the checked item(s) in the space provided (e.g. “valid only for permit applications submitted between 06/01/2022 and 08/01/2022”) or attach a separate sheet titled “Attachment: Restrictions” and write “see attached” below. If you want your agent to represent you on a plat, interim use permit, conditional use permit or variance application and also be authorized to obtain the related land-use and/or septic permit(s), be sure to complete the “permit application” section as well. If an item’s box is checked and the accompanying space is left blank, the authorization granted on that item is valid for a period of one year from the date of signature, or until Board staff receive written notification from the property owner(s) stating otherwise, or the property ownership changes.

I (we), _____ hereby authorize _____ to act
(landowner, print) (agent, print)
 as my (our) agent on the following item(s): *complete the appropriate item(s)*

- Permit application Land Use SSTS Fence Sign Shoreland Alt./Tree Removal
 Short-Term Rental Other: _____

(Write in restrictions): _____

- Plat application: _____
 Interim/Conditional Use Permit application: _____
 Variance application: _____
 Development Agreement: _____

on my (our) property located at:

Tax Parcel Number(s): _____
 Physical Site Address: _____

Agent / Contact Information

Agent address: _____
Street City State Zip Code
 Agent Name(s): _____
 Agent phone #: _____ Agent email address: _____

Property Owner(s) Signature(s)

Date



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Section B: Short-Term Rentals; Contact Consent Form

Note: Only complete this section if applying for a short-term rental permit

Local Contact & Authorized Agent Consent.

As the Authorized Agent and Local Contact, you agree to the following terms as stated in the short-term rental ordinance.

- Authorize the GBAJPB to contact you and release your contact information to the property owners within the required notification range of the above short-term rental property.
- Consent to be the contact for complaints from said property owners, local government staff, and local law enforcement 24 hours a day.
- Understand that you shall record, report, and rectify the complaints for this short-term rental.
- The property owner and Local Contact & Authorized Agent of the short-term rental must notify GBAJPB staff within ten (10) days of a change in Local Contact and a new Authorized Agent form must be signed.
- Must reside within 30 minutes of the short-term rental.
- Consent to following and maintaining the short-term rental in accordance to all conditions placed on the permit.

This form runs with the length of the short-term rental permit and expires on December 31st of that year. Reauthorization must be filed within 30 days before end of term.

Local Contact & Authorized Agent Signature

Date