



2018

## **Draft Short-Term Vacation Rental Permitting Guide**

If you are interested in renting your home for periods of less than 30 consecutive days, you qualify as operating short-term vacation rental lodging within unincorporated Summit County.

As an owner of a short-term vacation rental property, you are required to obtain a short-term vacation rental permit and remit taxes on the gross sales received from your short term vacation rental. [Following adoption, Define and insert details and key dates on the phased rollout of these requirements.]

- Read the attached Short-Term Vacation Rental Regulations set forth in Section 3821 of the Summit County Land Use and Development Code.
- Obtain a Short-Term Vacation Rental Permit from Summit County
  - Complete the Application for a Short-Term Vacation Rental Permit Form
  - Complete and Notarize the Short-Term Vacation Rental Self-Compliance Affidavit
  - Complete the Short-Term Vacation Rental Local Agent & Owner Authorization Form and provide a copy of the designated agent's driver license
  - Read and Sign the Good Neighbor Guidelines
  - Submit application documents and application fee of \$\_\_\_\_\_ to Summit County
- Be Aware of the Sales Tax Rate to Collect:
  - State of Colorado – 2.9%
  - Summit County – 2.0%
  - Mass Transit – 0.75%
  - Affordable Housing – 0.725%
  - Unincorporated Summit County does not have a lodging tax.**Total of 6.375%**
- Complete a Personal Property Declaration Form and submit it to the County Assessor's Office. Colorado Statute requires anyone who owns a business or rents their residential property on a short or long term basis to declare their business equipment or residential rental furnishings.
- Post your Short-Term Vacation Rental Permit Number on all advertising (print, online, etc.)
- Verify that all of the life-safety requirements required are in place at your property.
- Review your Homeowner's Insurance Policy to ensure you have the coverage appropriate for the use of the property as a short-term vacation rental.
- Submit your monthly or quarterly taxes to the following agencies:
  - State of Colorado (Sales Tax)

**Include a link to the County GIS mapping so applicants can locate which jurisdiction their property is in and apply to the right jurisdiction.**

Questions? Contact: [str@summitcountyco.gov](mailto:str@summitcountyco.gov)

Application Fee \$ \_\_\_\_\_

**STR Property Address:** \_\_\_\_\_

PPI or Schedule Number: \_\_\_\_\_

Check One:  New STR  Existing STR – Permit Number: \_\_\_\_\_

**Is this property a deed restricted workforce housing unit?**  Yes  No

**Is the property subject to a homeowners association or private covenant?**  Yes  No

If Yes, please select a statement below that applies to the property:

The property is subject to a homeowners association or private covenant and the operation of a short-term rental does not require approval by the homeowners association or covenant beneficiary.

The property is subject to a homeowners association or private covenant and the operation of a short-term rental has been approved by the homeowners association or covenant beneficiary.

**Proposed water supply and sewer service to serve the STR property:**

Water District \_\_\_\_\_  Domestic Well

Sanitation District \_\_\_\_\_  On-site Wastewater Treatment System (OWTS) / septic system  
(attach pumping report as required in 3821.13)

**Does the property have an outdoor fire pit?**  Yes  No

Fire District Recreational Fire Permit # (if applicable): \_\_\_\_\_

County Building Permit # (if applicable – if connected to structure or gas): \_\_\_\_\_

**Type of Ownership:**  Sole Proprietor  Partnership  Corporation  Other \_\_\_\_\_

Owner's Name(s) or Name of Ownership: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City

State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

If Corporation - Registered Agent: \_\_\_\_\_

**Name of Person or Entity Preparing Tax Return:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Sales tax license number:

Personal Property Tax Declaration Form:  Is attached  Already submitted to the County Assessor

**Select the hosting platform(s) or website(s) that the property is advertised on:**

Air B&B  VRBO  HomeAway  TripAdvisor  FlipKey  Vacasa



Evolve

Other \_\_\_\_\_  Other \_\_\_\_\_  Other \_\_\_\_\_  Other \_\_\_\_\_

**Select the type of rental that this property is offered as:**

Entire Home (Host Absent)  Entire Home – Detached Residence (Host Present)

Private Room (Host Present)  Shared Room (Host Present)

DRAFT

## Self-Compliance Affidavit

Please Note: All statements listed below must be initiated.  
Failure to initial any questions will delay your permit issuance.

**Occupancy:** Occupancy limits of 2 per bedroom, plus 2 will be adhered to and appropriately listed in rental advertisements. Note - Additional occupancy limits apply to properties served by wells and/or septic systems. See Section 3821.13 of the County Land Use and Development Code for more details.

Number of Bedrooms: \_\_\_\_\_ Total Overnight Occupancy Advertised: \_\_\_\_\_

### Health & Life Safety Standards:

\_\_\_\_\_ Buildings, structures or rooms shall not be used for purposes other than those for which they were designed or intended.

\_\_\_\_\_ Roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, all other structural components and all appurtenances thereto shall be capable of resisting any and all forces and loads to which they may be normally subjected, and shall be kept in sound condition and in good repair

\_\_\_\_\_ The street address, permit number, local agent and property owner contact information is posted conspicuously in the interior of the property.

\_\_\_\_\_ The operation of the short-term rental will comply with all county regulations that apply to a residential dwelling

\_\_\_\_\_ Smoke detectors are installed outside of each sleeping area, in each room used for sleeping purposes, and on each level of a living area, including basements, in accordance with [insert relevant building code reference].

\_\_\_\_\_ Carbon monoxide detectors are installed in accordance with all requirements for carbon monoxide alarms in rental properties set forth in Colorado Revised Statutes Sections 38-45-102, 103 and 104, including but not limited to installation of carbon monoxide detectors within fifteen (15) feet of the entrances to all sleeping areas.

\_\_\_\_\_ Fire extinguishers are located within thirty feet of the kitchen, on each level of a living area, and in the garage; and they are readily available for immediate use

\_\_\_\_\_ Wood Burning Fireplaces / Stoves - Fireplaces and flues are maintained in accordance with recognized standards and have been inspected and cleaned on an annual basis. Proof of inspection and cleaning for the current year is required to be available upon request.

\_\_\_\_\_ An operable toilet, sink, and either a bathtub or shower shall be located within the same building, and every room containing a toilet or bathtub/shower shall be completely enclosed by walls, doors, or windows that will afford sufficient privacy.

\_\_\_\_\_ Electrical panels shall be accessible at all times with 36 inches of clearance maintained in front of the panels, and shall be clearly labeled.

\_\_\_\_\_ Outdoor firepits shall be permanently installed improvements permitted and inspected by the applicable fire district, if required by the applicable fire district. The use of portable outdoor fireplaces is prohibited.

\_\_\_\_\_ Portable electric space heaters shall not be operated within 3 feet of combustible materials and shall not be plugged into extension cords. Space heaters must be plugged directly into outlets.

\_\_\_\_\_ The use of outdoor heating appliances is prohibited on balconies. Outdoor heating appliances shall not be operated beneath or closer than 5 feet to buildings, overhangs, awnings, sunshades or similar combustible attachments.

\_\_\_\_\_ Property Address is required to be visible from the street. The premise identification characters shall be a minimum of five (5) inches in height and shall be reflective.

- \_\_\_\_\_ Emergency Exits - The property must have a map or floor plan showing two ways out of the building to a designated meeting place.
- \_\_\_\_\_ The property has reliable cellular or VoIP service, or a landline telephone has been provided within the unit to enable tenants to call 911 in the event of an emergency.
- \_\_\_\_\_ The property shall maintain compliance with the Sanitary Standards for Public Accommodatic in the Code of Colorado Regulations, Section 6 CCR 1010-14. Requirements include, but are not limited to, proper cleaning of linens, pest management, etc.
- \_\_\_\_\_ All hot tub / spa installations require both a building permit and an electrical permit from the County Building Department, in accordance with existing County regulations. Hot tubs / spas and swimming pools shall be properly maintained in a way to prevent the spread of illness. This can be achieved by following the requirements set forth in the Colorado Regulation Pertaining to Swimming Pools and Mineral Baths 5CCR 1003-5.
- \_\_\_\_\_ The property has adequate wastewater treatment by means of a functioning Onsite Wastewater Treatment System (OWTS) or a sewage treatment works per the OWTS Regulations of Summit County Colorado.
- \_\_\_\_\_ The property shall provide an adequate supply of water in terms of quantity, quality and dependability for the proposed use. Well water testing is strongly encouraged to ensure quality.

**Site Plan and Operation Standards to Mitigate Community Impacts:**

- \_\_\_\_\_ Renters will be informed that on-street parking is not allowed.
- \_\_\_\_\_ Adequate parking spaces will be provided for renter's use in accordance with the County approved parking plan for the property.
- \_\_\_\_\_ Renters will be informed of the noise ordinance. No excessive or unreasonable noise will be permitted at any time.
- \_\_\_\_\_ Renters will be informed of the County approved trash/recycling plan for the property.
- \_\_\_\_\_ A sufficient number of trash and recycling receptacles will be provided to accommodate all trash generated by those occupying the short-term rental property.
- \_\_\_\_\_ Exterior lighting requirements will be complied with to prevent off-site glare.
- \_\_\_\_\_ If pets are allowed, renters will be informed of county regulations for controlling pets, pet waste disposal, and barking/noise considerations.
- \_\_\_\_\_ The operation of the short-term rental will comply with the "Good Neighbor Guidelines" and a copy of the guidelines will be provided to the renters in the rental agreement and by posting it in a prominent location within the property.

**Advertising and Signage:**

- \_\_\_\_\_ All advertising for this short-term rental shall include the short-term rental permit number, immediately following the description of the property, along with the maximum permitted occupancy and the number of on-site parking spaces available.
- \_\_\_\_\_ A sign will be posted in a prominent location inside the short-term rental property, which includes the local agent's current contact information, the owner's current contact information, the street address of the short-term rental property and the short-term rental permit number.
- \_\_\_\_\_ The Good Neighbor Guidelines, parking plan and trash and recycling plan and any fire restriction information shall be posted in a prominent location within the short-term rental property.

By completing and signing this affidavit I (we) affirm that, under pains and penalties of perjury, that I (we) have inspected this property and that it complies with all applicable laws, and codes, and will maintain adherence to these requirements throughout the duration of use of the property as a short-term vacation rental.

Owner Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

Subscribed and affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary's official signature)

\_\_\_\_\_  
(Commission Expiration)

State of \_\_\_\_\_  
County of \_\_\_\_\_

Subscribed and affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary's official signature)

\_\_\_\_\_  
(Commission Expiration)



# Short-Term Vacation Rental (STR) Local Agent Responsibility and Owner Authorization

**Check One:**

- New STR
- Existing STR – Change of Property Contact – STR Permit Number: \_\_\_\_\_

STR Street Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

**Designated Local Agent:**

Name: \_\_\_\_\_

Address of Physical Residence: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**A copy of designated local agent's driver's license must be attached for address verification.**

**Owner Declaration:**

Each owner of a short-term vacation rental property shall designate a local person whose physical address of residence is within Summit County or within 30 miles of the STR's street address to serve as the local agent. The local agent shall have access and authority to assume management of the unit and take remedial measures. The agent shall be available 24 hours a day, 7 days a week to respond to tenant and neighborhood questions or concerns and must have a text-enabled phone. An owner of a short-term vacation rental may designate himself/herself as the agent, as long as their physical address of primary residence is within Summit County or within 30 miles of the permitted STR's street address.

**If you have listed yourself as the designated local agent and will be renting out your entire primary residence, you certify that you will remain within Summit County or within 30 miles of the permitted STR throughout the duration of the rental.**

I am the owner(s) of the subject property and hereby authorize the designated person listed above to assume responsibility as the local agent.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Agent Responsibility:**

As the local agent, and due to the language "assume management of the unit and take remedial measures", you are responsible for contacting the renters when you have been notified of a complaint. You may be contacted by the Summit County Sheriff's Department to secure the property as needed. Therefore, your phone number will be available to sheriff's office staff, and will be listed under the short term rental permit and posted for renters within the interior of the unit.

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Any change of the agent or modification of contact information must be furnished to the county within five (5) days of effective date of the change.**



## Good Neighbor Guidelines

The Good Neighbor Guidelines were created to educate Short-Term Vacation Rental (STR) owners and tenants/ guests on the importance of being a good neighbor.

- **24-Hour Local Agent Contact Information** - If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the property. In the event of an emergency, please call 911.

- **Fire Safety and Prevention** – Insert educational materials from Summit Fire and EMS, Red, White & Blue Fire District, and CSU Extension on where and how fires are permitted, and protocols for fire bans, SC Alerts, etc. Also attach educational materials for owners/applicants on fire mitigation and defensible space, for educational purposes and to encourage property owners to contact their respective fire district for a fire mitigation/defensible space inspection and recommendations.

Colorado has been in a period of extended drought, and fire restrictions may be enacted by the County depending on conditions. Even if fire restrictions are not in place, be fire-wise, only use approved outdoor devices and do not leave outdoor fires unattended.

- **General Respect for Neighbors** - Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property.
- **Noise and Outdoor Lighting** - Be considerate of the neighborhood and your neighbors' right to the quiet and peaceful enjoyment of their home and property, especially after 11 p.m.
- **Maintenance of Property** - Be sure to pick up after yourself and keep the property clean, presentable, and free of trash.
- **Waste Disposal** - Place all trash in the designated containers stored indoors. Trash is collected on \_\_\_\_\_ . The local agent will handle trash disposal on the designed pickup day by placing the containers at the appropriate place no earlier than 6:00 am for pickup, and returning trash containers to the designated indoor location by 7:00 pm on the day of pickup. Cigarette butts should be properly extinguished and disposed of.
- **Parking & Traffic Safety** – Park in the designated parking spaces provided. Do not park on roadways, lawns, or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
- **Pets** - Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
- **Respect Wildlife** – Consult with CPW and insert educational information about living with wildlife.
- **Tenant/Guest Responsibility** - Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.

Owner Signature

Date

Printed Name



Below is an **EXAMPLE** of the sign you must have posted in your short-term rental property. Please retain for your records



**Short-Term Rental Permit #** \_\_\_\_\_

Short Term Rental Property Street Address:

**Property Contact:**

**Name:**

**Phone Number:**