

You are receiving this communication because your Short-Term Rental property uses Well Water, or a Shared Well.

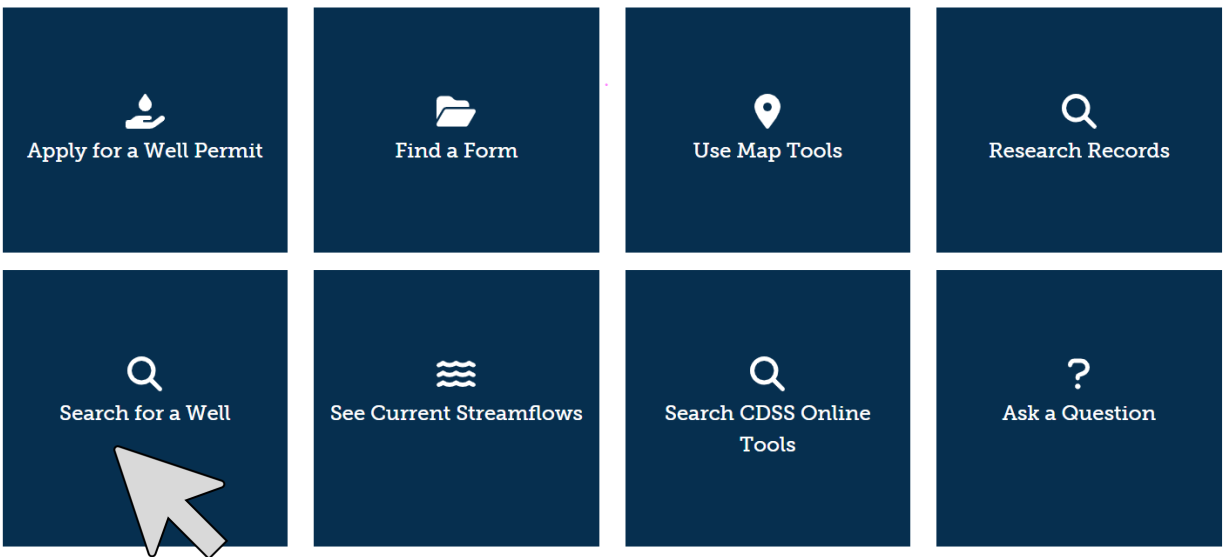
During the next renewal period for your Short Term Rental license, you will be required to submit documentation of your existing water augmentation if your Short-Term Rental property uses Well Water, or a Shared Well. Certain documents will be required for submission during the July-September 2023 renewal period.

This document includes instructions on how to obtain your Well Permit, if you choose to renew your STR License during the 2023 renewal period.

How to Find your Well Permit

1. Navigate to The Colorado Water Conservation Board's [homepage](#)
2. Scroll down, and under "I want to..." select "Search for a well"

I want to...



- Once on the new page, look at the left side of the page. Under the **Search Fields** section, click the **drop down box beside “More options”** to reveal different search criteria.

Search Fields

Geographic Location Water Division ▼

All Divisions ▼

Permit Status All ▼

Permitted Use All ▼

More Options Select ▼

Search

If you know your permit number:

- Do not touch the top four items, so they still say 'All'.
 - Click the word 'Select', just above the bouncing arrow.
 - From the dropdown list, click 'Permit Number'.
 - Type your permit number, numbers only, in the 'From' box.
 - Leave 'To', 'Suffix', and 'Replacement' blank.
- Click Search. Then click 'View' beside permit in the results table.

- Then, scroll through the options until you find your full name, or property. Click on the record that contains your name or address.
- An information box will pop up on the bottom of the page. Click “Show detailed data.”
- On the upper right-hand side of the detailed data page, you can find the *subdivision*, *lot*, and *filing number*.

	Subdiv	Filing	Phase	Block	Lot
SubCode	362	1	0	0	28
PPI:	2209-2540-19-012				
Econ:	5	Breck-Blue			
Nhood:	22100	Peak Seven			
TaxArea:	4		2022	Tship:	6

- Return to the well permit search page. Under “more options” drop down menu, select *Subdivision*. Then, under the next dropdown menu, select *contains*, as this provides the broadest search. Click Search.
- Once you have searched for the well permit, select the record you wish to view by clicking on the *View* button.

8. Click on *Imaged Documents* at the top of this page to view the actual permit, which is what we require to be submitted. **We need to see the specific uses stated on your Well permit.**

9. On the list of Imaged Documents, be sure that *Well Permit Information template* is selected on the left of the page. Then, click *View*.

10. If there is not a well permit listed, please check “Original File.”
11. Download the Well Permit document. You may now upload it the Well Permit into the Host Compliance application.

Instructions for augmenting your water (this is necessary if you have a hot tub, and do not already augment your water).

Water is available for augmentation privately from Vidler Water Company. You should anticipate a requirement by CDWR to install a meter on your well. The review period for the applications can take around 30-45 days. There is an application fee, and a separate water augmentation fee.

1. If you wish to augment through Vidler, please follow the [Application Instructions](#) on their Water Augmentation Program [website](#).
 - a. Augmenting water is a one-time fee, assessed by the amount of water needed for the use.

STR Program
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