



# PROJECT INFORMATION SHEET - STR

## COMMUNITY DEVELOPMENT | PLANNING

Dwelling Info	<b>YEAR CONSTRUCTED:</b>	<b>SQUARE FEET:</b>			<b>PROPERTY MANAGER CONTACT INFO</b>  NAME:  ADDRESS:   PHONE #:  EMAIL:  WEBSITE:  EMERGENCY CONTACT:	
	<b>NUMBER OF BEDROOMS:</b>	<b>ADDITIONAL SLEEPING AREA?</b>	YES	NO		
	<b>NUMBER OF BATHROOMS:</b> FULL (TUB):	3/4 (SHOWER):	1/2:			
	<b>MAXIMUM OCCUPANCY:</b>					
	<b>WATER:</b> WELL	PUBLIC:	(LIST PROVIDER)			
	<b>SEWER:</b> SEPTIC	PUBLIC:	(LIST PROVIDER)			
	<b>HEATING TYPE:</b>	FURNACE	BOILER	ELECTRIC		
	<b>FUEL SOURCE:</b>	PROPANE	PUBLIC GAS	ELECTRIC		
	OTHER:					

**DIRECTIONS: PLEASE CHECK 'YES' IF YOU MEET THE STANDARD. PLEASE CHECK 'NO' IF YOU DO NOT MEET THE STANDARD. IF YOU CHECK 'NO', PLEASE EXPLAIN WHY YOU CANNOT MEET THE STANDARD.**

Admin Special Review Criteria  Article 6.4.3.D of the Land Use Code	<ol style="list-style-type: none"> <li>1. The proposed use has minimal impacts on existing and future development of the area;</li> <li>2. Any impacts associated with the environment, wildlife, access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, odor, and other adverse impacts have been adequately addressed and/or mitigated;</li> <li>3. The recommendations of referral agencies have been considered and adequately addressed;</li> <li>4. Within a GMA district, the proposed use is consistent with the applicable supplementary regulations to the GMA district, or if none, with the Comprehensive Plan; and</li> <li>5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulations.</li> </ol> <p style="text-align: center;"><b>YES, I acknowledge that I will need to meet the above standards.</b></p>
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Standards for Short-term Rentals:  Article 3.3.5.B.2	<p>A. Only one short-term rental shall be allowed on a property. <b>YES, I can meet the above standard;</b>      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p> <p>B. The short-term rental shall only be conducted in a legally constructed dwelling and shall require a change of occupancy permit prior to occupancy for the short-term rental use. <b>YES, I can meet the above standard.</b>      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p> <p>C. The following minimum separation requirements shall apply to the short-term rental, and are measured from center of principal dwelling to center of principal dwelling:</p> <ul style="list-style-type: none"> <li>• Countywide, including the Estes Valley: A short-term rental must be a minimum of 500 feet from another short-term rental. Short-term rentals in the EV A, EV A-1, and EV E-1S zoning districts are not subject to this requirement.</li> <li>• Red Feather Lakes Area: A short-term rental must be a minimum of 250 feet from another short-term rental. This shall only apply to properties that have a Red Feather Lakes address.</li> </ul> <p><b>YES, I can meet the above standard.</b>      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p> <p>D. Accessory Living Areas, Extended Family Dwellings, and Farmstead Accessory Dwellings shall not be utilized as a short-term rental; however, an owner may reside in an Accessory Living Area unit on a property while renting the principal dwelling as a short-term rental. <b>YES, I can meet the above standard.</b>      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
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Standards for Short-term Rentals:	<p>E. No person shall be permitted to stay overnight in any motor vehicle, including but not limited to a recreational vehicle, travel trailer, tent, or other outdoor structures on the short-term rental property.</p> <p><b>YES, I can meet the above standard;</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
Article 3.3.5.B.2	<p>G. The short-term rental shall have an approved and reliable water source (well or public water) available for firefighting and meet standards for wastewater system.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>H. The short-term rental shall not be located within 500-feet of a Larimer County Park or Open Space.</p> <ul style="list-style-type: none"> <li>• Countywide, including the Estes Valley: A short-term rental must be a minimum of 500 feet from another short-term rental. Short-term rentals in the EV A, EV A-1, and EV E-1S zoning districts are not subject to this requirement.</li> <li>• Red Feather Lakes Area: A short-term rental must be a minimum of 250 feet from another short-term rental. This shall only apply to properties that have a Red Feather Lakes address.</li> </ul> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>I. The Operations Manual shall include information notifying guests that anyone visiting a Larimer County park or open space must purchase the required entrance permit pass for the park or open space.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>J. If the short-term rental property is within 1,000 feet of the boundary of a public open space or park land, it shall be referred to the relevant public lands management agency and the owner will mitigate potential impacts to the public natural resources or wildlife.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>K. Subsequent to the Planning Division approval and the Certificate of Occupancy issuance from the Building Division, a license to operate as a short-term rental will be issued. For short-term rentals approved prior to June 1, 2023, the planning approval number will serve as the license.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>L. The short-term rental must comply with the “Ordinance for Implementation and Enforcement of Short-term Rentals” in effect at the time.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>M. The owner or operator must ensure that guests do not cause excessive noise or other disturbances, disorderly conduct, or violations of any applicable law or regulation pertaining to the rental of the property or adversely affect other residents in the vicinity of the property.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>



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Article 3.3.5.B.2

N. The short-term rental shall be equipped with an operations manual/users guide that is in a visible location (such as a kitchen counter or entry table).

**YES, I can meet the above standard;**

**NO, I cannot meet the above standard.** If NO, please explain:

O. The short-term rental shall have a property manager consisting of the owner or a responsible party representing the owner to manage the use at any time it is occupied. Outside of the Estes Valley area, the property manager shall be located within one hour or less travel distance from the short-term rental, and their contact information shall be posted in the operations manual located in the short-term rental. Changes to the contact information from the property manager shall be provided to the Larimer County Community Development Department within five business days of the change in contact information.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:

P. A sign containing the information in i through v shall be posted at each interior entrance and exit of the short-term rental:

i. A map including the address and Global Positioning System (GPS) coordinates of the short-term rental.

ii. Exit mapping from each habitable room.

iii. A map of escape routes from the neighborhood to a public road.

iv. Contact information for and a copy of current registration with the Fire Department having jurisdiction, as well as contact information for Police/sheriff and ambulance service.

v. Contact information with a phone number for the short-term rental owner or manager.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:

Q. The location of the property boundaries for the short-term rental shall be easily identifiable and posted to prevent trespass.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:

R. The short-term rental shall have a plan for garbage storage and removal. The plan shall clearly illustrate the location of garbage storage areas, the method and frequency of regular garbage pick-up/disposal, and screening of the outdoor storage area.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:

S. Cooking appliances within the short-term rental shall be equipped with a stove top fire stop or approved alternative and an anti-tip device.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:

T. Unless already equipped with an approved automatic fire sprinkler system or installing one with a building and/or fire department permit, approved fire extinguishers shall be installed in a readily accessible and visible locations for immediate use in the following locations within the short-term rental:

i. In each room with a cooking appliance, fireplace, heating appliance or water heater.

ii. Inside and adjacent to the door leading to a deck, porch, or patio with such appliances.

iii. At least one on each story.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:



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Article 3.3.5.B.2	<p>V. The short-term rental shall have reliable cellular or VoIP service available or provide access to a landline telephone to enable guests to call 911 in the event of an emergency.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>W. The short-term rental structure, any portion of the primary parking, and 100-feet of the existing driveway abutting the primary parking, shall not be located within the Floodplain Overlay (FPO) District Zone AE (Floodway), the Floodplain Overlay (FPO) District Zone AE (Flood Fringe), the Floodplain Overlay (FPO) District Zone A, the Floodplain Overlay (FPO) District Zone AH, nor within the Floodplain Overlay (FPO) District Zone AO.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>X. If the short-term rental is located adjacent to the Floodplain Overlay (FPO) District Zone AE (Floodway), Zone AE (Flood Fringe), Zone A, Zone AH, or Zone AO, the Operations Manual shall include information on sheltering in place or the egress route, whichever is the safest option during a flood event. This information shall also be posted on or adjacent to the primary exit door.</p> <ul style="list-style-type: none"> <li>i. In each room with a cooking appliance, fireplace, heating appliance or water heater.</li> <li>ii. Inside and adjacent to the door leading to a deck, porch, or patio with such appliances.</li> <li>iii. At least one on each story.</li> </ul> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>Y. If any portion of the short-term rental property is located within the floodplain, a flood hazard sign warning guests of potential flood danger shall be clearly posted adjacent to the existing driveway.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>Z. Local roadways, whether public or private, used to access the short-term rental, shall comply with the Appendix G Standards of the Larimer County Rural Area Roadway Standards. Local Roadways are either defined by the Local Roadway segments shown on the applicable Transportation Master Plan or as designated by the County Engineer. Larimer County Rural Area Roadway Standards (LCRARS) Appendix G.2.2 does not apply.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>
	<p>AA. Before operating, a short-term rental must first undergo and pass a life-safety inspection or other required building inspection.</p> <p><b>YES, I can meet the above standard.</b>                      <b>NO, I cannot meet the above standard.</b> If NO, please explain:</p>



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Article 3.3.5.B.2

BB. The Building Division shall be notified of any changes made to the short-term rental structure or building and the facility must undergo and pass a life-safety inspection or other required building inspection. Failure to notify the Building Division of any changes may be grounds for revocation of the short-term rental license. Short-term rental licenses renewal shall be required every other year on the anniversary of the original approval or license date. Failure to complete and resubmit the renewal form to the Community Development Department, shall be cause for consideration or revocation of license approval.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:

CC. The short-term rental shall be re-inspected by the Building Division every four (4) years accompanying the license renewal every other year to ensure continued compliance with the building code in effect at that time. At the time of the re-inspection a non-conforming vacation home shall be required to be in compliance with Section 3.3.5.B.o-w, Safety Standards. During the years when a reinspection is not required, the property owner or operator shall self-certify that the short-term rental remains in compliance with the regulations.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:

DD. Ownership of a short-term rental license may not be transferred unless meeting one of the exceptions as listed herein.

i. The transfer of title to real property when the grantee is a member of the grantor's immediate family. For purposes of this section, a family transaction shall mean between parents and children, spouse or domestic partners, siblings, grandparents and grandchildren, or similar family relationship.

ii. An active license for a specific short-term rental operating continuously (by license, renewal, or approved transfer) under the required license since prior to the effective date of June 1, 2023, may transfer the license to a different owner one (1) time within ten (10) years, and in accordance with procedures in this Code, including paragraph (ff) below.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:

EE. Other Licenses. Licenses for short-term rentals not addressed in subparagraph (dd) above are not transferrable to any person upon sale or other transfer of ownership of the property. Upon such sale or transfer of ownership, the license shall terminate automatically, and the new owner of the property shall apply for a short-term rental license if it wishes to continue the use of the property as a short-term rental. Such application shall be subject to any applicable waitlist.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain:

FF. If the property owner changes during the period for which the short-term rental has been licensed, and the license is eligible for transfer as described in paragraph (dd) above, a new property owner of record must file an application to transfer the license into their name within sixty (60) days of transfer of ownership and must ensure the short-term rental is in compliance with all other County regulations. If the property is transferred to an immediate family member, that new owner must notify the county of the transfer of ownership, demonstrate that the license is in compliance with the Code, and assume responsibility for compliance.

**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.** If NO, please explain: