



# ADMINISTRATIVE SPECIAL REVIEW - STR

## COMMUNITY DEVELOPMENT | PLANNING

### Short-term Rental (STR):

A principal dwelling rented to transient guests who are part of one party for short-term lodging (30 days or less) when not occupied by the owner/operator. The term “party” as used in this definition shall mean one or more persons who stay at a short-term rental as a single group pursuant to a single reservation and payment.

### Administrative Special Review Purpose:

The administrative special review procedure provides a mechanism for the county to evaluate proposed development and land uses that have unique or widely varying operating characteristics or unusual site development features to ensure compatibility with surrounding areas. The procedure considers the location, design, configuration, intensity, density, natural hazards, and other relevant factors pertaining to the proposed use to evaluate the potential impacts of such uses on surrounding properties, including the environment and wildlife, and to ensure that such uses are compatible with surrounding properties and that adequate mitigation is provided to minimize potential impacts on those surrounding properties and/or the county.

### Process Overview:

#### 1. Pre-application Meeting

*Your assigned planner will go over the submittal requirements and planning process.*

#### 2. Electronic Application Submittal:

*Please email all submittal materials to [planningCIRT@co.larimer.co.us](mailto:planningCIRT@co.larimer.co.us) in individual PDF format. Following your complete submittal, CIRT will contact you for application fee payment options. See page 3 for application submittal requirements.*

#### 3. Staff and Referral Agency Review:

*Once your case is assigned to a planner, they will review it and send it out for referral agency comments. There is a minimum 60-day referral period for Short-term Rentals.*

#### 4. Review and Decision:

*Once all comments have been received and adequately addressed, a decision will be made either administratively or at a Board of County Commissioner hearing. Your assigned planner will let you know if a hearing is required for your application.*

### Community Development Mission:

We provide quality service to our customers and the community - residents and visitors of Larimer County. Using public and private partnerships we protect health, safety and welfare, enhance quality of life, maintain property values, find creative development solutions, and plan for the future.

### Contact Information:

- Assessors Office - 970.498.7050
- Building Division - 970.498.7660
- Clerk and Recorder - 970.498.7860
- Division of Water Resources (Wells) - 970.352.8712
- Engineering Dept. - [eng-devrev@larimer.org](mailto:eng-devrev@larimer.org)
- Flood - [eng-floodplain@larimer.org](mailto:eng-floodplain@larimer.org)
- Health Dept. (Septic) - 970.498.6775
- On Call Planner - [planning@larimer.org](mailto:planning@larimer.org)



# THINGS TO CONSIDER

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### Customer Responsibilities:

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff and review agencies to fully evaluate the proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise. For certain application types, a resubmittal fee may apply. In the event you are unfamiliar with any submittal requirements and need assistance, please seek the help of a third party consultant.

### Please Note:

All surrounding property owners within a minimum of 500 feet of the property boundary lines will be notified of this request. Once submitted to the County, all application materials become a matter of public record.

### Water Verification:

It is the applicant's responsibility to verify an adequate water source is available. If water is to be obtained from a public water supply, contact the appropriate water district. A cistern is not an adequate water source. Refer to the Land Use Code for specific requirements to this proposal.

### Sanitary Sewer or Septic Verification:

It is the applicant's responsibility to verify an adequate sewage disposal is available. If an on-lot septic system is to be used, contact the Larimer County Department of Health and Environment. If a public sewage system is to be used, contact the appropriate sanitation district. Refer to the Land Use Code for specific requirements to this proposal.

### Floodplain:

If the property is within or partially within a FEMA and/or locally designated floodplain, additional standards and restrictions may apply. Contact the floodplain administrator for more information.

### Land Use Code:

Please view the Land Use Code here: <https://www.larimer.org/planning/regulations>

### Expiration of Pre-Application Meeting Packet:

Pre-applications expire six months from the date of the meeting. If you have not submitted an application within six months of the pre-application meeting, check with the planner to see if a new meeting will be required. This is only applicable for project types that require pre-application meetings.

### Use Specific Standards:

In addition to review criteria, refer to the Land Use Code for use-specific standards applicable to the proposed use. Use specific standards may be found in Article 3.0 or Article 13 for the Estes Valley.

### Building Permits:

Building permits will NOT be accepted on the property while the application is pending.

### License Renewal and Life-safety Inspection:

STR license renewal will be required every other year on the anniversary of the original approval or license date. Re-inspection by the Building Division will be required every four (4) years accompanying the license renewal.

### For additional process information:

1. [Short-term Rental Process Guide](#)
2. [Development Review Fee Schedule](#)
3. [Larimer County Comprehensive Plan](#)
4. [Larimer County Land Use Code](#)
5. [Transportation Capital Expansion Fee \(TCEF\)](#)



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Planner:

Pre-app Date:

### SUBMITTAL REQUIREMENTS

Please submit each item as a separate PDF to [planningCIRT@co.larimer.co.us](mailto:planningCIRT@co.larimer.co.us).

All PDFs should be named as listed below and attached to the same email.

| Item | Description:  | Required |
|------|---|----------|
| 1.   | <b>Application Form</b> – <a href="https://www.larimer.gov/sites/default/files/land_use_application_form.pdf">https://www.larimer.gov/sites/default/files/land_use_application_form.pdf</a>   | YES      |
| 2.   | <b>Application Fee</b> - Current fee at time of submission  |          |
| 3.   | <b>Other Fees</b> - Appeal, Fire District, Etc.   |          |
| 4.   | <b>Project Information Sheet</b> - <a href="https://www.larimer.gov/sites/default/files/project_information_sheet_-_str_asr.pdf">https://www.larimer.gov/sites/default/files/project_information_sheet_-_str_asr.pdf</a>  | YES      |
| 5.   | <b>Operations Manual</b> - Please see following pages for requirements  | YES      |
| 6.   | <b>Site Plan</b> – Please see following pages for Site Plan requirements  | YES      |
| 7.   | <b>Floor Plans</b> - Please see following pages for floor plan requirements   | YES      |
| 8.   | <b>Egress Maps</b> - Maps for each habitable room that include exit routes, address, GPS Coordinates and the phone number of the short-term rental (if no land line add Property Managers number). You can create Egress Maps from your Floor Plans.  | YES      |
| 9.   | <b>Escape Route Maps</b> - applicable only if the short-term rental is adjacent to a floodplain. See attached Floodplain Overlay District Standards sheet.  |          |
| 10.  | <b>Roadway &amp; Access Standards Certification</b> - <a href="https://www.larimer.gov/sites/default/files/str_-_certification_of_adequate_access_requirements_2023.05.17_0.pdf">https://www.larimer.gov/sites/default/files/str_-_certification_of_adequate_access_requirements_2023.05.17_0.pdf</a> | YES      |
| 11.  | <b>Non-Subdivision Water Supply Form</b> – required if water is supplied by a well. <a href="https://www.larimer.gov/sites/default/files/nonsubdivision_water_supply_inquiry_form.pdf">https://www.larimer.gov/sites/default/files/nonsubdivision_water_supply_inquiry_form.pdf</a>                   |          |
| 12.  | <b>Submittal Checklist</b> - one copy of this page  | YES      |
| 13.  | <b>Other</b> – information as deemed necessary by the project planner   |          |



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### OPERATIONS MANUAL REQUIREMENTS

|                   |  |
|-------------------|--|
| Completed:<br>Y/N | Please include the following in your operations manual:  |
|                   | <b>Contact Information.</b> 24-hour contact information (i.e., name, address and telephone numbers) for the Owner.   |
|                   | <b>Address.</b> The address, GPS coordinates and phone number of the hosted STR.   |
|                   | <b>Maximum Occupancy Limits.</b> The maximum number of occupants allowed to occupy the hosted STR and the number of bedrooms.  |
|                   | <b>Parking Instructions.</b> Where vehicles are allowed to park on the property shall be clearly indicated. Vehicles must park on the property. On-street parking or parking on neighboring properties is not allowed.   |
|                   | <b>Escape Route.</b> A map of an escape route from the property to a mainline road. An aerial map (does not need to be scaled) can be used by visiting: <a href="https://www.larimer.org/assessor/search#/property/">https://www.larimer.org/assessor/search#/property/</a>  |
|                   | <b>Emergency 911.</b> Contact information for the Fire District/ Department having jurisdiction, as well as contact information for Police/Sheriff and ambulance service.  |
|                   | <b>Emergency Shut Off Information.</b> The location of, and instructions for, emergency shutoff of water, gas and electrical systems.  |
|                   | <b>Fire Extinguisher Information.</b> Location and instructions on how to operate fire extinguishers.  |
|                   | <b>Garbage Storage and Removal.</b> Information regarding the plan for garbage storage (inside and outside) and removal shall be provided.   |
|                   | <b>Fire Pit Information.</b> If providing a fire pit, please include instructions.   |
|                   | <b>Wildfire Hazard Information Sheet:</b> <a href="https://www.larimer.gov/sites/default/files/wildfire_hazard_info.pdf">https://www.larimer.gov/sites/default/files/wildfire_hazard_info.pdf</a>  |
|                   | <b>Wildlife Interaction Information Sheet:</b> <a href="https://www.larimer.gov/sites/default/files/wildlife_interaction.pdf">https://www.larimer.gov/sites/default/files/wildlife_interaction.pdf</a>   |
|                   | <b>Quiet Hours.</b> Please include restrictions on after-hour noise from your HOA or Larimer County's Noise Ordinance ( <a href="https://www.larimer.org/policies/noise">https://www.larimer.org/policies/noise</a> ), whichever is more restrictive.  |
|                   | <b>Cigarette Butt Disposal</b> - Address cigarette smoking on the property including direction on the proper disposal of cigarette butts. If not allowing cigarette smoking on the property, clearly state this.   |
|                   | <b>Floodplain Hazard Area Info</b> (if applicable): Include information on sheltering in place or provide information on escape route map and safest way to evacuate. In addition to being in the OM, this information shall also be posted on or adjacent to the primary exit door. Please see Floodplain Overlay District Standards provided on the following pages. |
|                   | <b>County Parks/Open Space Pass Info:</b> 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.  |
|                   | <b>Emergency Alert Sign Up Information Sheet:</b> <a href="https://www.larimer.gov/sites/default/files/emergency-alerts-operations-manual-insert.pdf">https://www.larimer.gov/sites/default/files/emergency-alerts-operations-manual-insert.pdf</a>  |

## SITE PLAN REQUIREMENTS

### 1. Drawing Title/Project Name

(Ex: ABC Short-Term Rental Site Plan)

### 2. Owner or Property Manager Information

Name, Address & Phone Number

### 3. For an existing building you may use an aerial map.

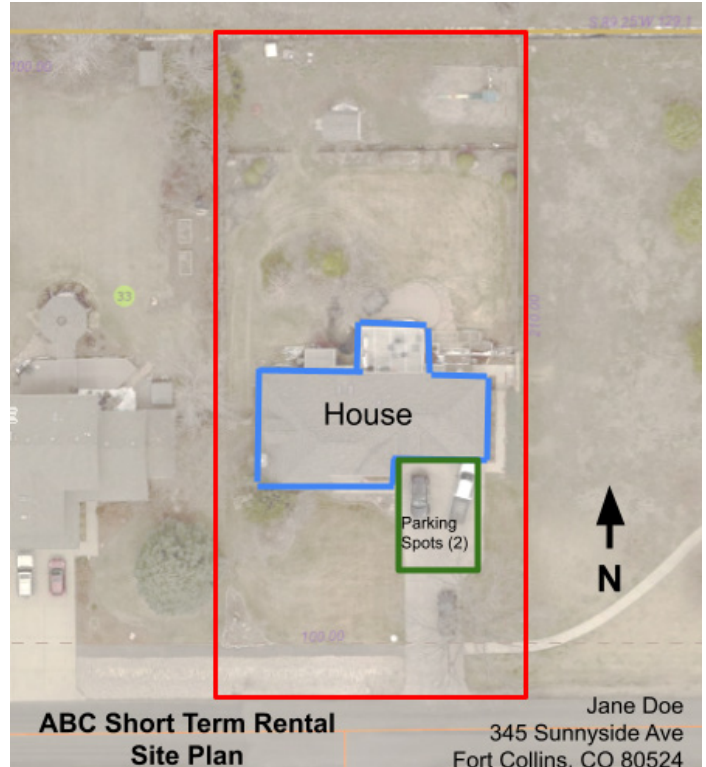
Please include the following:

- North Arrow
- Label/outline existing structures
- Property boundary
- Show parking areas and # of parking spaces

### 4. For Short-term Rentals located adjacent to a Floodplain or if any portion of the property is located within a floodplain, the following should be included:

- County regulatory floodplain(s)
- Adjacent stream or river channel(s)
- Label and dimension 100-feet of the existing driveway abutting the primary parking

Example:



## FLOOR PLAN REQUIREMENTS

Example:



FS - FIRE STOP  
F - FIRE EXTINGUISHER  
S - SMOKE ALARM  
C - CARBON MONOXIDE ALARM  
\* - OPERATIONS MANUAL LOCATION

MAIN FLOOR  
SCALE 1/8" = 1 FOOT

- Provide a floor plan of each level on a separate page (basement, 1st floor, 2nd floor, etc.).
- Provide dimensions of each room, space, decks, and porches.
- Label the following: bedrooms, additional sleeping areas, bathrooms, common areas, mechanical equipment rooms, fireplaces/stoves (indicate gas or wood), decks, porches, stairs, doors (indicate door swing), windows, outdoor grills, and attached garages.
- Label location of the following: fire extinguishers (F), smoke detectors (SD), carbon monoxide detectors (CO), stove-top fire stop (FS), and the operations manual (\*).