

SHORT-TERM RENTAL SUBMITTAL REQUIREMENTS

ADMINISTRATIVE SPECIAL REVIEW

REVISED JUNE 2023

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DIVISION**

CONTACT INFO:

[Larimer.org/planning](https://larimer.org/planning)

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Fort Collins, CO 80521

(970) 498 - 7679

OVERVIEW

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.

Purpose:

An Administrative Special Review is required to obtain approval for a Short-term Rental, defined as 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.

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review - minimum 21-day referral period
3. Scheduling and Notice of Public Hearing (if applicable)
4. Review & Decision

The submittal requirements listed in this packet are intended to collect all information required for Larimer County staff, review agencies, and the Board of County Commissioners to fully evaluate the Administrative Special Review proposal. At the required pre-application conference, a planner will determine which submittal requirements are applicable for your submittal based on site specific characteristics and the details of your proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise.

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.

THINGS TO CONSIDER

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 STR building/structure is adjacent to or if any portion of the property is within a floodplain, additional standards and restrictions may apply.

Mineral Interest Notification:

Only applicable to Rezoning, Zoning, Special Review, Minor Land Division, Preliminary Plat, Administrative Subdivision Thirty (30) days prior to the Board of County Commissioner hearing, notification must be provided to Mineral Interest Owners and Lessees as required by State Statute 24-65.5 notifying them of the proposed development. Furthermore, a signed certification must be received by the Larimer County Planning Department prior to the hearing that such notification was provided (see attached notification form). Failure to receive this certification will result in the hearing being rescheduled to a later date.

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.

THINGS TO CONSIDER

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.

O&E Expiration:

An Ownership and Encumbrance Report (O&E) is valid for six months.

Land Use Code:

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

SUBMITTAL REQUIREMENTS

**Separate Electronic PDFs of ALL Submittal Materials
(must be in PDF format and named as listed below)**

Item:	Description:	Required	Staff Review
1.	Application Form - <i>must be signed by all property owners</i>		
2.	Application Fee - <i>current fee at time of submission</i>		
3.	Other Associated Fees - <i>if applicable</i>		
4.	Project Description – <i>detailed description of the proposed project, include review criteria from Section 6.4.2.D and 3.3.5.B. of the Land Use Code. Please see following pages for Project Description Form.</i>		
5.	Operations Manual - <i>see following pages</i>		
6.	Site Plan - <i>see following pages</i>		
7.	Floor Plans - <i>must be sized 8.5 x 11</i>		
8.	Egress Maps - <i>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.</i>		
9.	Escape Route Maps - <i>applicable only if the short-term rental is adjacent to a floodplain. See attached Floodplain Overlay District Standards sheet.</i>		
10.	Roadway & Access Standards Certification - <i>see attached</i>		
11.	Non-Subdivision Water Supply Inquiry – <i>if water is supplied by a well. See attached sheet.</i>		
12.	Ownership & Encumbrance* - <i>contact a Title Company for this information. See attached example.</i>		
13.	Dwelling Information Form - <i>see attached</i>		
14.	Submittal Checklist - <i>one copy of this checklist</i>		
15.	Pre-Application Form - <i>last page of this packet</i>		

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ADDITIONAL INFORMATION

Please email the complete set of submittal documents to our Community Information Resources Team (CIRT) at planningCIRT@co.larimer.co.us

Final Submittal Requirements (if revisions are required):

1. *Site Plan*
2. *Floor Plans*
3. *Egress Maps*
4. *Operations Manual*

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.

***Please keep your email updated so this condition of approval can be met.**

For additional process information and handouts referenced in this guide, please refer to the following:

1. Short-term Rentals webpage: <https://www.larimer.gov/short-term-rentals>
2. Development Review Fee Schedule
3. Larimer County Land Use Code or view it online at:
<https://www.larimer.org/planning/regulations>
4. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at:
https://www.larimer.gov/sites/default/files/uploads/2023/2022_tcef_table.pdf



LAND USE APPLICATION

Applicant Information

Applicant Name:

Applicant Company:

Address:

City:

State:

ZIP Code:

Telephone:

Email Address (required):

Property Owner Information

Property Owner Name:

Property Owner Address:

City:

State:

ZIP Code:

Telephone:

Email Address (required):

Property Owner Information

Property Owner Name:

Property Owner Address:

City:

State:

ZIP Code:

Telephone:

Email Address (required):

Engineer/Surveyor Information (please list which profession)

Name:

Company:

Address:

City:

State:

ZIP Code:

Telephone:

Email Address (required):

Assessor's Parcel Number(s): _____

SIGNATURES REQUIRED BY ALL PROPERTY OWNERS AND THE APPLICANT

I hereby certify that I am the lawful owner of the parcel(s) of land that this application concerns and consent to the action. I hereby permit county officials to enter upon the property for the purposes of inspection relating to the application. Building Permits will not be processed while this application is in process.

Property Owner(s) Printed Name

Date: _____

Property Owner(s) Signature

Date: _____

Property Owner(s) Printed Name

Date: _____

Property Owner(s) Signature

Date: _____

In submitting the application materials and signing this application agreement, I acknowledge and agree that the application is subject to the applicable processing and public hearing requirements set forth in the Larimer County Land Use Code (which can be viewed at larimer.org)

Applicant Signature

Date: _____

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ITEM #4 PROJECT DESCRIPTION

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Summary	<p>What are you proposing? (Example: 3-bedroom STR with an additional sleeping area; Max Occupancy=8) NOTE: If there is anything you would like us to know about your property, please communicate that to us here.</p> <hr/> <hr/> <hr/> <hr/> <hr/>
ELEMENT	DIRECTIONS: PLEASE CIRCLE 'YES' TO INDICATE THAT YOU ACKNOWLEDGE EACH STANDARD
<p>Admin Special Review Criteria</p> <p>Article 6.4.3.D of the Land Use Code</p>	<p>1. The proposed use has minimal impacts on existing and future development of the area:</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p> <p>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;</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p> <p>3. The recommendations of referral agencies have been considered and adequately addressed;</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p> <p>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</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p> <p>5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulations.</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p>
ELEMENT	DIRECTIONS: Please circle 'YES' if you meet the standard. Please circle 'NO' if you do not meet the standard. If you circle 'NO', please elaborate as to why you cannot meet the standard.
<p>Standards for Short- term Rentals:</p> <p>Article 3.3.5.B.2</p>	<p>a. Only one short-term rental shall be allowed on a property.</p> <p style="text-align: center;">YES, I can meet the above standard; NO, I cannot meet the above standard.</p> <p>If you circled NO, please elaborate here: _____</p> <hr/>

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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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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:

- 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.
- 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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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F. The short-term rental shall not be advertised as an event space.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

H. The short-term rental shall not be located within 500-feet of a Larimer County Park or Open Space.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

L. The short-term rental must comply with the "Ordinance for Implementation and Enforcement of Short-term Rentals" in effect at the time.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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 you circled NO, please elaborate here: _____

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-

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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 you circled NO, please elaborate here: _____

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 you circled NO, please elaborate here: _____

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 you circled NO, please elaborate here: _____

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 you circled NO, please elaborate here: _____

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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 you circled NO, please elaborate here: _____

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 you circled NO, please elaborate here: _____

U. Solid fuel-burning (such as wood or coal) exterior appliances including, but not limited to fire pits, outdoor fireplaces, portable outdoor fireplaces, briquette BBQ, smoker, or similar shall not be allowed.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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.

- 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 you circled NO, please elaborate here: _____

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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

SHORT-TERM RENTAL PROCESS

SPECIAL REVIEW PUBLIC HEARING PROCESS



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If you circled NO, please elaborate here: _____

AA. Before operating, a short-term rental must first undergo and pass a life-safety inspection or other required building inspection.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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 you circled NO, please elaborate here: _____

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 you circled NO, please elaborate here: _____

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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.

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.

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 standards.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

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ITEM #5 OPERATIONS MANUAL

Completed: Y/N	Please include in your Operations Manual
	Contact Information. 24-hour contact information (i.e., name, address and telephone numbers) for the Property Manager (needs to reside within 1 hour of the STR) and the Owner.
	Address. The address, GPS coordinates and phone number of the STR.
	Maximum Occupancy Limits. The maximum number of occupants allowed to occupy the STR and the number of bedrooms and/or additional sleeping areas.
	Parking Instructions. 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.
	Escape Route. A map of an escape route from the STR to a mainline road. An aerial map (does not need to be scaled) can be used by visiting: https://www.larimer.org/assessor/search#/property/
	Emergency 911. Contact information for the Fire District/ Department having jurisdiction, as well as contact information for Police/Sheriff and ambulance service.
	Emergency Shut Off Information. The location of, and instructions for, emergency shutoff of water, gas and electrical systems.
	Fire Extinguisher Information. Location and instructions on how to operate fire extinguishers.
	Stove-Top Fire Stop Information. Please include instructions from the manufacturer regarding the stove-top fire stop.
	Garbage Storage and Removal. Information regarding the plan for garbage storage (inside and outside) and removal shall be provided.
	Fire Pit and/or Fire Ban Information. Solid fuel fire pits are not permitted. Indicate whether you will be providing gas/propane fire pit. The Wildfire Hazard Area restrictions and the dangers of fires in Colorado (page 17).
	Wildlife Interaction. Please include the information provided on pages 18-19 in the packet in your Operations Manual.
	Quiet Hours. Please include restrictions on after-hour noise from your HOA or Larimer County's Noise Ordinance (https://www.larimer.org/policies/noise), whichever is more restrictive.
	Cigarette Butt Disposal - 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.
	Floodplain Hazard Area Info (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.
	County Parks/Open Space Pass Info: 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.

WILDFIRE HAZARD AREA RESTRICTIONS AND THE DANGERS OF FIRES IN COLORADO

Like most parts of Colorado, Larimer County faces the ever-present risk of wildfire and flooding, in both the rural and urban areas. The following tips will help visitors to Larimer County be prepared and informed should a wildfire or flood emergency arise:

- Text NOCOALERT to 888777 or sign up at www.nocoalert.org to receive all emergency alerts and evacuation orders sent in Larimer County - including wildfire and flood evacuation orders and guidance. You **MUST SIGN UP** to receive emergency evacuation orders and guidance.
- Keep a full tank of gas in an evacuation vehicle while staying in your Short-Term Rental, and review how to open the garage door manually without electricity in the event of an evacuation.
- Evacuate immediately before, or as soon as voluntary evacuation orders are given for your alerted area - do not wait for mandatory evacuation orders.
- Know at least 2 routes out of the town or area in which you are staying. In the event of an emergency evacuation, some routes may be blocked
- In some areas of Larimer County, water supply for firefighting and access for emergency vehicles may be limited or unavailable
- **NO SOLID FUEL-BURNING OUTDOOR FIRE APPLIANCES ARE PERMITTED FOR USE BY TRANSIENT RENTERS IN SHORT-TERM RENTAL UNITS IN LARIMER COUNTY.** Solid fuel-burning exterior appliances including, but not limited to fire pits, outdoor fireplaces, portable outdoor fireplaces, Solo Stove or similar, briquette or pellet-burning BBQ, smoker, or similar. (Larimer Co. Land Use Code)



LIVING WITH WILDLIFE

Handling Conflicts

There are many resources available to help if you are experiencing conflicts with wildlife. If you have conflict issues involving big game species, you should contact your local Colorado Parks and Wildlife office. Big game species include deer, elk, pronghorn, sheep, goats, bear, and moose. Before calling, read the appropriate articles, listed below, to learn of ways you can reduce the potential for conflicts with wildlife.

If a wildlife conflict poses immediate danger for the animal or people in the area, call your local CPW office or law enforcement agency. Please do not call if the conflict is simply "nuisance" in nature.

If you have nuisance wildlife issues that cannot be resolved, please check the yellow pages in your phone book under Pest Control. Again, read the pertinent articles below before calling; you may be able to resolve problems on your own.



Avoiding Conflicts

As cities along the Front Range and throughout Colorado grow, new or expanding subdivisions impact wildlife habitat. Wild animals are often displaced by development. Some species are able to live in nearby open spaces, parks, undeveloped parcels of land, river bottoms, and on or near bodies of water. Others have adapted well to urban living; skunks and raccoons, in particular, seem to thrive in and near cities. In most situations, people and wildlife can coexist. The key is to respect the wildness of wildlife.

“Wildlife” is just that—wild. Most dangerous and potentially harmful encounters occur because people fail to leave the animals alone. Wildlife should not be harassed, captured, domesticated or fed. Intentional or inadvertent feeding is the major cause of most wildlife problems, and it is illegal to feed deer, bighorn sheep, mountain goats, pronghorn, and elk in Colorado.

General

informational pamphlets about possible wildlife conflicts and mitigation methods, and Colorado Parks and Wildlife contact information.

The use of the signs will be determined by the local wildlife officer—for example, if a bear has been getting into trash in a neighborhood, the Bear Alert sign may be placed nearby. Signs will stay in place for a few days so that the public can be made aware of wildlife activity, but not long enough that residents and visitors might become habituated to the visual signal of the sign.

These signs are part of the Colorado Parks and Wildlife's ongoing efforts to assist and inform the public about certain wildlife activity on the Front Range. It is expected that people in an area temporarily affected will heed these alerts, and take advantage of prevention tips and information provided by the signs.

Bear Alert— When this sign is posted it means that a bear has been seen in the area or neighborhood. The bear may or may not have had contact with food sources or caused property damage. Citizens need to be aware of the presence of a bear or bears and take precautions:

- Make sure trash is stored in a bear proof container, shed, or garage; put trash out on the morning of pickup only.
- Remove bird feeders and other food attractants (pet food, for example), including BBQ grills.
- Secure windows and doors.
- Supervise children and pets when they are outside.



Lion Alert—When this sign is posted it means that a lion has been seen in the area or neighborhood. The lion may or may not have had contact with humans or pets. Citizens need to be aware of the presence of a mountain lion and consider these precautions:

- Supervise children and pets when they are outside.
- Refrain from playing, running, or walking outside between dusk and dawn.
- When leaving home or returning in the evening and early morning hours, turn on outside lights.



Coyote in the Area—When this sign is posted it means that a coyote or coyotes have been seen in the area or neighborhood. The coyote may or may not have had contact with humans or pets. Citizens need to be aware of the presence of coyotes and consider precautions:

- Supervise pets or small children when they are outside.
- Make sure there are no food attractants near homes or in the area (bird feeders, pet food, trash, etc.). Remove or store attractants indoors.

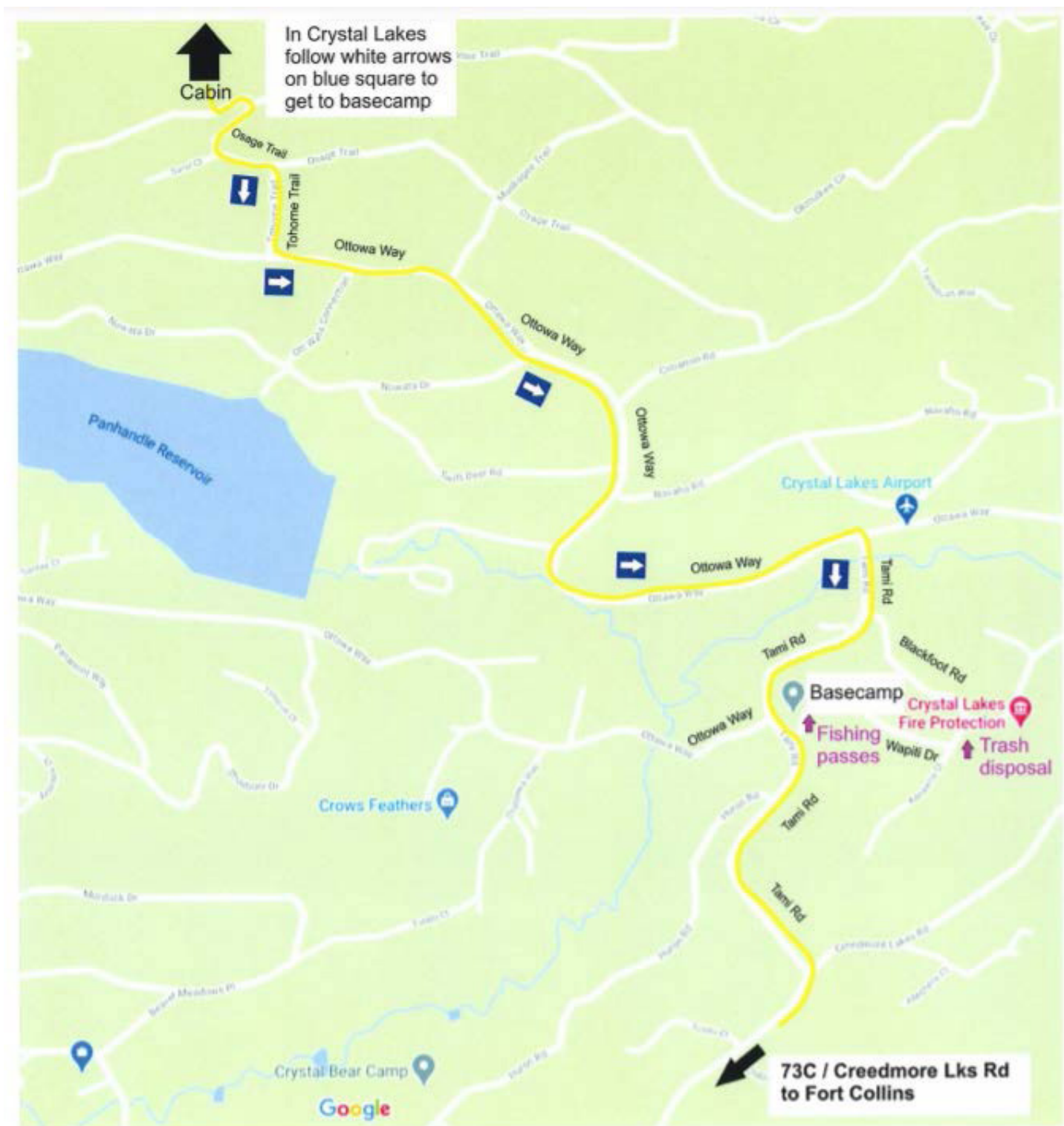
SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



#5 OPERATIONS MANUAL

ESCAPE ROUTE EXAMPLE

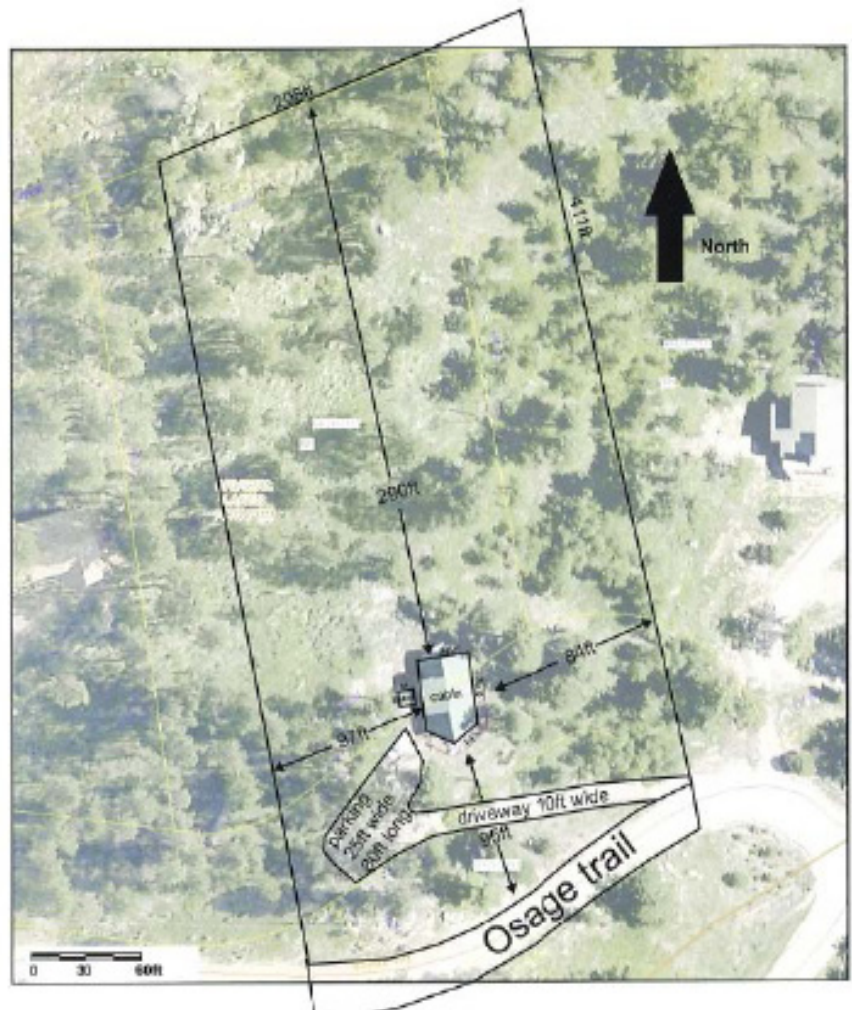


Item #6 Site Plan

SITE PLAN REQUIREMENTS

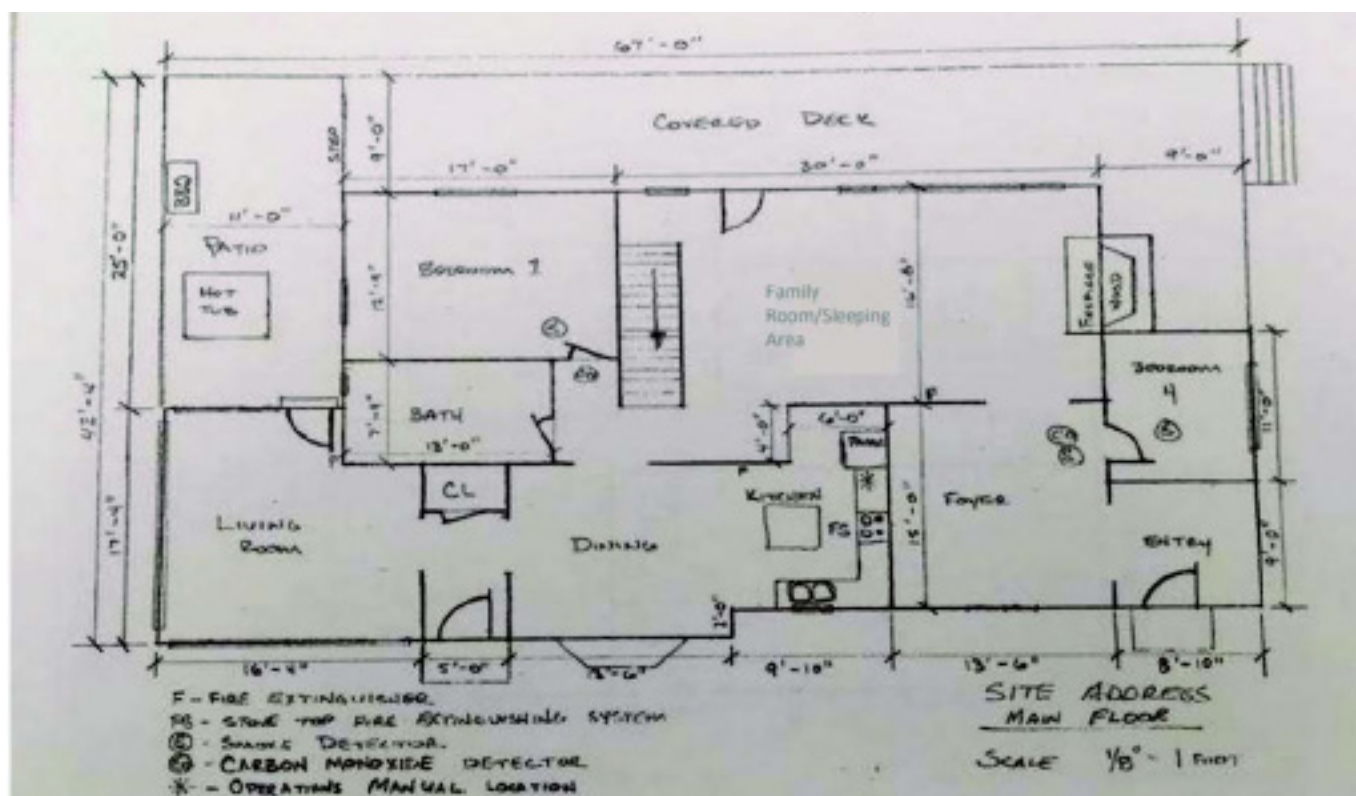
1. **Drawing Title/Project Name** (Ex: ABC Short-Term Rental Site Plan)
2. **Owner or Property Manager Information** - Name, Address & Phone Number
3. **For an existing building you may use an aerial map. Please include the following:**
 - North Arrow
 - Property boundary
 - Label/outline existing structures
 - Show parking areas and # of parking spaces
4. **For Short-term Rentals located adjacent to a Floodplain or if any portion of the short-term rental property is located within a floodplain, the following should be included on the Site Plan:**
 - Adjacent stream or river channel(s)
 - County regulatory floodplain(s)
 - Label and dimension 100-feet of the existing driveway abutting the primary parking

Example:



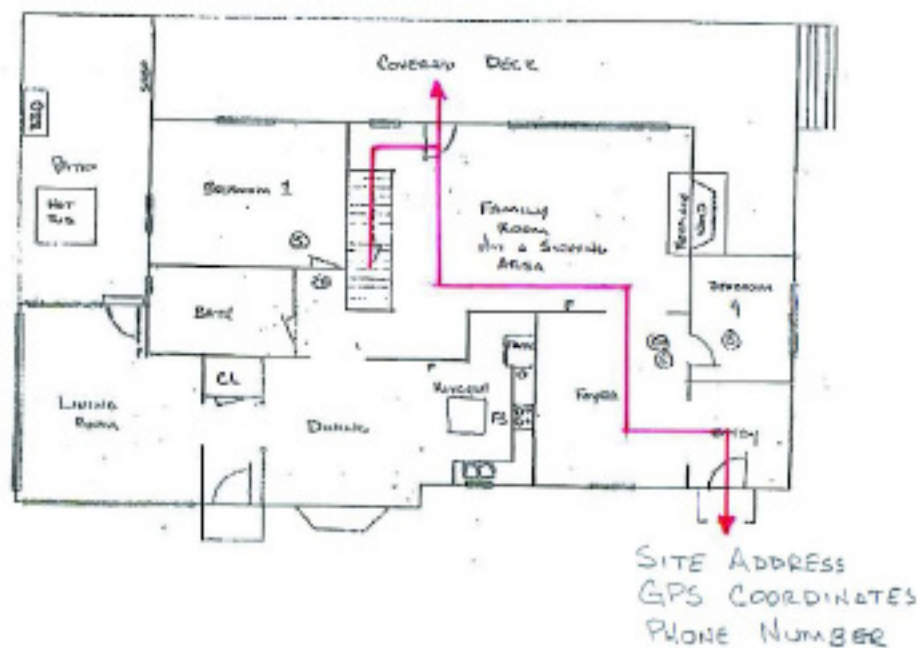
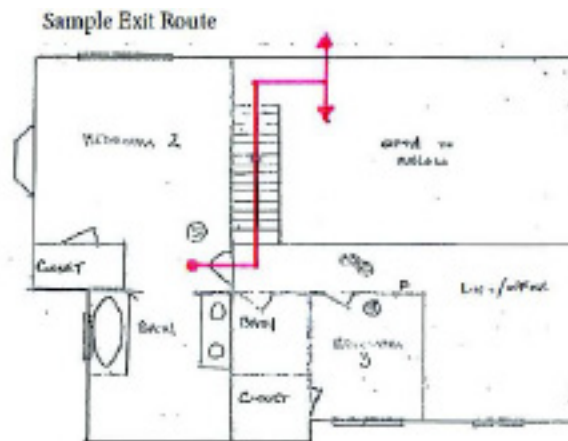
Item #7 Floor Plans

1.	Summary	A floor plan of each level of the home, drawn to a common scale or with all dimensions included on a 8.5 x 11 paper. The plan must be complete, legible and accurate
2.	Floor Plan Details	<p>1. Label all rooms including bedrooms, additional sleeping areas outside of a bedroom, bathrooms, common areas, mechanical equipment rooms, fireplaces, decks, porches, stairs, windows, and attached garages. All sleeping rooms must have egress windows or doors, smoke and CO alarms, and meet other code requirements.</p> <p>2. Label location of fire extinguishers, smoke detectors, carbon monoxide detectors, stove-top fire stops, and the operations manual.</p>



Item #8 Egress Maps

Egress maps can be created from your floor plans. Please include the address, phone number, and GPS coordinates of the STR on each egress map. See example below.



Process and Requirements for Certification of Adequate Access

Per Article 13-4.B.2.y of the Larimer County Land Use Code (LCLUC), “Local roadways, whether public or private, used to access the short-term rental, shall comply with Appendix G 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.”

As such, the applicant must provide a Certification of Adequate Access demonstrating that the site’s “Primary Access Route” is in substantial conformance with the LCRARS Appendix G standards. The Short-Term Rental’s Primary Access Route refers to the local roadways extending from the site’s property boundary to either a Numbered County Roadway, State Highway, or a Collector/Arterial Roadway shown on another jurisdiction’s Master Street Plan.

Short Term Rentals that take direct access off a Numbered County Roadway, State Highway, or a Collector/Arterial Roadway shown on another jurisdiction’s Master Street Plan may qualify for a waiver from this certification process. Certification waiver request forms can be requested from your project planner.

Summary of LCRARS Appendix G Standards

The following sections of Appendix G directly relate to the safety and adequacy of access roadways. The Engineer should focus on these criteria when evaluating the roadway(s) within the STR’s Primary Access Route. The full Appendix G Standards are available at https://www.larimer.gov/sites/default/files/uploads/2017/rars07_final.pdf#nameddest=APPENDIX-G.

Road Width and Clearance Height (G.7.1)

- 20-ft two-way all-weather surface (narrower directional all weather surface may be acceptable if intermittent turnouts are provided as described in Section G.7.6.)
- Minimum Vertical Clearance of 13 feet 6 inches.

Road Grade (G.7.2)

- Maximum longitudinal slope of 8% (10% in mountainous terrain). Deviations in writing for unusual cases in mountainous or hilly terrain may be granted. However, the average grade for 200 feet should not exceed 12%

Horizontal Curves (G.7.3)

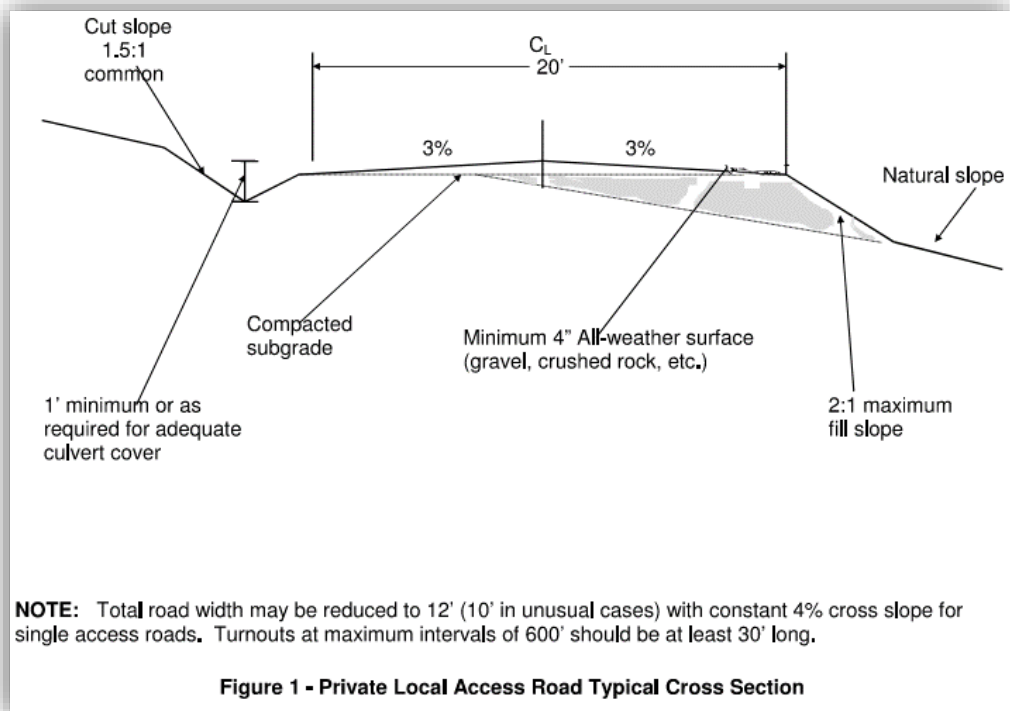
- The radius of curvature on centerlines must be a minimum of 100 feet (60 feet in steep terrain). Deviations in writing for unusual cases in mountainous or hilly terrain may be granted.

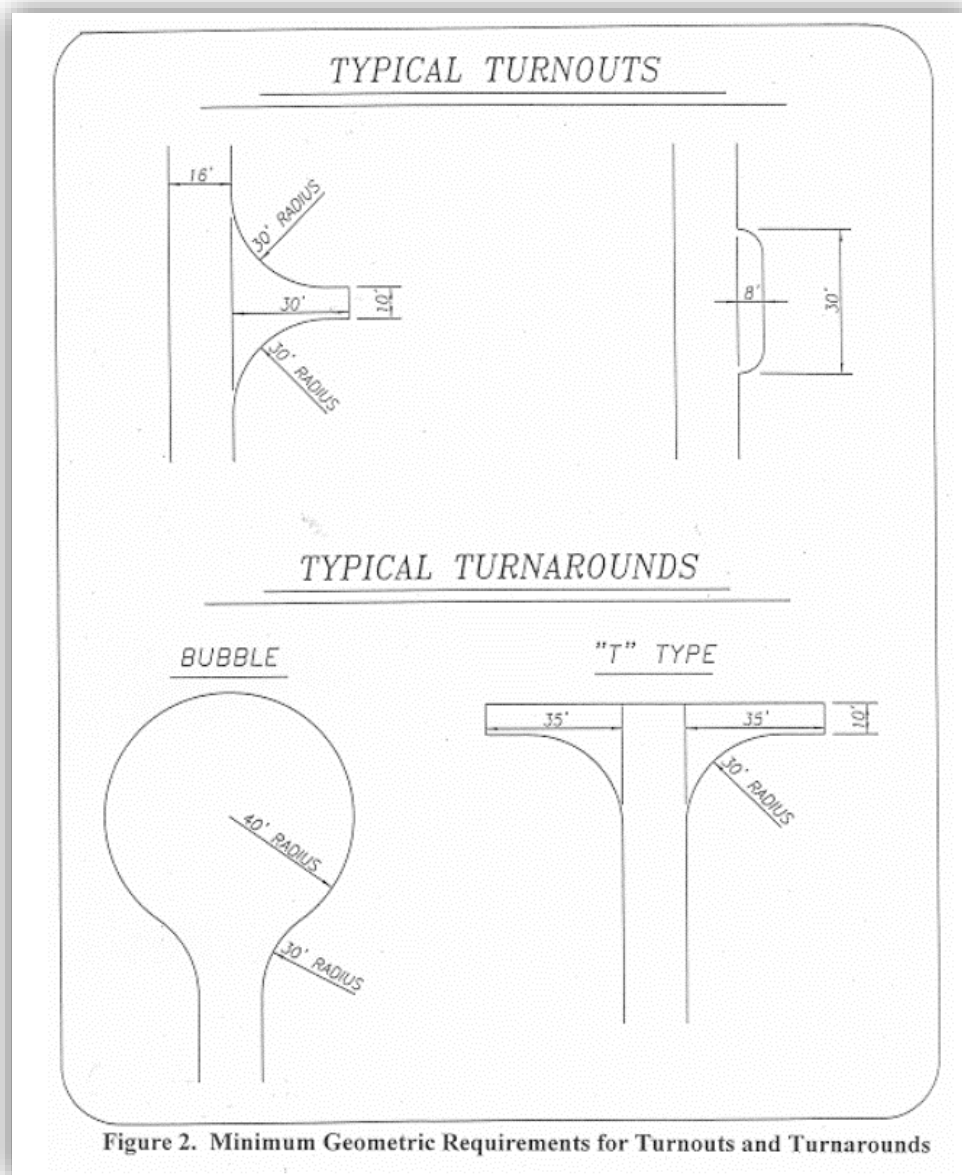
Dead End and Turnarounds (G.7.6)

- Dead end multiple access roads must be constructed with a vehicular turnaround area at the end or within the last 600 feet of roadway. For roads narrower than 20-ft, turnouts must be provided at approximately every 600 feet of road.
- The turnaround must be constructed to allow turning movements to be made by emergency vehicles (Figure 2). Turnouts must be an all-weather road surface at least 8 feet wide and 30 feet long.

Drainage Facilities (G.7.8)

- Road design must contain provisions for stormwater drainage sufficient to achieve a standard of no ponding at all locations. Adequate design must ensure the natural drainage system will be maintained, and erosion is minimized. See Section G.7.8 for specific requirements.





LCRARS Appendix G: Figure 2

Any requested variances from these standards shall be noted and described in the engineer's certification letter. Minor variations (deviations of less than ten percent) may be approved administratively by the Development Review Engineer. Major Variances (deviations of more than ten percent) must come in the form of an appeal to the Board of County Commissioners.

The following documents (see attached examples) are required and must be signed and stamped by a professional engineer:



June 1st, 2023

Mr. or Ms. Development Services Engineer
Larimer County Engineering Department
P.O. Box 1190
Fort Collins, CO 80522-1190

Re: Engineer's Certification of Adequate Access "Generic Short-Term Rental"

Dear Mr. or Ms. Development Services Engineer:

I hereby certify that the Primary Access Route used to access the **"Generic Short-Term Rental"** is in substantial conformance with the LCRARS Appendix G standards.

(Briefly describe the limits and roadways of the Primary Access Route being certified. An illustration with a highlighted route is required to be attached to this letter.)

Adequate investigations and analysis have been completed to assure compliance with these standards. Any requested deviations from these standards have been listed below.

Summary and Justification of Requested Variances

Sincerely,

Joe Professional Engineer

Note: This letter must be signed and stamped by a Colorado Registered Professional Engineer

SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



Item #11: Non-subdivision Water Supply Inquiry Form

Date: _____

Property Address: _____ City: _____

Parcel Number(s): _____

Legal Description (including Section, Township and Range): _____

Property Owner Name: _____ Phone #: _____

Property Owner Address: _____ City: _____ Zip: _____

Contact Person: _____ Phone: _____

Contact Person Address: _____ City: _____

Zip: _____

Proposed Land Use Description: (Please circle one):

Agricultural; Business, Commercial, Equestrian, Lodging, Public Use or Other (if other, please explain):

Type of Business (include the type of business, hours/days of operation, area irrigated and # of people served):

Proposed Source of Water Supply: _____ Estimated Water Use (gallons per day): _____

If on a Well:

How well water will be used: _____ Current Well Permit #: _____

Permitted Use: If Well Permit # unknown, please list owners names (past and present). (Locating the current well permit # is strongly encouraged): _____

of Users of the Well: _____

Sewage Disposal System: Existing: _____ Proposed: _____

If the applicant would like to have an initial evaluation from the State Engineer regarding the well and use, please send this information to:

State of Colorado, Office of the State Engineer Attn: Sarah Brucker
1313 Sherman Street Room 821
Denver CO 80203
Phone: 303-866-3581

SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



Item #12 O&E Report

EXAMPLE:



O&E REPORT

Property Information

Owner: NA
Address: NA
County: Larimer
Parcel: XXX
Effective Date: May 27, 2020

Legal Description

COMMENCING at the Northwest corner of said Southwest One-Quarter of Section...
County of Larimer, State of Colorado

Ownership

Document Type	Date	Sales Price	Reference Number
Quit Claim Deed	4/26/2010	\$x	
Warranty Deed	9/1/2017	\$x	

Encumbrances

Document Type	Date	Payable to	Amount	Reference Number
Deed of Trust	8/1/2017	Elevations Credit Union		

Please see attached documents

This information is deemed reliable, but not guaranteed. No insurance product is associated with this information and Unified Title Company does not certify the information contained in this report and assumes no liability as to loss, consequence or damage resulting from the use of this information.

Dwelling Information Form

Year Constructed: _____ Square Feet: _____

Number of Bedrooms: _____ Alternate Sleeping Area: Y____ N____

Number of Bathrooms: Full (tub) _____ $\frac{3}{4}$ (shower) _____ $\frac{1}{2}$ _____

Water: Public _____ Well _____ Cistern _____

Sewer: Public _____ Septic _____ Vault _____

Maximum Occupancy: _____

Owner Information:

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Property Manager Information:

Name: _____

Emergency Contact: _____

Mailing Address: _____

Email: _____

Phone: _____

Website: _____

To be completed by Planner:

File No.	
Lot Size	
Uses on Property	
No. Parking Spaces	
Occupancy Maximum	
Subdivision	
Floodplain	
Water/Sanitation	
Fire District	
Wildfire Hazard	
Garbage Storage Location	

ACKNOWLEDGEMENT

(if choosing not to pursue STR approval)

Date: _____

PARCEL NUMBER: _____

SITE ADDRESS: _____

I/we are the owner(s) of the property referenced above. If there is more than one owner, I am authorized to act on behalf of all the owners of the property. The property is currently being rented on a short-term basis without required County approvals. After discussion with County staff regarding the Land Use Code regulations to obtain the required approvals, I/we have decided not to pursue an application at this time.

Therefore, I/we will:

1. Immediately discontinue advertising the property for rent for periods of time less than 31 days.
2. Stop accepting future reservations to rent the property for periods of time less than 31 days as of the date of this Acknowledgement.
3. Cancel all reservations that commence on or after 31 days from the date of this Acknowledgement.

I understand if, in the future, I want to rent a residence for less than 31 days, I must first obtain the required County approvals.

I also understand the County regularly monitors advertising and rental activities. Should it be discovered that I/we begin to again advertise and rent the property for periods of time less than 31 days, further action may be taken including steps to seek an injunction for the illegal use to cease.

By: _____

Property Owner Name(s)

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

PRE-APPLICATION WORKSHEET

Project Case Number: _____

Project Address (if available): _____

Assessor's Parcel Numbers (list all parcels that pertain to the project): _____

Pre-Application Conference Date: _____ Planner: _____

Pre-Application Conference attended by: _____

Proposed Request: _____

Plan Area (if applicable): _____

Lot Size(s): _____

Related Files: _____

Current Zoning: _____

Setback Information:

Zoning Setbacks: _____

Highway or County Road Setback(s): _____

Streams, Creeks, or River Setback(s): _____

Building Envelope: _____ Flood: _____

Plat Notes: _____

Utilities: Water: _____ Sewer: _____ Fire: _____

Any Additional Information: _____

Development Review Process: _____ Application Review Phase: _____

Received By: _____	Date: _____	Sign Given: _____	Paid \$: _____	Check #: _____
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