



Short-Term Rental Review Process Guide for an Administrative Special Review

Purpose

The purpose of the Administrative Special Review is to address potential impacts of certain land uses on existing and allowed uses in the same neighborhood. The process considers the location, design, configuration, intensity, density, and other relevant factors pertaining to the proposed use. A Short-Term Rental use approved through an Administrative Special Review shall comply with all applicable requirements of the Land Use Code and any other approvals imposed by the County Commissioners, Board of Adjustment or Floodplain Review Board. A public hearing with the Board of County Commissioners is required. Property owners in the vicinity of the proposal will be notified of the date, time, and location of the hearing. This process is required for Short-Term Rentals in the following zoning districts: FO, A, UR-1, UR-2, and UR-3, MU-N, MU-C, CD, AP, EV-RE-1, EV-RE, EV-E-1, EV-E-1S, and EV-RM.

Review Criteria & Additional Standards for Short-Term Rentals in Section 6.4.3.D. of the Land Use Code

To approve an Administrative Special Review application, the Board of County Commissioners must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

1. The proposed use has minimal impacts on existing and future development of the area;
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;
3. The recommendations of referral agencies have been considered and adequately addressed;
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
5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulations (See Section 3.3.5.B.2. of the Land Use Code).

OVERVIEW OF PLANNING PROCESS (Runs Concurrent with the Building Process)

Project Submittal

Purpose

Formal application and review.

Development Review Fee

\$1,330.00

Please note that all fees are subject to change. You are responsible for the current fees at the time of application.

*Additional fire district fees may be required

Steps

1. Pre-Application Conference
2. Applicant submits required documents and Planning review fee. Building fee will be collected at a later date
3. Determination of a complete submittal



Internal/External Review

Purpose

The application materials are sent to internal and external reviewing agencies and property owners in the vicinity of the proposal for comment.

Estimated Review Time Frame from Date Sent

Minimum 60 days for internal/external review agencies

Internal Review

Internal review includes comments from agencies such as Engineering, Health, Code Compliance

External Review

External review includes comments from agencies such as city, fire, water, sewer, CDOT, etc. as applicable

Decision/Final Documents

Board of County Commissioners Hearing

The Commissioners will consider all Staff and public input, then vote to approve, approve with conditions, or deny the Administrative Special Review application.

Post Approval

Upon approval by the Board of County Commissioners and the completion of all required building permit(s) resulting in a certificate of occupancy, a Short-Term Rental license will be issued.

All final documents need to be submitted and comply with any conditions of approval. Approval of an Administrative Special Review application does not relieve the applicant from complying with any other County, State or Federal regulations.

Short-Term Rental Conversion

Building Permit Portion of the Process

Pre-Application meeting is initiated by Planning and Code Compliance completes research on the property. Any as-built permits will be coordinated with Code Compliance. If a room is to be legally converted to a bedroom, a separate Residential Alteration Permit will need to be submitted (Additional fees will apply to these permits).

Both processes run concurrently. The complete application packet is submitted to Planning. Planning process proceeds while Building initiates Conversion to Short Term Rental permit. Additional information may be required by the Building Division. The life safety inspection can be scheduled after the Conversion to Short Term Rental permit is issued and the approved plans and permit card are on site at the short-term rental. Someone must be on site to allow access to the short-term rental for the inspector

The following items will be reviewed by the Building Division and are required as part of your complete application:

- **Land Use/Building Application and Dwelling Information Form**
- **Floor Plan for each level of the home** (each floor on a separate page), drawn to a common scale or include all dimensions of rooms and decks/porches. All rooms must be clearly labeled, including bedrooms, sleeping areas outside of a bedroom, bathrooms, common areas, mechanical equipment/rooms, fireplaces/stoves (indicate gas or wood), decks, porches, stairs, doors (indicate door swing), windows and attached garages. Please indicate the location of all smoke detectors and CO detectors, fire extinguishers, and the fire stop system (over the cooking stove) and owner's manual. All sleeping rooms must have egress windows or doors, smoke and CO alarms, and meet other code requirements. You may draw the floor plan yourself. The plan must be complete, legible, and accurate. *Once the plans examiners have looked over the plans, the applicant will be contacted with permit issuance instructions once a fee is collected. (Fee is for the review and inspections).*
- **Site Plan** indicating which building is being used as a short-term rental.
- A **Fee** will be collected for each permit.

Building Permit Requirements	Issuance/ Life Safety Inspection	Obtaining Certificate of Occupancy
<p>Purpose</p> <p>As Built Permit or Convert a Room to a Bedroom – Separate Permit(s) Required</p> <p>Conversion to Short-Term Rental Permit</p> <ul style="list-style-type: none">• To include additional sleeping area (if applicable)• Life Safety Inspection <p>Steps</p> <ol style="list-style-type: none">1. Building Permit initiated2. Reviewing agencies will look over submitted documents. Plans examiner will review plans submitted.3. Submit any corrections or additional information required.4. Email sent when permit is ready to be issued.5. Permit Fee of \$300 will be collected for Conversion to STR permit.	<p>Issuance</p> <p>Permit issuance to homeowner or applicant.</p> <p>Life Safety Inspection</p> <p>Within 6 months of Conversion permit issuance, the life safety inspection must be scheduled and completed. If corrections arise during the life safety inspection, you will have 12 months to make those corrections and pass reinspection.</p> <p>As Built Permit</p> <p>If any violations were found during the parcel research process, you may be required to pull a separate as built permit to correct those violations.</p> <p>If Converting a Room to a Bedroom</p> <p>You will be required to pull a separate alteration permit to and pass inspection.</p>	<p>Passing Final Inspection</p> <ol style="list-style-type: none">1. Must pass life safety inspection, including any corrections.2. Must complete any as built permits associated with the parcel research process.3. Must complete any as built permits to change a room to a legal bedroom. (This is different than the additional sleeping area rule). <p>Certificate of Occupancy</p> <p>Once you have passed final inspections, the</p> <p>Once you have passed final inspection and received final Planning approval, the Certificate of Occupancy will be available within 48 hours and can be obtained via the Online Customer Portal (registration required) onlineportal.larimer.org.</p>

*Fees are subject to change