



## Short-Term Rental Review Process Guide for a Site Plan

### Purpose

The purpose of the Site Plan 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 a Site Plan 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. This process is required for Short-Term Rentals in the following zoning districts: EV-A - Estes Valley Accommodations/Highway Corridor, EV-A1 - Estes Valley Accommodations/Low Intensity, and EV-CO - Estes Valley Outlying Commercial.

### Review Criteria

To approve a Site Plan application, the Director must consider the review criteria found in Article 6.4.1.D. and Use-Specific Standards found in Article 3.3.5.B.2 of the Land Use Code and find that each criterion has been met or determined to be inapplicable.

### OVERVIEW – PLANNING PROCESS

| Phase 1<br>Project Submittal  | Phase 2<br>Internal/External   | Phase 3<br>Decision/Final Documents  |
|---|--|--|
| <p><b>Purpose</b><br/>Formal application and review.</p> <p><b>Development Review Fee</b><br/>\$542.00<br/>Please note that all fees are subject to change. You are responsible for the current fees at the time of application.<br/>*Additional fire district fees may be required</p> <p><b>Steps</b></p> <ol style="list-style-type: none"><li>1. Pre-Application Conference</li><li>2. Applicant submits required documents and Planning review fee. Building fee will be collected at a later date.</li><li>3. Determination of a complete submittal</li></ol> | <p>The application materials are sent to internal and external reviewing agencies for comment.</p> <p><b>Estimated Time Frame</b><br/>At a minimum 21 days*</p> <p><b>Internal Review</b><br/>Internal review includes comments from agencies such as Engineering, Health, Building etc.,</p> <p><b>External Review</b> External review includes comments from agencies such as city, fire, water, sewer, CDOT, etc.</p> <p>NOTE: Resubmittal of application materials may be required following internal/external review; multiple reviews may be required.</p> | <p>Following the review period the Planning Director will provide written determination stating one of the following:</p> <ol style="list-style-type: none"><li>1. The Site Plan is approved, with or without conditions</li><li>2. The Site Plan requires modifications</li><li>3. The Site Plan is denied based upon the inability to comply with the code.</li></ol> <p><b>Post Approval</b><br/>Upon approval by the Director 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 a Site Plan application does not relieve the applicant from complying with any other County, State or Federal regulations.</p> |

# 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).

**The complete application packet is submitted to Planning.** Additional information may be required by the Building Division. The Planning process must be approved before Building initiates Conversion to Short Term Rental permit. 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 detectors 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 issued. A permit Fee of \$300 will be collected for Conversion to STR permit. Payment can be made by cash, check, or credit card (Fees are subject to change on July 1 each year to adjust to cost of living increase).

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

\*Fees are subject to change