



Short-Term Rental Review Process Guide for a Special Review

Purpose

The purpose of the 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 a Special Review shall comply with all applicable requirements of the Land Use Code and any other approvals imposed by the Planning Commission, County Commissioners, Board of Adjustment or Floodplain Review Board.

Public hearings with the Planning Commission and the Board of County Commissioners are required. Property owners in the vicinity of the proposal will be notified of the date, time, and location of the hearings. This process is required for Short-Term Rentals in the following zoning districts: RR-1 and RR-2-Rural Residential, O-Open, IR-Interface Residential, EV-R - Estes Valley Residential, and EV-E - Estes Valley Estate.

Review Criteria & Additional Standards for Short-Term Rentals in Article 6.4.2.D. of the Land Use Code

To approve a Special Review application, the Planning Commission and 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 Article 3.3.5.B.2. of the Land Use Code)

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

Phase 1 Sketch Plan Review	Phase 2 Public Hearing	Phase 3 Decision/Final Documents
<p>Purpose Sketch Plan is meant to address the technical and compatibility aspects of a proposed use and identify issues or concerns prior to proceeding with a Public Hearing for Special Review.</p> <p>Development Review Fee \$1,416,00</p> <p>*Possible Fire District Fee **Fees are subject to change</p> <p>Steps:</p> <ol style="list-style-type: none">1. Pre-Application Conference2. Application Submittal \$3. Referral Agency/Staff Review4. Sketch Plan Meeting5. Neighborhood Meeting (if applicable)	<p>Purpose Formal application and development standards review.</p> <p>Development Review Fee \$3,053.00</p> <p>*Possible Fire District Fee **Fees are subject to change</p> <p>Steps:</p> <ol style="list-style-type: none">1. Pre-Application Conference2. Application Submittal \$3. Referral Agency/Staff Review *4. Planning Commission Hearing5. Board of County Commissioner Hearing <p>* may include multiple rounds of review</p>	<p>Board of County Commissioners Hearing The Commissioners will consider all Staff and public input, then vote to approve, approve with conditions, or deny the Special Review application.</p> <p>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.</p> <p>All final documents need to be submitted and comply with any conditions of approval. Approval of a Special Review 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. 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 the 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/ 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 initiated after final Planning approval.2. 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 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.</p> <p>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 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