

**APPLICATION FOR SHORT TERM  
 RENTAL LICENSE**

**STR-1**   
 Owner-occupied dwelling unit  
 A dwelling unit on a two-dwelling  
 unit property.

**STR-2**   
 A dwelling unit that is not  
 occupied by its owner, but is  
 rented or offered for rent.

**DENSITY-No limit orRestrictions**

**DENSITY-STR 2**  
 Refer Exhibit A

**Applicant/Property Owner-** It is the duty of the licensee to obtain a bi-annual renewal of the vacation rental license.

Full Name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Physical address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Short-term Rental Property**

Street address: \_\_\_\_\_  
 Parcel number per Custer County Assessor: \_\_\_\_\_  
 Does the applicant live at the rental property?  Yes  No  
 If yes, does the applicant live there:  Part-time  Full time

**Owner Representative**

Full Name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Physical address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Written copy authorizing representative to act in applicant's absence.**

**Safety Inspection:**

Attach the self-compliance affidavit required by Code Section Title 10, Chapter 1, Section 16 must be dated within 60 days of application.

**Items Needed:**

- a. Proof of lawful possession of the proposed licensed premises by the applicant either by deed or lease. If not the owner the application shall include written authorized, signed, and notarized, from the owner.
- b. Proof of current insurance coverage for the proposed licensed premises.
- c. Proof of registration for a sales tax license and a lodgers' tax account with the Colorado Department of Revenue.
- d. A completed self-compliance affidavit and an affidavit that the applicant has followed all license requirements, that there are no private rules or covenants that prohibit the use of the proposed licensed premises as a vacation rental, and that the application is complete and contains no false, misleading, or fraudulent statements.
- e. A NON-refundable application fees.
- f. FIRE Inspection from The Wet Mountain Fire Department- [wetmountainfire.com/services/](http://wetmountainfire.com/services/)
- g. Such other information as determined necessary by the Zoning Enforcement Officer to evaluate compliance of the applicant, the proposed licensed premises, and/or the proposed vacation rental activity with the requirements of the Municipal Code.

**Fee Schedule:**

STR-1& 2Non-refundable:	Check#	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
	New License-Bi-annual	<input type="checkbox"/>	\$ 200.00
	Renewal-Bi-annual	<input type="checkbox"/>	\$ 150.00

I have read and acknowledge that I agree to the terms set before me in Title 10. Chapter 1. Section 16 of the Town of Westcliffe's Municipal Code and the Short-Term Rental application and have received a copy.

Print Name:	Print Name:
Owner Signature:	Zoning Official Signature:
Submittal Date:	
<input type="checkbox"/> Approved <span style="float: right;"><input type="checkbox"/> Denied</span>	

## Short-Term Vacation Rental (STR) Self-Compliance Affidavit

**Please Note: All statements listed below must be initialed.  
Failure to initial any question will delay your license issuance.**

STR Property Address: _____	
Owner's Name(s) or Name of Ownership: _____	
<b>Occupancy:</b> Occupancy limits of 2 per bedroom, plus 2 will be adhered to and appropriately listed in rental advertisements	
Number of Bedrooms: _____	Total Overnight Occupancy Advertised: _____
<b>Health &amp; Life Safety Standards:</b>	
	Buildings, structures, or rooms shall not be used for purposes other than those for which they were designed or intended.
	Roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, all other structural components and all appurtenances thereto shall be capable of resisting any and all forces and loads to which they may be normally subjected, and shall be kept in sound condition and in good repair.
	The street address, license number, local agent, and property owner contact information are posted conspicuously on the interior of the property.
	The operation of the short-term rental will comply with all town ordinances that apply to a residential dwelling.
	Smoke detectors are installed outside of each sleeping area, in each room used for sleeping purposes, and on each level of a living area, including basements.
	Carbon monoxide detectors are installed within twenty feet of sleeping areas.
	Fire extinguishers are located within thirty feet of the kitchen, on each level of a living area, and in the garage; and they are readily available for immediate use.
	An operable toilet, sink, and either a bathtub or shower shall be located within the same building, and every room containing a toilet or bathtub/shower shall be completely enclosed by walls, doors, or windows that will afford sufficient privacy.
	Portable electric space heaters shall not be operated within 3 feet of combustible materials and shall not be plugged into extension cords. Space heaters must be plugged directly into outlets.
	Property Address – The property address is required to be visible from the street. Minimum 4 inches in height, ½" width numbers permanently affixed on a contrasting background.
	Emergency Exits - The property must have a map or floor plan.

<b>Community Impacts:</b>	
	Adequate parking spaces will be provided for the renter's use.
	All parking, for the short-term rental, shall be provided on-site, or on-street fronting the short-term rental were allowed by the Town.
	The on-street parking shall not be reserved for the short-term rental and will be available to the general public on a first-come, first-served basis.
	Renters will be informed of the noise ordinance. No excessive or unreasonable noise will be permitted at any time.
	Renters will be informed of trash/recycling regulations and scheduled trash pickup times.
	A sufficient number of trash and recycling receptacles to accommodate all trash generated by those occupying the short-term rental property and all receptacles shall comply with Town Code.
	Night lighting ordinances will be complied with to reduce exterior light usage after dark.
	If pets are allowed, renters will be informed of leash laws, pet waste disposal, and barking/noise considerations.

<b>Advertising:</b>	
	All advertising for this short-term rental shall include the short-term rental license, number, immediately following the description of the property.

By completing and signing this affidavit I (we) affirm that, under pains and penalties of perjury, that I have inspected this property and that it complies with all applicable laws and codes.

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Owner Signature	Printed Name	Date
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Owner Signature	Printed Name	Date
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Application Fee is \$40.00/Year.  
 Due January 1<sup>st</sup> of each year.

Late Fee \$25.00 after February 15<sup>th</sup> of each year.

**NEW-Business License Application**

Business Name: \_\_\_\_\_

DBA or Trade Name: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

**Business Owner contact Information:** Colorado State Sales Tax #: \_\_\_\_\_ TOW# \_\_\_\_\_

Name(s) \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website address: \_\_\_\_\_

**Please choose one of the following for correspondence regarding your Business License:**

\_\_\_ Phone: \_\_\_\_\_

\_\_\_ Email: \_\_\_\_\_

\_\_\_ Mail: \_\_\_\_\_

**Type of business:** (check all that apply)

Restaurant    Wholesale    Construction    Manufacturing

Retail (what type of retail products will be sold)? \_\_\_\_\_

Service (what type of services are provided)? \_\_\_\_\_

Other (explain) \_\_\_\_\_

Inspections may be required: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire <input type="checkbox"/> Health <input type="checkbox"/> Other _____ <input type="checkbox"/> Certificate of Occupancy
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\_\_\_\_\_  
 \_\_\_\_\_  
 Signature(s) of Business Owner(s)

\_\_\_\_\_  
 \_\_\_\_\_  
 Date

**Business owners must provide a copy of their State Sales Tax License to the Westcliffe Deputy Clerk with a new License Application.  
 Please return applications to: P.O. Box 406-1000 Main St. Westcliffe, CO. 81252**