



## SHORT-TERM RENTAL LICENSING SUBMITTAL REQUIREMENTS

### Section 18-46

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

1. **Application Form**
2. **Proof of ownership of the property to be issued a license** – this will be verified by the department against the information provided on the county assessor's website when available
3. **Application Fee** – \$180 initial and annual renewal fee (+\$25 for late renewal fee)
4. **Letter of Intent** – Describe which portions of the dwelling or dwelling unit will be used for the Short-term Rental
5. If the applicant has previously held a license issued under this section, submit copies of any previous notices of violation, written orders from a hearing officer, or any other records pertaining to disciplinary action related to the license.
6. **Plan Set** – in a format, size, and scale to accurately depict the nature of the request, depict which portions of the dwelling or dwelling unit will be used for the STR.

This is a general list of requirements. The city may require additional documentation associated with the application as may be necessary to enforce the requirements of the City Code.

All Short-term Rentals shall adhere to the requirements of Section 18-352.

The applicant shall concurrently apply for a [city sales and use tax business license](#) pursuant to Chapter 26 of the Code and a copy of such application shall be included in the license application.

## SHORT-TERM RENTAL LICENSE APPLICATION FORM

Project Description: \_\_\_\_\_

Property Address (provide cross streets if unknown): \_\_\_\_\_

Adams County Parcel Number(s): \_\_\_\_\_ Gross Area (Acres): \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

An applicant shall be the individual who holds fee title to the property proposed to be used as a Short-Term Rental. The applicant must be a natural person or the beneficiary of a trust whose name appears on the deed to the property where the Short-Term Rental is to be located.

Applicant shall be a legal resident of the United States of America.

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

Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Alternative Contact:** \_\_\_\_\_

Applicant shall provide contact information for at least one other individual who can respond to the property within 60 minutes if the applicant cannot be reached.

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

Address: \_\_\_\_\_

Alternative Contact Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

☐ By checking this box, Applicant hereby certifies:

1. The information on the application is accurate and truthful under penalty of perjury under the laws of the State of Colorado;
2. The applicant will obtain the insurance required by Section 18-352;
3. Notification of intent to use the property as a Short-Term Rental was sent via U.S. Postal Service to any applicable homeowners' association at least seven days before submitting the application to the department; and
4. The applicant will meet and follow all the operational requirements specified in Section 18-352.