

For Office Use

Pre-Submittal Meeting Date _____

Planner Initials _____

Applicant _____

Pre-Submittal Code _____

Submittal Requirements: Vacation Home Rental Permit To be considered complete, this checklist must accompany a completed application form and include all of the materials listed below. **A pre-submittal meeting is also required** and may be completed in person, over the phone or via email depending on project complexity. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be required.

Applicant Instructions:

1. Have a pre-submittal meeting with the Planning Department.
2. Assemble all materials (hardcopy and digital) marked as required in the table below.
3. Initial each item on page 2 to acknowledge compliance and understanding of standards.
4. Gather all required signatures and provide 24-hour contact information on page 3.
5. Submit to the Planning Department.

To Be Provided By Applicant						
Submittal Requirements	Paper Size			DF	Notes	Submitted by Applicant? (✓)
	8.5x11	11x17	24x36			
1 Application —signed by applicant and all property owners						
2 Fee —See fee schedule	\$ _____				Cash, check or credit card. Payable to City of Steamboat Springs.	
3 Proof of Ownership —Routt County Assessor printout or other documentation						
4 City and State Sales Tax Licenses					License should be in the name of the owner or property management company	
5 Complete Plan Set Including:					Collated and folded	
Site Plan						
Floor Plan						

Applicant to initial each criterion to indicate compliance

___ Overnight parking of vehicles outside of a garage shall:

- Not exceed six vehicles; and
- Be located on an all-weather, drivable surface; and
- Have sufficient maneuvering space available outside of the public right-of-way to accommodate arrival and departure of each vehicle; and
- Not be located within a public right-of-way or emergency access easement.

___ Adequate snow storage area shall be provided to accommodate parking and maneuvering spaces.

___ The number of occupants staying at a vacation home rental shall not exceed one per 200 square feet net floor area or 16 occupants, whichever is more restrictive.

___ The vacation home rental owner, operator, or manager shall:

- Provide a copy of all vacation home rental rules and regulations to a renting party within ten days of reserving the vacation home rental.
- Prominently display all vacation home rental rules and regulations on the property.

___ A clearly visible and legible notice shall be posted within the vacation home rental, either on or adjacent to the front door, and shall contain the following information:

- The name and 24-hour telephone contact number for the owner, operator, or manager.
- The maximum number of occupants permitted to stay in the vacation home rental.
- The maximum number of vehicles allowed.
- The location of all approved on-site parking spaces and the prohibition of parking within the right-of-way.
- Rules for snow removal.
- Rules and procedures for trash removal, including when trash may be put out and that wildlife-resistant containers are required.

___ All vacation home rental advertisements shall include a reference to the approved City vacation home rental license number.

___ The owner, operator, or manager shall assure that occupants and guests do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of City code or state law pertaining to noise or disorderly conduct by notifying occupants of the rules and responding when notified that occupants are violating laws and rules regarding their occupancy. It is not the intent of this Section that the owner, operator, or manager act as a peace officer or place himself or herself in harm's way.

___ Outdoor sleeping and tents are prohibited.

___ Outdoor activities shall be limited to no more than twice the number of permitted occupants.

___ Commercial kitchens as approved by the Routt County Department of Environmental Health are prohibited.

___ Food preparation shall be only for occupants and guests.

24-Hour Contact Information

Provide contact information for property management company or local resident that can be contacted in the event of an emergency.

 Name

 Address

 Daytime Phone

 Evening Phone

Owner, Property Management &/or Agent Signature Required

I, (the Owner, Property Management Company, and agent of the property, if any,) acknowledge that I have read all regulations pertaining to the operation of a Vacation Home Rental and that I will maintain compliance with all criteria.

 Owner Signature Date

 Property Management Company Signature Date

 Property Agent Signature Date

Owner Signature Required

I, (the Owner of the Property), have read the recorded covenants (if any) that apply to the subdivision in which the Property is located.

 Signature Date

Applicant Signature Required

I, the applicant, affirm that this proposal complies with all CDC regulations and standards and that this application includes all the required materials. I understand that if this application or any of the submittal requirements are incomplete or found to be insufficient, this application will be returned and not processed any further.

 Signature Date