



DEPARTMENT OF PLANNING SERVICES  
124 10<sup>th</sup> STREET  
P.O. BOX 775088  
STEAMBOAT SPRINGS, COLORADO 80477  
(970) 879-2060

**VACATION HOME RENTAL (VHR)  
APPLICATION FORM**

Date: \_\_\_\_\_

Owner's Name (Titled owner of the residence for which a Vacation Home Rental License is sought): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

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

Zoning: \_\_\_\_\_

Physical Address \_\_\_\_\_

Legal Address of Property \_\_\_\_\_

**Submittal Requirements**

\_\_\_\_\_ **Contact Person.** Each owner of a Vacation Home Rental shall provide the Director with the name, address and contact information including a 24-hour contact phone number for the Property Management Company managing the Property; or, if there is no Property Management Company, the name, address and contact information, including a 24-hour contact phone number, of a resident of the City of Steamboat Springs, which may be the Owner of the Property, who can be contacted in the event of an emergency. The information shall be updated as necessary.

**Local 24-Hour Contact Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (s)

Home \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_ **Proof of Ownership.** See attached form.

\_\_\_\_\_ **Site Plan,** as set out in Section 26-64 of the Municipal Code, with the exception of the information set forth in Subparagraphs 26-64(c)(4)f., h., l., m., and that portion of i. following "adjacent lot lines".

\_\_\_\_\_ **Floor Plan.** A dimensioned level by level plan of the Property labeling all enclosed spaces within the structure, including without limitation, all Sleeping Rooms.

\_\_\_\_\_ **Access.** If direct vehicular access from the Property to a public street is not shown on the Site Plan, the Application must include an Access Easement from the owners of each property over which vehicles must pass to access the Property or otherwise demonstrate that any existing access easement expressly permits access for commercial uses, including Vacation Home Rentals. All Access Easements shall be signed and notarized by the owner or owners of the property or properties granting the Access Easement. It is the intent of this requirement that the Owner must demonstrate that the Owner has permission to use any existing or historical access easement for the increased commercial use created by a Vacation Home Rental over and above normal ingress and egress for residential access.

\_\_\_\_\_ **Surrounding Property Owners.** The names and mailing addresses for all properties within 300 feet of any boundary of the Property.

\_\_\_\_\_ **Owners Statement.** A statement by Owner that Owner has read the recorded covenants that apply to the subdivision in which the Property is located (See Attached Form).

\_\_\_\_\_ **Sales Tax Licenses.** Copies of currently valid City and State Sales Tax Licenses in the name of the Owner or the Property Management Company.

\_\_\_\_\_ **Executed Acknowledgement of Owner.** An acknowledgement that the Owner, Property Management Company, and agent of the Owner, if any, have read all regulations pertaining to the operation of a Vacation Home Rental (See Attached Form).

\_\_\_\_\_ **Fee.** Initial application fee of \$500.00

**Approval Period.** Approval of a Vacation Home Rental shall remain effective for a period of one year and may be renewed upon the payment of an annual fee.

The proposed **VACATION HOME RENTAL** use meets all of the following criteria:

\_\_\_\_\_ **Parking.** All required parking shall be provided on the same lot as the Vacation Home Rental unit, and shall be arranged so that it does not obstruct access to neighboring properties; no parking is allowed in public right of way or access easements. There shall be a minimum of two parking spaces. No more than four vehicles may be parked overnight on the Property outside of garages. "Parking Spaces" shall mean areas with a width of no less than 9 feet and a length of no less than 18 feet located either within designated garages or on surfaces designed for the parking of motor vehicles such as gravel, wooden decking, asphalt, or concrete. Parking spaces shall not include spaces located on grass or other landscaped areas.

\_\_\_\_\_ **Rules and Regulations.** The Owner or Property Management Company, or other agent, shall mail to the party signing any rental agreement or reserving the Property, a copy of all the Vacation Home Rental rules and regulations within 10 days of reserving the Property; and shall prominently display on the Property all of the rules and regulations pertaining to Vacation Home Rentals.

\_\_\_\_\_ **Notice.** Each Vacation Home Rental shall have a clearly visibly and legible notice posted within the unit; on or adjacent to the front door, containing the following information:

1. The name of the Property Management Company, agent, local contact person, or Owner of the Property, and a telephone number at which that party may be reached on a 24-hour basis
2. The maximum number of occupants permitted to stay in the Property
3. The maximum number of vehicles allowed for the occupants of the Property and that all allowed vehicles must be parked on the Property
4. The number and location of all on-site parking spaces and the parking rules for seasonal snow removal
5. The trash pick-up day and notification of all rules and regulations regarding trash removal, including without limitation, when trash may be left out and that bear-proof containers must be used

\_\_\_\_\_ **Advertising.** The Owner shall include in all advertising a reference to the Owner's Vacation Home Rental License number.

\_\_\_\_\_ **Occupancy.** All Vacation Home Rentals shall have a maximum occupancy of one person per two hundred (200) square feet of net floor area, or not more than sixteen (16) people, whichever is more restrictive.

\_\_\_\_\_ **Inspections.** Vacation Home Rentals are subject to inspection on 24-hour notice.

\_\_\_\_\_ **Prohibition.**

- Vacation Home Rentals are prohibited within any secondary units
- Outdoor sleeping, tents or outdoor structures, whether deemed temporary or permanent
- Commercial kitchens approved as such by the Routt County Department of Environmental Health
- No employees or persons from the property management company are to live on the property
- The advertising of the property for any prohibited use.
- Parking on the street
- Any outdoor activity at which more than twice the number of allowed occupants are in attendance

\_\_\_\_\_ **Compliance with other applicable City Codes.** All Vacation Home Rentals units shall comply with all other applicable sections of the Steamboat Springs Municipal Code, including but not limit to nuisances, such as refuse, waste and junk, maintenance of property, and the City's outdoor lighting ordinance.

\_\_\_\_\_ **Noncompliance with Criteria.** Violations and penalties per Ordinance #2123 and or revocation including fines of \$250.00, for the first violation and up to \$1000.00 for multiple violations.

**The Owner shall sign and certify the accuracy of the information submitted and agree to comply with all regulations.**

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Vacation Home Rental Application received by: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Paid? Yes \_\_\_\_\_ No \_\_\_\_\_ Check # \_\_\_\_\_

Form and Submittals Complete: Yes \_\_\_\_\_ No \_\_\_\_\_

Vacation Home Rental Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Date Of  
Approval: \_\_\_\_\_

VHR#  
\_\_\_\_\_

Signature of Director:  
\_\_\_\_\_



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## PROOF OF OWNERSHIP AFFIDAVIT

I, \_\_\_\_\_, being duly sworn under oath, hereby depose, confirm and acknowledge that the following facts are true, correct and complete:

1. The attached printout from the Routt County Assessors Office is a true and correct copy of proof of the ownership of the property by \_\_\_\_\_ (name)

Or

The attached Warranty Deed is a true and correct copy of ownership of the stated property showing \_\_\_\_\_ as the grantee.

Or

As of the date of this Affidavit, I hereby swear and subscribe that to the best of my knowledge, \_\_\_\_\_ is the owner of the property described in the above mentioned attachments.

2. To the best of my knowledge, the following is true:

Corporate Officers: \_\_\_\_\_

LLC Manager: \_\_\_\_\_

LLC Members: \_\_\_\_\_

Partners: \_\_\_\_\_

APPLICANT:

\_\_\_\_\_

STATE OF COLORADO )

) ss.

COUNTY OF ROUTT )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 200\_, by \_\_\_\_\_, for the Applicant.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

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## ACKNOWLEDGEMENT OF OWNER

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 must maintain compliance with all of the criteria listed above.

Signature of Owner: \_\_\_\_\_

Signature of Property Management Company: \_\_\_\_\_

Signature of Agent of Property, if any: \_\_\_\_\_

## STATEMENT OF OWNER

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 of Owner: \_\_\_\_\_

**ACCESS AGREEMENT**

I, \_\_\_\_\_ (*shared easement holder*),  
the owner of, \_\_\_\_\_ (*property address*),  
which shares a recorded access easement with  
\_\_\_\_\_ (*property address*), hereby grant  
use of this access to \_\_\_\_\_ (*applicant's name*)  
for the purpose of a Vacation Home Rental.

EASEMENT HOLDER:

\_\_\_\_\_

STATE OF COLORADO     )  
                                  ) ss.  
COUNTY OF ROUTT )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_,  
by \_\_\_\_\_ (*for the shared easement holder*)

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public