

Short-Term Rental License Application: Frequently Asked Questions

What is a Short-Term Rental?

Often facilitated by peer-to-peer websites such as VRBO.com and AirBnB.com, a short-term rental is defined as a residential dwelling unit offered, provided, used, or operated as a lodging accommodation to guests in exchange for remuneration or other consideration for a period of less than 30 consecutive days while the owner or other permanent resident does not reside in the unit.

Do I need a Short-Term Rental License?

Yes. It is unlawful to advertise, offer, provide, or operate a short-term rental, hosted short-term rental, or temporary short-term rental in the City of Steamboat Springs without first obtaining a license. A grace period to lawfully operate a short-term rental without a license extends through April 30, 2023, for STRs located in the STR Overlay Zone A (green) and STRs in Zone B (yellow) or Zone C (red) with either a valid VHR permit or an approved or pending legal nonconforming use application.

There are 3 types of STR licenses (please see the City of Steamboat Springs website for definitions and to see which type is best for you: <https://www.steamboatsprings.net/str>)

- **STR licenses** are required for all short-term rentals that are not subject to a Hosted or Temporary STR license.
- **Temporary STR licenses** are required for all temporary short-term rentals.
- **Hosted STR licenses** are required for all hosted short-term rentals.

Are any properties exempt from STR Licensing? *

Yes. Municipal Code Section 12-571(d) allows for the City Manager to exempt short-term rentals from certain operational standards and the requirement for licensing upon demonstration that the short-term rental units are:

- (1) A group of short-term rentals located within a development in STR Overlay Zone A; **and**
- (2) Operated by property management that has an on-site 24-hour staffed desk, a 24-hour telephone system that is monitored by a person, and 24-hour staff capable of responding to complaints involving the property's short-term rental units within one (1) hour of being notified of the complaint between the hours of 6:00 a.m. and 10:00 p.m. and within thirty (30) minutes of being notified of the complaint between the hours of 10:00 p.m. and 6:00 a.m..

* These properties MUST apply by e-mail for exemption status (see information and forms on our web site: <https://steamboatsprings.net/str>).

How do I apply for a license?

1. Download and/or print the **STR Application Guide** and **follow the step-by-step instructions**.
2. Create and then Log In to your CityView Account: <https://cityview.steamboatsprings.net/portal>.

YOU MUST COMPLETE AND SUBMIT THE APPLICATION IN ONE SESSION IN ORDER FOR YOUR INFORMATION TO BE SAVED AND PROCESSED!

Can I save my work and come back to it?

NO! CityView does not allow you to save your work. **YOU WILL LOSE ALL YOUR WORK IF YOU LOG OUT OR TIME OUT MIDWAY THROUGH THE PROCESS!**

Can I use the “Back” button to navigate the site?

It is best to use the “previous” and “next” buttons within the system versus the “Back” button in your browser.

I live out of town and field all the phone calls about my unit. Can I list myself as the 24/7 contact?

No. The 24/7 contact **MUST** be someone local to the Steamboat Springs area (Routt County) who has the ability to personally respond to an issue within one hour or one-half hour, depending on the time of day/night, to any issues that may arise.

There are several responsible entities for our complex on a 24/7 basis, which one do I list as the 24/7 contact?

The 24/7 contact should be your rental management company. They are the entity that is responsible for your short-term rental unit from the doors and windows inward. Therefore, they are responsible for responding to all issues relating to your property.

Several condominium complexes in Steamboat Springs have HOAs that are separate from an owner’s personal property manager. In some cases, the HOA also operates a front desk that is staffed for a limited number of hours each day. They may even have after hours security. However, your rental management company should be the entity you list as the local 24/7 contact.

Are all the forms necessary?

Yes. All the forms listed on and linked to the website are necessary. Failure to provide these forms will result in a denial or delay of your license application.

Do I have to check off on all the boxes on the Self-Inspection Checklist?

Yes. Each of the items on the list are the bare minimum, fixable (if not already in good condition), and should be checked. Failure to check off on an item in this list will result in denial.

If you conduct annual inspections, as long as the inspection date is within the last year and every item on the checklist was in good, working order at the time of inspection, you may check off on each item on the list without redoing the inspection. If there are any items on the list you do not currently inspect, you should begin incorporating the checklist into your annual inspection process.

Do I really need a parking AND snow storage plan?

Yes. Every property needs to submit a parking/snow storage plan. However, depending on the type of unit you own, you may not need to provide all the information the form requests.

- **Condos:** Snow storage information is not required for multiple-family units because snow storage plans were approved when the properties were developed.
- **Condo parking:** Photos ARE NOT needed if you have documents or covenants that identify or designate a certain number of spaces for each unit.
- **Shared driveways or singular driveways:** We DO need to know that the number of spaces you say you have align with how many vehicles can actually fit in those spaces. Interior and exterior photos are acceptable, as is a dimensional, hand-drawn illustration.

Is all the information on the Business Entity Ownership Affidavit really required?

Yes. The language in the application matches the language that was adopted by City Council in the licensing code. Per Article IX – SHORT TERM RENTAL LICENSING, Section 12-573 Application (b)(1), we must request the information that has been included on this document.

Why do I need to include every owner and their ownership interest?

Again, the language in the application matches the language that was adopted by City Council in the licensing code. This specific language was adopted for code enforcement purposes to ensure all parties responsible for compliance are identified.

Does every owner need to sign the Business Entity Ownership Affidavit?

NO! You DO NOT need every owner signature notarized. Only ONE signature, e.g., the managing partner, is required on the Affidavit. The rest of the information is just a list of owner names and addresses.

Must I submit all the forms with my application, or can I do that later?

You MUST submit all the requisite forms WITH your application for it to be complete and processed.

I have/am buying a home in Sunlight neighborhood. Can I get a STR License?

We are only accepting applications for properties in Zone B with legal nonconforming registrations or VHR permits at this time. If licenses are available once we issue the initial round, there will be public notice of a 30-day period to enter the lottery. Submission of a license application now does not enter you into the lottery.

I have a VHR Permit. Do I still need to get a Short-Term Rental License to rent my home?

Yes. The STR license has taken the place of the VHR permit. If you are renting your home, you must have a short-term rental license, and like the VHR, the STR must be renewed annually.

I have a VHR Permit. I don't want to rent my home right now, but I live in the Yellow/Red Zone. Do I still need to get a Short-Term Rental License?

Yes. VHR permits were grandfathered into the new licensing rules and regulations and are attached to the property in the Yellow and Red Zones. However, owners of properties with VHR permits in those two zones must obtain an STR license to keep their VHR permit valid. This is even the case for those owners who are not currently renting their homes. The STR license has taken the place of the VHR permit, and like the VHR it must be renewed annually. Getting the license does not obligate an owner with a previous VHR permit to rent their home. It just preserves that option for them and any potential buyers in the future.