



Short-Term Rental License Application

Town Clerk's Department
970.626.5308 x220

The following fees are due when filing this application with the Clerk's Department. Full fees are due regardless of when the application is filed.

Licenses expire every other year on December 31 starting December 31, 2018.

- New License \$400
- Renewal License \$400 License # _____
- New License for owner occupied, only renting 1 bedroom \$300
- Renewal License for owner occupied, only renting 1 bedroom \$300 License # _____

Applicant, Property Owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Owner's Agent (if applicable)

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Short-Term Rental Information

Physical address of proposed short-term rental: _____

Unit # _____ Zoning district: _____ Subdivision, lot: _____



What structure type will the short-term rental be in?

- single-family house duplex multi-family building
- accessory dwelling unit mixed-use building

Will the full residential unit be rented? Yes No

If no, what portion of the residential unit will be rented: _____

Is the short-term rental in the **HB or GC zoning district**? Yes No

If yes, does the building containing the proposed short-term rental have 5 or fewer short-term rentals? Yes No

Is the short-term rental within a **duplex**? Yes No

If yes, ...

Are both units owned by a single owner? Yes No

Is one unit occupied by the owner? Yes No

Is the short-term rental in an **accessory dwelling unit**? Yes No

If yes, ...

Have you paid applicable tap fees as required by the Municipal Code?
*Please note that tap fees will **NOT** be refunded with any subsequent change in use. Also, you will be charged 100% of monthly utility bills (water, sewer, trash, recycling) for the short-term rental.* Yes No

Is the property a minimum of 8,000 square feet? Yes No

Does the dwelling unit have less than 6 bedrooms or accommodate fewer than 11 people over the age of 18? Yes No

Does the property have 2 off-street parking spaces plus additional spaces necessary to accommodate the tenant's vehicle off street? Yes No

Will the property provide adequate trash and recycle containers and information on placement for collection in the short-term rental unit? Yes No

If applicable, will the Owner's Agent be available within 20 minutes to manage the property during any periods the unit is rented? Yes No
N/A

Did you notify your HOA that you intend to use your property as a short-term rental? Yes No
N/A



AFFIRMATION BY PROPERTY OWNER

I understand that I am required to remit all applicable sales and lodging taxes monthly to the Town of Ridgway. If none were collected in any given month, I am required to file monthly remittance forms to the Town showing no sales and lodging taxes were collected.

_____ owner initials

I understand that all advertisement associated with this short-term rental will prominently display any license number issued with the approved permit application.

_____ owner initials

I understand the Town of Ridgway will inspect my property for health, safety and welfare requirements with the approval of this license and any subsequent renewals.

_____ owner initials

I understand that I am required to comply with Sections 7-3-13(I) and 8-5 of the Ridgway Municipal Code as well as all other regulations set forth in the Ridgway Municipal Code.

_____ owner initials

I understand that any violations are subject to enforcement action including revocation of this short-term rental license, sales tax license and other applicable provisions for enforcement.

_____ owner initials

I understand that I am required to notify the Town of Ridgway if I choose to no longer operate my short-term rental and choose to release my license.

_____ owner initials

I understand the Town of Ridgway, Colorado accepts no legal liability in connection with the approval and subsequent operation of the applied for short-term rental. I hereby release the Town of Ridgway, Colorado, its employees, representatives, agents and elected or appointed officials from any and all liability in connection with the proposed approval and subsequent operation of the applied for short-term rental.

_____ owner initials

APPLICATION HAS BEEN EXAMINED BY ME; THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM AWARE OF, AND FULLY UNDERSTAND THE TOWN OF RIDGWAY REGULATIONS REGARDING SHORT-TERM RENTALS.

Property Owner's Signature: _____ Date: _____

Printed Name: _____



Please note: Applicant has 14-days after being notified by the Town of missing or incomplete application information or documents, to submit the requested information. Failure to provide this information within required timeframe will cause the application to be denied.

Additional Documents to be Submitted with Application

___ Application for sales tax license, or copy of existing sales tax license.

___ Copy of recorded deed to premises, executed lease for the premise or other possession evidence.

RIDGWAY TOWN HALL USE ONLY

Date & Time Application Received: _____ By: _____

Payment Date: _____ Amount Received: _____ By: _____

Tap Fees Due: _____ Amount Received: _____ By: _____

STR Premises Inspected by _____ on _____, _____

[] Inspection Approved [] Inspection Denied

[] STR License Approved, Date: _____

[] STR License Denied, Date: _____

STR License No: _____ Town Sales Tax No: _____

Notes:

