



**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
SHORT TERM RENTAL RENEWAL PERMIT APPLICATION**

Questions? www.coloradosprings.gov/STR

SHORT TERM RENTAL (30 DAYS OR LESS) APPLICATION REQUIREMENTS:

This application and all required associated documents shall be submitted via email to shorttermrentals@coloradosprings.gov. The application must be completed in full and accompanied by the following information and updated within 3 days in the event of changes:

- Completed Short Term Rental **Renewal** Application (2 pages)
- \$119 permit fee. The fee shall be paid via credit card or electronic check at the link provided <https://appengine.egov.com/apps/co/cospringsshorttermrentals>. Payment will not be accepted over the phone or in-person.

In the permitting of such use, or in the renewal of a permit, the Manager, Planning Commission or City Council shall have authority to require such reasonable conditions as necessary to protect the public health, safety and general welfare and to ensure that the use, value and qualities of the neighborhood surrounding the proposed location will not be adversely affected. The Planning and Community Development Department may require additional information for this application as needed. If additional information is required, you will be contacted by email and/or phone.

PERMITEE INFORMATION

Name: _____ Telephone: _____
Address of Short Term Rental: _____ Permit Number _____
PrimaryAddress: _____ City _____
State: _____ Zip Code: _____ E-mail: _____

GENERAL INFORMATION ACKNOWLEDGED (PLEASE INITIAL)

_____ Operation of the short term rental will comply with Good Neighbor Guidelines; the Good Neighbor Guidelines will be provided to tenants in the rental agreement and by posting it in a prominent location within the r.

_____ The approved permit for the STR will be posted in the interior of the dwelling adjacent to the front door.

_____ I (we) have read and understand Colorado Springs Municipal Code regulating Short Term Rental Units (Title 17, Chapter 7)

_____ I have checked with my HOA or Neighborhood Association regulations and have ensured that a Short Term Rental is allowed in the area.

_____ All information contained on the original permit application filed and completed by me remains the same. The local emergency contact and Permit Standards and Review Criteria as initialed on the original application remain unchanged. This includes interior and exterior safety requirements (as indicated on the original application), current City of Colorado Springs sales tax license, maintenance of weekly residential trash collection, liability insurance in the amount of no less than \$500,000 (five hundred thousand dollars), and that the property remains compliant with all planning, zoning, building, and other City codes.

ADDITIONAL SHORT TERM RENTAL RENEWAL PERMIT INFORMATION:

- The Short Term Rental unit permit is valid for one (1) year from the date of issuance. The permit may be renewed for additional one (1) year periods upon receiving an updated application and the \$119 permit fee.

PERMIT REQUIREMENTS

- The permit does not run with the property but is issued to the specific owner. The permit shall not be transferred or assigned to another individual, person, entity, or address. The permit does not authorize any person, other than the person named therein, to operate a short-term rental home on the property.
***This includes the transfer from an individual to a single member LLC or the transfer from one LLC to another LLC.

PUBLIC NOTIFICATION

- Staff recommends notifying adjacent neighbors if you are operating a short term rental to provide them with the Good Neighbor Guidelines and emergency contact information. Sample notification template is available on the Colorado Springs website.

OWNER / APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) below certifies that the information provided on this form is in all respects true and accurate to the best of my (our) knowledge and belief. I agree that I have read a copy of the Zoning Ordinance requirements concerning Short Term Rentals, understand the described regulations and agree to abide by them. I also understand that should the Short Term Rental become a nuisance, hazard or unreasonably interfere with the quiet enjoyment of other people's premises, in accordance with 7.5.1707, that this Short Term Rental Permit will be revoked by the City of Colorado Springs. I (we) understand that providing false information in this application shall be a violation of the City of Colorado Springs Municipal Code, and shall be grounds to deny the application, void the approval, and revoke a Short Term Rental unit permit issued for the property. I hereby certify under penalty of perjury pursuant to the laws of the State of Colorado that the above items have been checked and were found to be in good working order.

Signature of Property Owner

Date

Signature of Applicant (if applicable)

Date

Staff Signature

Date