



# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT SHORT TERM RENTAL PERMIT APPLICATION

Questions? [www.coloradosprings.gov/STR](http://www.coloradosprings.gov/STR) or (719) 385-5905

## SHORT TERM RENTAL APPLICATION REQUIREMENTS:

*This application should be submitted to the Land Use Review Division, 30 S. Nevada Ave. Suite 105, Colorado Springs, CO 80903. This application must be completed in full and accompanied by the following information and updated within 3 days in the event of changes:*

1. Completed Permit Application
2. \$119 check payable to the City of Colorado Springs, payments can be taken by card as well (no Amex or Discover)
3. Proof of City Sales Tax License (A sales tax license is **not required** if short term rental is posted only on AirBnB)
4. Completed Self-Inspection Checklist signed by property owner (Separate from this application form)
5. Proof of at least \$500,000 in liability Insurance
6. The Planning & Community Development Department may require **additional information** for this application as needed.

*If you are renting out two (2) separate units on a property (e.g. unit in your back yard, and a room within your house) you will need two (2) separate permit applications and will need to pay two (2) separate permit fees.*

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.

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Short Term Rental: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Property Tax Schedule Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **CHECK ALL THAT APPLY:**

- This is my primary residence.
- I do not live at this property. My Primary address is listed below.
- I live in this residence half of the year and travel the other half of the year. (e.g. Living in Arizona for part of the year)
- I will be present during a majority of the rental period (I will be living on the property)
- I will not be present during a majority of the rental period (I will be living on a different property)
- I am renting out an accessory dwelling unit. (e.g. converted garage, mother-in-law suite, cottage)
- I am renting the whole house.
- I am renting rooms within the house.

PrimaryAddress: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**APPLICANT CONTACT INFORMATION:**

Complete this section if the applicant is not the property owner.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROPERTY OWNER AUTHORIZATION FOR SUBMITTAL & CORRESPONDENCE**

Complete this section if the applicant is not the property owner.

I hereby authorize \_\_\_\_\_ to file this application to the City of Colorado Springs for processing.

\_\_\_\_\_  
**Signature of Property Owner** **Date**

**LOCAL EMERGENCY CONTACT:**

During the term that the Short Term Rental is occupied, the following person must be available 24 hours a day 7 days a week and able to respond to an emergency on the property within one (1) hour. This can be the property owner.

**REQUIRED CONTACT:**

Primary Emergency Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Secondary Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

By checking this box I am aware that I am the primary local 24 hour emergency contact for this Short Term Rental property and am able to respond within one (1) hour to this property in case of an emergency. I also acknowledge that my contact information will be publically available.

\_\_\_\_\_  
**Signature of Primary Local Emergency Contact** **Date**

**RECOMMENDED SECONDARY CONTACT:**

Secondary Emergency Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Secondary Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

By checking this box I am aware that I am the secondary local 24 hour emergency contact for this Short Term Rental property and am able to respond within one (1) hour to this property in case of an emergency. I also acknowledge that my contact information will be publically available.

\_\_\_\_\_  
**Signature of Secondary Local Emergency Contact** **Date**

**PERMIT STANDARDS AND REVIEW CRITERIA (see Ordinance 18-\_\_\_\_\_ for more information)**

*Planning & Development may approve or modify and approve an application for a Short Term Rental permit if the following standards and criteria are met. Initial on the line next to the following statements confirming your understanding of the following criteria:*

\_\_\_\_\_ Sleeping quarters for short term tenants shall not be in non-residential areas within buildings or accessory structures (e.g. shed, garage, etc.) that do not contain finished living space; or in commercial (office/retail) or industrial (warehouse) spaces; or outdoors (e.g. tent, etc.); or in a recreational vehicle.

\_\_\_\_\_ Limit one short-term rental unit within each lawful dwelling unit located on a property, up to a maximum of four (4) short term rental units per property; or in the event of condominiums or buildings held in similar common ownership, each owner shall be limited to two (2) short term rental units per property. Entities under common control shall be considered a single owner for the purpose of evaluating ownership of dwelling units.

\_\_\_\_\_ A sales tax license shall be obtained from the City's sales tax office. (A sales tax license is **not required** if short term rental is posted only on AirBnB)

\_\_\_\_\_ The owner must maintain weekly residential trash collection services. Outdoor trash bins must be screened from public view or kept inside of a structure or garage.

\_\_\_\_\_ The owner shall maintain and provide proof of property liability insurance in the amount of not less than \$500,000, or provide proof that property liability coverage in an equal or higher amount is provided by any and all hosting platforms through which the owner will rent the short term rental unit. Proof of liability insurance is not required if short term rental reservations are handled exclusively by hosting platforms (websites) that extend liability coverage of not less than \$500,000 under terms acceptable to the Manager.

\_\_\_\_\_ Short term rental units must remain compliant with all planning, zoning, building and other City codes. If a dwelling unit (apartment/suite) is located within an apartment building then the entire property (including other dwelling units) must be compliant and not subject to Code Enforcement.

\_\_\_\_\_ All short-term rental tenants shall abide by all applicable noise, housing and public health ordinances of the City and with all other City fire and safety ordinances.

\_\_\_\_\_ Parking in private driveways shall be utilized first with overflow parking on the street where permitted. Parking on-site in non-driveway areas (i.e. front yard areas, parkways and rear-yards) is prohibited.

\_\_\_\_\_ No meals shall be prepared for or served to the renter by the owner or the owner's agents.

\_\_\_\_\_ Use of the short-term rental home for any commercial or large social events or gatherings, such as weddings, is prohibited.

\_\_\_\_\_ The City issued permit with all local contact information and emergency safety information shall be prominently displayed within the short term rental unit.

\_\_\_\_\_ The City issued permit number shall be used in all rental marketing materials.

**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 received 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.

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant (if applicable)**

\_\_\_\_\_  
**Date**

**ADDITIONAL SHORT TERM RENTAL INFORMATION:**

**FORMAL REVIEW TIME PERIOD**

- If application is submitted online there is a three (3) day turnaround. If submitted in person at the Land Use Review Office (30 S. Nevada Colorado Springs, CO 80903 Ste. 105) between the hours of 8am and Noon Monday-Friday the permit will be issued over the counter. Permits received outside of these hours will be processed within three (3) business days.

**RENEWALS**

- 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 (if information has changed) 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.

**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.

**STAFF REVIEW:**

Payment Received **Yes / No** : Date: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_

Insurance: **Yes / No** Self-Reporting Checklist: **Yes / No** Sales Tax License Number: \_\_\_\_\_

Staff Signature: \_\_\_\_\_