



TOWN OFFICE USE ONLY			
Date Received: _____			By: _____
Fee: \$ _____	Pmt Type: _____		
Approved _____	Denied _____	Date: _____	
Expires: _____			By: _____

SHORT-TERM RENTAL (STR) LICENSE APPLICATION

The following application is pursuant to chapter 5.10 and shall be completed for all short-term rentals in the Town of Palmer Lake. Annual license is valid May 1 thru April 30 and must be renewed within 30 days prior to expiration. The following must be submitted for this application to be considered:

Renewal	New Application
	Completed Short-Term Rental Application
	Site plan (<i>Area drawing- shade area of guests' accommodations, common areas, trash receptacles, & parking</i>)
	Proof of ownership
	Proof of business entity (<i>Obtain from management company: i.e., Airbnb. If none, refer to Colorado STR Tax information sheet</i>)
	Copy of current and valid sales tax license (<i>Obtain from management company: i.e., Airbnb. If none, refer to Colorado STR Tax information sheet</i>)
	Proof of current property tax payment
	Proof of current insurance coverage
	Proof of conditional use if issued by Town
	Acknowledgement of regulations, completed by Owner and Agent
	Affidavit of approved safety features
	Applicable fees
	Other information necessary to evaluate the property for short-term rental

Submission of application does not guarantee approval.

Note: A minimum of 10 days is required to process this application.

LICENSE CLASS & APPLICATION FEES

APPLICATION FEES					
Check ONE:					
Class 1 (Owner Occupied Property)			Class 2 (Non-Owner-Occupied Property)		
	New STR License	\$250		New STR License	\$500
	Annual Renewal	\$150		Annual Renewal	\$300
Renewal License #:			Renewal License #:		

APPLICANT/PROPERTY OWNER INFORMATION

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

The following fields will be published on the Town website: Business Name, City, State. Phone and Website are optional.

Business Name: _____

DBA (if applicable): _____

Business Phone: _____ Publish on Town Website? Yes No

Website: _____ Publish on Town Website? Yes No

Share business information with PLEDG (Palmer Lake Economic Development Group)? Yes No

MANAGING AGENT (if applicable)

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

EMERGENCY CONTACTS

List up to 2 people that would be available to respond to an emergency on the property. This person must have access to property and be authorized to make decisions regarding the property in the event of an emergency.

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

SHORT-TERM RENTAL PROPERTY INFORMATION

Physical Address: _____ Zoning District: _____

City: _____ State: _____ Zip: _____

STRUCTURE TYPE (check one):

- Accessory Dwelling Unit Duplex Mixed-Use Building
- Multi-Family Building Single-Family House

Description of Lodging Room/Space (attach additional sheets if needed):

Number of Bedrooms: _____ Will the full residential unit be rented? Yes No

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

SAFETY FEATURES AFFIDAVIT – SELF CHECK

Confirm and acknowledge that the short-term rental property has been inspected and meets the following requirements (check all that apply):

GENERAL INFORMATION ACKNOWLEDGEMENT

Renter Information Notice is displayed on the premise with the following information: Owner’s contact information, Agent’s contact information (if applicable), short-term rental license number, property address, occupancy limit, available parking, trash instruction, contact information for police, fire, and emergency service, location of fire extinguishers, fire escape routes, and contact information for renters to report safety concerns

INTERIOR SAFETY

Operational/current fire extinguisher available and in plain view

Specify Location Here:

Operational carbon monoxide detectors installed on each level within 15 feet outside of sleeping rooms, not to exceed 2 feet above floor

Operational smoke detectors installed in each sleeping room and immediately outside the room (i.e., a corridor, hallway, or great room) serving the sleeping rooms.

There is at least one working bathroom including a lavatory and shower or bathtub

Electrical system is in good condition, without exposed wiring, and extension cords are not used as permanent wiring

Bathroom and kitchen electrical outlets are GFCI protected

All occupied rooms have working electrical outlets and lighting fixtures

All mechanical systems, including heating and water heating system, are maintained and operational

All areas of the interior are sanitary and in good condition

Any flight of stairs in excess of four (4) risers has an accessible handrail

Posted Fire evacuation plan posted in plain view.

Specify Location Here:

EXTERIOR SAFETY

Address numbers are visible from the street

Any deck or open air landing or balcony has guard rails and capable of supporting imposed loads

All exits, stairs, and walkways are unobstructed and will always remain unobstructed

A minimum of two (2) safe accessible windows to allow for escape to a ground level

A minimum of one (1) onsite, dedicated parking space

Adequate trash and recycling containers are on the premise

I hereby certify that I have read and personally completed the property inspection for the short-term rental property listed in this application. The above items were checked and found to be in compliance with all of the Town’s code requirements.

Applicant Signature

Printed Name

Date

AFFIRMATION BY PROPERTY OWNER

Approval of this application is contingent on the following standards and criteria being met. By initialing next to each line, owner confirms the understanding of the following:

- _____ I understand that I am required to remit all applicable sales and lodging fees on a timely basis to respective agencies. If fees are not collected in any given month, I am required to file a remittance form to the Town of Palmer Lake, showing no sales or fees collected.
- _____ I understand that \$25.00 of the total reservation fee is non-refundable, regardless of event cancellation.
- _____ I understand that all advertisement associated with short-term rental will prominently display any license number issued with the approved permit application.
- _____ I understand the Town of Palmer Lake has the right to inspect my personal property for requirements for approval of this license and any subsequent renewal.
- _____ I have read and understand that I am required to comply with all sections of the Town of Palmer Lake Municipal Code section 5.10 as well as relevant regulations set forth by municipal code.
- _____ I have read and understand that the short-term rental must comply with the safety features pursuant to applicable fire and building codes, as determined by the Town fire department, and set forth in the Town’s short-term rental safety requirements.
- _____ I understand that any violations are subject to enforcement action including revocation of this short-term rental license and other applicable provisions for enforcement.
- _____ I understand that I am required to notify the Town of Palmer Lake of modification or if I choose to no longer operate a short-term rental and release my license.
- _____ I understand the Town of Palmer Lake, Colorado accepts no legal liability in connection with the approval and subsequent operation of the short-term rental. I hereby release the Town of Palmer Lake, Colorado, its employees, representatives, agents, elected and appointed officials from any and all liability in connection with the approval and subsequent operation of the short-term rental.

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT.

Applicant Signature

Printed Name

Date