



# SHORT TERM RENTAL (STR) PERMIT APPLICATION

Land Use Department  
970.626.9775

Mailing Address: PO Box 28, Ridgway CO 81432  
Physical Address: 111 Mall Road, Ridgway CO

Is property/residence currently used as a Short term Rental? Y  N

Current Fees: New - \$500, Renew - \$250

Owner(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address for STR: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Subdivision/Lot: \_\_\_\_\_ State-Issued Tax ID/Business Lic. # \_\_\_\_\_

If preferred alternate mailing address please list below:

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

**\* If you do not intend to operate an STR in Ouray County, or, plan to cease operating an existing STR currently operating in Ouray County, please check the box here, sign the bottom of this form, and return to the land Use Office -**

**If owner more than 50-miles from location of STR, a local manager or representative must be assigned:**

Manager/Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Square footage of portion of residence to be used as an STR: \_\_\_\_\_ Entire Residence: Y  N

Max. number of guests at one time for STR: \_\_\_\_\_ Max. vehicles allowed for STR guests: \_\_\_\_\_

What year was the home or dwelling unit to be used as an STR constructed: \_\_\_\_\_

Last name of owner at the time the home or dwelling was constructed: \_\_\_\_\_

***Please see Page 2 of this application. All applicants for an STR Permit must answer the 5 questions and confirm that all required documentation is included with this application. Failure to submit all required information may result in a delay in processing the application or your application being returned.***

I certify that I am the landowner and am hereby making application for approval of the above request. I further understand that if there are extenuating circumstances concerning this application, there may be additional fees required to process my application, and that the County will advise me of additional fees and receive my approval before proceeding with my application. I hereby certify that I have read this application completely and that all information provided is correct to the best of my knowledge. All laws, regulations, and ordinances governing the scope of the project contemplated by this application will be complied with, whether or not specifically described within this application. I understand that providing false or misleading information may result in any permit(s) issued being revoked. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the scope of the project contemplated by this application. I understand that this application may be open for public inspection as required by the Colorado Open Records Law (C.R.S. 24-72-202, et seq.) and that my personal information contained on this application may be available to the public for review.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

## ***SHORT TERM RENTAL REQUIREMENTS AND QUESTIONNAIRE***

### **MUST BE COMPLETED AND RETURNED WITH APPLICATION FORM**

#### **The following questions MUST be answered in order to process your STR application:**

As the owner of the property, do you state and confirm that the proposed or existing Short term Rental is compatible with the neighborhood, the community character, and the surrounding land uses?

**Response:** Yes  No

As the owner of the property, do you state and confirm that you will address, in a timely and effective manner, any impacts to the neighborhood, caused by the Short term Rental, including offensive noise, parking, vehicle traffic, and trash management/disposal?

**Response:** Yes  No

As the owner/representative for the property, do you confirm that the proposed/existing Short term Rental is suitable for the property, including availability of parking, proximity of STR to other residential properties, overall safety of the property, legal access, potable water, OWTS or other sanitary/permitted sewage disposal, and any/all additional utilities required to serve the proposed use?

**Response:** Yes  No

If the Short Term Rental is part of a PUD, subdivision, or common interest community, has written notification been made to the HOA/ARC/ACC?

**Response:** Yes  No-N/A  (Must provide: **1.** copy of notice to HOA **2.** certified mail receipt **3.** HOA contact name, phone, email)

If you checked NO-N/A, a signed letter must be included stating there is no functioning HOA/ARC.

As the owner of the property, do you confirm that you have paid any applicable sales and/or lodging tax on the property?

**Response:** Yes  No

---

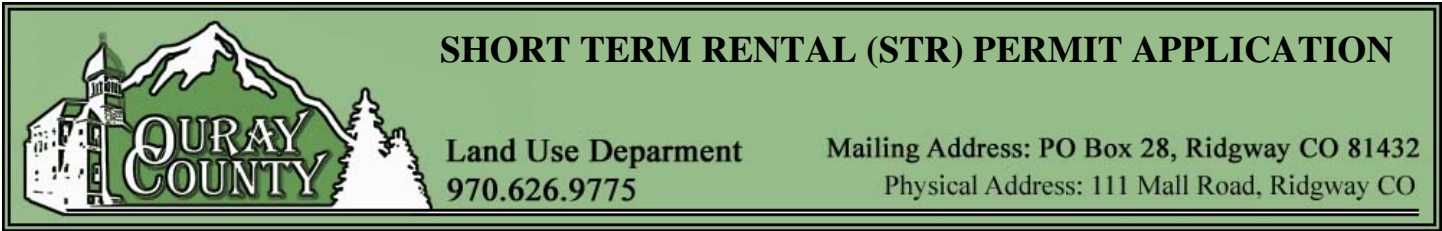
#### **Items that MUST be included or your application may be returned as incomplete:**

- Complete owner information including name, phone, address, city, state, zip code, and current email address.
  - If owner not within 50-miles of property, contact information for property manager/representative.
  - Site plan (hand drawn ok) showing residence footprint, lot lines, easements, access, parking area, significant: vegetation, ditches, ponds, and/or waterways. **\*Please provide a basic site plan on the back of this form as shown in the example!**
  - Valid signatures of all property owners authorizing the application. If property is leased, copy of current lease showing provision for operating a short term rental.
- 

#### **Please note the following regarding Short Term Rentals:**

- Ouray County requires owners of short term rental units to provide a sign posted on the property, providing the name and contact information of the owner or manager representative of the short term rental.
- Applicants for a short term rental permit are reminded that subdivision covenants or regulations may be more stringent than County regulations and the more stringent regulations are applicable. Although the County does not enforce HOA covenants or regulations, failure to provide proper notice to any applicable HOA/ACC may result in permanent revocation of the Short Term Rental Permit.
- Owners of short term rental units must display prominently inside the property, a list of emergency services contact numbers, property manager contact numbers, and the physical address of the property.
- Owners of short term rental units must provide a disclaimer to all short term renters advising that emergency services may not be readily available to the property.
- Owners and guests of short term rental units should be aware that the accumulation of rubbish is prohibited on any lot or tract of land, as further detailed and described in Ouray County Ordinance No. 95-1.
- Owners and guests of short term rental units should be aware that Per Ouray County Ordinance No. 92-1, it is unlawful for any person to make, continue, or cause or permit to be made or continued any unreasonably excessive, unnecessary or unusually loud noise or any noise which unreasonably annoys, disturbs, or injures or endangers, the comfort, repose, health, peace, or safety of others.
- Owners and guests of short term rental units should be aware that Ouray County is a small, rural county, and the implications of such, including; Ouray County does not have the resources (both financial and staffing) of larger, more urban counties and communities, and cannot provide the same level of services. Roads are primarily dirt and gravel, and may or may not be paved in the future, depending on future resources of the County. Some properties may not be accessible during the winter months except by snow cat, snowmobile, skis or snowshoes. Consider year-round travel conditions when planning access to the property. Maintenance of roads, year round, has limitations based on available resources for staff and materials. Some County roads are not maintained during the winter months, and private maintenance of county roads is not permitted except by written agreement with the Board of County Commissioners. Permission to plow county roads is not guaranteed, and any permission, if granted, may be contingent upon creating parking for access beyond what is plowed or creating alternative access for recreational uses. Emergency responses to medical situations, fires, and law enforcement requests may be slower than in urban areas, and may be more limited in remote parts of the County. Emergency responses may be totally unavailable during winter months. The County does not provide water, waste water, or firefighting services. These services may or may not be readily available in some parts of the County.
- Owners of short term rental units should be aware that violations of Ouray County Ordinance No. 2016-002 regulating short terms rentals may be grounds for revocation, suspension, or non-renewal of a short term rental permit.
- All ads for Short Term Rentals in all media shall include the County license number or the Colorado sales tax license number as identification.
- The County Assessor will assess personal property taxes as are provided for by law and regulation.

[Type text]



- Property Owners should be aware that water providers may require additional tap fees for accessory dwelling units.

**Staff Permit Application Review**

Application reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Application deemed complete for review and processing: Y  N

Information missing or incomplete: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant contacted regarding missing/incomplete information: Y  N  Date: \_\_\_\_\_

*Please note: Applicant has 14-days to provide missing or incomplete application information. Failure to provide this information within required timeframe will cause the application to be denied. If Applicant desires to pursue an STR Permit with the County, applicant must submit a new application and fee.*

All requirements of Short Term Rental Ordinance met: Y  N

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_ Short term Rental Permit Number: \_\_\_\_\_

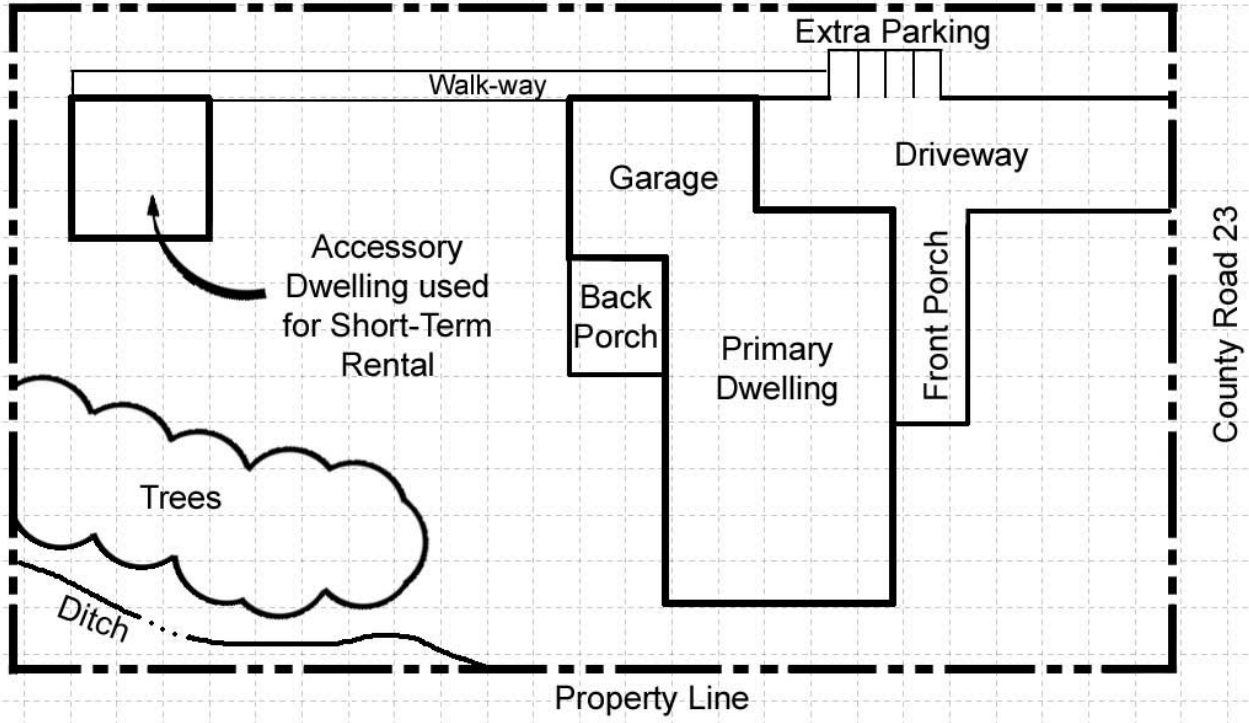
Date Short term Rental Permit Expires: \_\_\_\_\_

**Staff Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: COPIES OF ALL STR PERMIT APPLICATIONS, APPROVED OR DENIED, ARE SENT TO COUNTY ASSESSOR**

# Example:



# Your Site Plan: