



SHORT TERM RENTAL (STR) PERMIT APPLICATION

Land Use Department
970.626.9775

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

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

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: _____

Mailing Address/PO Box: _____ 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.
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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.

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- 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

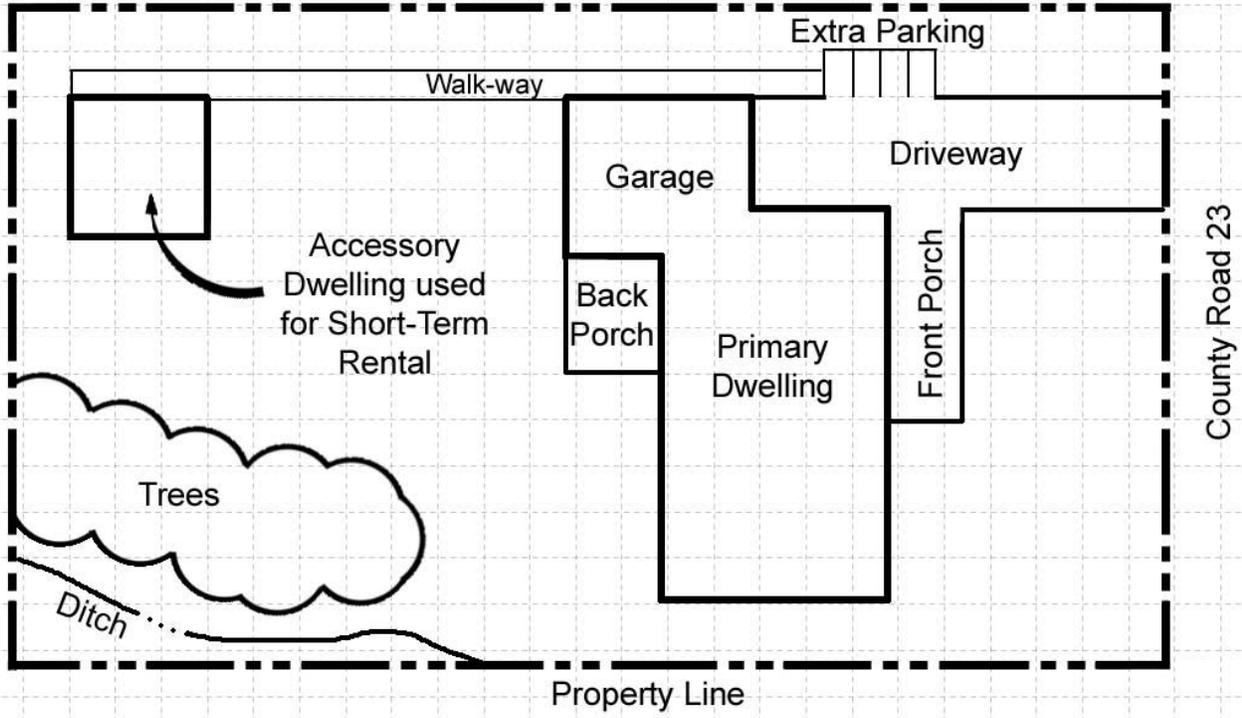
Application Approved: _____ Application Denied: _____ Short term Rental Permit Number: _____

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:

Revenue Online,
[Colorado.gov/RevenueOnline](https://colorado.gov/RevenueOnline),
Colorado Department of Revenue's **FREE**,
one-stop secure site for filing your taxes and
managing your tax records.

HELP IS AVAILABLE

Find instructions, forms, quick answers and
tax guidance FYI publications on our website,
[Colorado.gov/Tax](https://colorado.gov/Tax). We also provide phone and
in-person assistance with account-specific
questions Monday-Friday (except state holidays).

Tax Information for Outfitters & Owners of Short-term Rentals

General state and local tax information for
outfitters and owners of short-term rentals.

Colorado Department of Revenue
encourages e-filing and use of Revenue Online
to submit additional documentation whenever
possible.

Helpful Features

- Check the sales tax rates for your location. You don't need a login! Simply click on "View Sales Rates and Taxes" to get started. Choose View Business Location Rates and enter in your Colorado Account Number to view your applicable rates.
- File tax returns.
- Make an online payment.
- File year-end W-2, 1099 and/or W-2G statements. Click on "Submit Year-End Withholding" in the Additional Services section. No need to log in.

Call the tax information hotline at
303-238-7378
(8:00 am – 4:30 pm)

Visit a [Taxpayer Service Center](#) in

Colorado Springs	2447 North Union Blvd
Denver	1375 Sherman St
Fort Collins	3030 South College Ave
Grand Junction	222 South 6th St, Rooms 207 & 208
Pueblo	827 West 4th St, Suite A

Hours vary by location.



DR 1917 (05/31/18)



COLORADO
Department of Revenue
Taxation Division

How do I get started?

1. Apply for a state Sales Tax/Withholding Tax license by completing the [CR 0100](#) application online at My Biz Colorado, MyBiz.Colorado.gov.
2. Report and pay your taxes on the appropriate forms.
 - a. Colorado Retail Sales Tax Return [DR 0100](#)
 - b. County Lodging Tax Return [DR 1485](#)
 - c. Local Marketing District Tax Return [DR 1490](#)
 - d. Colorado Individual Income Tax Return [Booklet 104](#)
 - e. Colorado Income Withholding Tax Return [DR 1094](#) or 1099 Income Tax Withholding Tax Return [DR 1107](#)

This handout was created by the Colorado Department of Revenue (CDOR) to explain general state and local tax information for outfitters and owners of short-term rentals.

Did you know that lodging and accommodations are taxable?

Owners and managers of units rented for less than 30 consecutive days are required to collect and remit sales taxes. Applicable state, special district taxes, county lodging and local marketing district taxes, all state-collected local and county sales taxes are also due on the rental price.

- What is a Local Marketing District Tax? A local marketing district tax is a tax on lodging services leased or rented for less than 30 consecutive days.
- What is the County Lodging Tax? The county lodging tax is a tax levied only in certain counties within Colorado and is applied specifically to lodging services, such as hotels, motels, condominiums, space rentals, camping facilities and services, auto camps and trailer parks for rentals less than 30 consecutive days.
- Check [CDOR's DR 1002: Colorado Sales/Use Tax Rates publication](#) to see if your business is located in an area that assesses a Special District, Local Marketing District and/or County Lodging Tax.

What is included in accommodations, for tax purposes?

Accommodations include hotels, motels, bed-and-breakfast inns, condominiums, campsites and time shares of any lodging unit. Those provided at no charge (e.g. "comped") are not subject to sales or use tax. (See [FYI Sales 11: Sales Taxes Due on Unit Rentals of Hotels, Motels, Bed-and-Breakfasts, Condominiums, and Time-Shares](#))

Rental income is also taxable by the federal and state governments, even if it is a side job, part time business, and/or paid in cash. Income from self-employment and rental activities are not subject to withholding taxes. To avoid penalties, you must make quarterly estimated income tax payments if you expect to owe at least \$1,000 or more in state income taxes than the amount withheld from your salary, pension or other income.

Are there any other taxes owed that aren't collected by CDOR?

Home-rule cities that collect and administer their own taxes may treat items differently than the State of Colorado and the jurisdictions whose sales tax the state administers. You must contact a home-rule city directly for its policies. Consult CDOR's [DR 1002: Colorado Sales/Use Tax Rates publication](#) for local sales tax rates and contact information for self-collected areas and home-rule jurisdictions.