

CITY OF OURAY

SHORT-TERM RENTAL LICENSE

APPLICATION PACKET

COMMUNITY DEVELOPMENT DEPARTMENT

Updated 7/15/19



**SHORT-TERM RENTAL LICENSE APPLICATION
FORM**

LICENSE NO STR 2019-_____

**Community Development
Department**
320 6TH Ave
Ouray, CO 81427
Phone (970)325-7063
buildinspect@cityofouray.com

One Short-Term Rental license application form is required for each lot with a Short-Term dwelling unit. One Short-Term Rental license application form may be submitted if an owner owns more than one unit on a lot provided each short-term rental dwelling unit is issued a Short-Term Rental License.

**PROPERTY OWNER
INFORMATION**

Name			
Mailing Address			
City	State	Zip	
Telephone Number		Cell Phone	
E-Mail Address			

**PROPERTY MANAGEMENT / AGENT
INFORMATION**

Name			
Mailing Address			
City	State	Zip	
Home Phone		Cell Phone	
Email Address			

**BUSINESS
INFORMATION**

Business Name			
Physical Address			
Mailing Address			
City	State	Zip	

Sole Proprietor	Partnership	Corporation	LLC
Sole Proprietor and Partnerships list names and address for all owners/partners:			
Corporations and LLC provide names and addresses for all officers:			
President: _____			
Vice President: _____			
Secretary: _____			
Treasure: _____			
Zone District	State Sales Tax #:	Acknowledge Lodging & Occupancy Tax Schedule (initials)	
Number of Units:	Number of Bedrooms:	Number of onsite parking spaces:	
Is the short-term rental registered with Airbnb, VRBO, Craigslist, Home Away or any other third party short term rental service? (select one) If yes please list. If no, please state how the short-term rental unit is advertised or marketed.	YES		NO

SHORT-TERM RENTAL INFORMATION

Property Address			
Property Legal Description			
Property Phone #		Number of Bedrooms	
Internet Listing Site		Listing #	
HOA Contact (If applicable)		Phone #	

Compliance with Building and Fire Codes: All Residential Short-Term Rentals are subject to the applicable building and fire codes and prior to occupancy must be reviewed and approved for compliance with codes by the Town Building Official. An on-site inspection will be required to review life/safety Building Code requirements such as location of fire extinguisher(s); smoke and carbon monoxide detectors; and ingress/egress.

1. Will your STR require remodeling or renovations? (Check one)

_____YES _____NO

2. Is the short-term rental dwelling unit connected to the City of Ouray water and sewer system?(select one) YES NO

Please provide your City of Ouray Account# _____

3. Do you rent out your short-term dwelling unit(s) on a year round basis? (Check one)

_____YES _____NO

If no, what do you use the dwelling unit for during the rest of the year when it is not in the short-term rental pool _____

SHORT-TERM RENTAL LICENSE APPLICATION SUBMITTAL CHECKLIST

The following submittals are required in order to be considered for a Short-Term Rental License. Please complete and submit this completed application along with the required documentation as outlined in Section 7-5-J-10 Short-Term Rentals of the City of Ouray Municipal Code. Complete application packet shall be submitted to the Community Development Department. Incomplete or inadequate submittals will result in delay or rejection of the request for a Short-Term Rental License. Please contact staff with questions regarding the submittals required herein.

*NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE

- Completed Short-Term Rental License Application Form with all information filled in.
- Agency letter if the Applicant is not the property owner.
- Short Term Rental License Application Fee - Per Unit: Checks made out to the City of Ouray.
Initial License \$500 Annual Renewal: \$250
- State Sales Tax ID Number on Official State Form
- Site Plan - Site plan shall depict all existing structures, location of proposed parking area for customers, the building setbacks, bear proof trash bins, Ingress and egress to the site shall be shown. The site plan shall be legible and must meet all applicable standards outlined in Section 7-5-J-10, Short Term Rentals of the City of Ouray Municipal Code.
- Pictures of exterior lighting that must be dark sky, full cutoff lighting.
- Picture of current address posted on the property.
- Certificate of Occupancy for new construction and/or Letter of Completion for renovations or remodels and/or change of occupancy (If Applicable)
- Draft of posted notice for inside the unit that includes the information as required by the Short-Term Rental Regulations.

- Such other information as the code administrator or designee deems reasonably necessary to administer section 7-5-J-10.
- Scan, compile and submit complete short-term rental license application form with all submittal materials as one PDF file that is emailed to buildinspect@cityofouray.com
- You may also drop off the completed application submittal along with the required fee at City Hall to the attention of the City Building Official.

Please refer to the “Example Short-Term Rental License Application” to view what is considered a complete submittal and tips for looking up zoning, address, legal description and preparing a site plan.

A license will be sent to the applicant once City staff has reviewed and approved the Short-Term Rental license application. Such license may include conditions related to the operation of the short-term rental.

Agreement and Signature: I, the undersigned, agree to operate the Short-Term Rental unit(s) in full compliance with the City of Ouray zoning regulations, Lodging Tax requirements, and Section 7-5-J-10 Short-Term Rentals. I further certify the information given is correct to the best of my knowledge. I also acknowledge that additional taxes and fees may be imposed on existing, new and future Short-Term Rentals.

I also understand that failure to include applicable application material(s) may result in the rejection of my application or delays in the approval process. I also certify that the signature(s) affixed to this application are those for the property owner and authorized agent. If I am the agent, I am including an owner’s affidavit.

I also understand that the Owner and Agent will sign the Short-Term Rental license application that will include required conditions pursuant to Ouray Land Use Code Section 7-5-J-10.

Property Owner Name (printed)	
Signature	
Date	
Agent Name (Printed)	
Signature	
Date	

FOR STAFF USE ONLY

Has Section 7-5-J-10 been met? (Circle one) YES NO

Parking / Site Plan Approval: (Circle one) YES NO

If no, reason for denial: _____

Building Official Inspection? (Circle one) PASS FAIL (Attach Inspection)

Inspected by: _____ Date: _____

Short-Term Rental License:(circle one) APPROVED DENIED

If denied, reason for denial: _____

Reviewed by: _____ Date: _____