



Custer County, Colorado  
Planning and Zoning Office  
Westcliffe, CO 81252

## Application for Short Term Rental Permit

**Requires action by the Planning Commission and Board of County Commissioners**

[ ] Mark box if this is a renewal.

**Short-Term Rental:** A residential dwelling structure, or any room therein, available for lease or exchange for a period of less than thirty (30) consecutive days. A Short-Term Rental Permit may be granted or denied in accordance with the basic purpose and intent of the **Zoning Resolution, Section 9.10**. Special conditions or requirements of operation may be added to make the proposed use compatible with the zoning district. Submit this completed application and all attachments with the appropriate application fee at least 30 days prior to the meeting you wish to have your request scheduled. The application will not be accepted unless complete, including fees and attachments. Application fee is non-refundable. There may be additional fees for professional services and postage.

**Any correspondence and/or documents submitted concerning this application are public record**

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Land owner of record: \_\_\_\_\_

All land owners must be listed on this application. TYPE OR PRINT LEGIBLY IN BLACK OR BLUE INK

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Home: ( \_\_\_\_\_ ) \_\_\_\_\_ Business: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell: ( \_\_\_\_\_ ) \_\_\_\_\_ e-mail: \_\_\_\_\_

Business Name: \_\_\_\_\_

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Agent: \_\_\_\_\_

if different than above

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Home: ( \_\_\_\_\_ ) \_\_\_\_\_ Business: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell: ( \_\_\_\_\_ ) \_\_\_\_\_ e-mail: \_\_\_\_\_

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Business Name: \_\_\_\_\_

Tax schedule number: \_\_\_\_\_ Size of property in acres: \_\_\_\_\_

Legal description of the property: \_\_\_\_\_

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Property address: \_\_\_\_\_ Zone: \_\_\_\_\_

**Applicant's statement:** Briefly explain your request and the reasons for it. (This statement will be used in the public notice, letter to adjoining property owners and other interested parties.)

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**ALERT: Short Term Rentals may not be allowed in your subdivision.**

**Documentation and Certifications required:**

Applicant Initials	County Use	Required Documentation and Certifications
		Applicant agrees that Lodging Tax is current.
		Attach written rules provided to renters. Additionally, include written explanation of method to be used to minimize smoke, odors, noise, dust, and similar environmental problems which might result from the intended use.
		Evidence of a legal source of water. Well permit # _____
		Adequate sanitation for the proposed project: Septic Permit # _____ # of bedrooms _____ # of people _____
		Copies of the fire evacuation maps indicating routes from the residence AND from the property that must be posted in the STR dwelling. Indicate location of fire extinguishers on residence map (Zoning Resolution: 9.10.3 B.2).
		STR has at least two certified fire extinguishers.
		Are you a member of a host site (VRBO, Airbnb, etc.).
		Reflective address marker displayed at driveway entrance.

Authority to act if the applicant cannot attend the meeting and/or the site tour.

I, \_\_\_\_\_, authorize \_\_\_\_\_ to make binding commitments on my behalf.

I understand that:

- Members of the Planning Commission and Planning and Zoning Office staff may visit the property which is the subject of this application.
- I, or my authorized representative, will be present to explain the request and I must clearly mark the locations in question on my property.

I acknowledge that I am responsible for complying with the Custer County Zoning Resolution. I have read and understand the above, and the information I have provided is complete and accurate to the best of my knowledge.

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Signature of landowner

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Date

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Signature of applicant (if different)

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Date

Make check payable to Custer County and return check and permit form to:

Custer County Planning and Zoning

P.O. Box 203

Westcliffe, CO 81252

(719)783-2669

e-mail: [planning\\_zoning@CusterCountyGov.com](mailto:planning_zoning@CusterCountyGov.com)

Website: <https://www.custercounty-co.gov/planningandzoning>