

TOWN OF SILVER PLUME
SHORT TERM RENTAL LICENSE APPLICATION

Refer to Silver Plume Town Ordinance No. 348 and Ordinance No. 355

Revised March, 2024

Initial Application: ___ Original Application Date: _____ Renewal Application: ___

Property Owner/Applicant Information

Ord 348; Section 6(b), and Section 7(d)

Name: _____

Phone number: _____

Physical Address:

Mailing Address:

Email Address: _____

Address of property proposed for licensing as a Short-Term Rental:

Maximum occupancy of rental guests: _____ Number of beds within property: _____

Owner Representative Information

Ord 348; Section 8(a)

Name: _____

Phone number, available to reach (24/7): _____

Physical Address:

Mailing Address:

Is this contact information prominently posted both inside and outside the property proposed for licensing, as required in Ord. No. 348, Section 8(a)?

Do you have a plan to inform your guests of Town Ordinances including, but not limited to, pets, parking, trash, and noise, as required in Ord. No. 348, Section 8(a)? (Silver Plume Town Clerk can provide copies of these Ordinances upon request)

Do you have the Notice of Application posted on the proposed short-term rental property, as required in Ord. No. 348, Section 6(e)?

Will you be using any Broker or Agent (Air BNB/VRBO)? If so, please identify:

In addition to the required application materials,

THE APPLICANT HEREBY CERTIFIES, UNDER PENALTY OF PERJURY, THAT:

Ord 348, Section 6(c)

- 1. The applicant complies and throughout the term of the license will continue to comply with the ownership limitations in Section 7(a) of Ordinance 348;**

_____ Applicant Initials

Section 7. Additional Requirements for Short-Term Rentals.

- (a) Each short-term rental unit must be owned by no more than four (4) individuals and no other person, a limited liability company which is itself owned by no more than four (4) individuals and no other person, or a family trust and no other person.

_____ Applicant Initials

- (b) The short-term rental property must have been acquired by the applicant before January 1, 2022, or, if acquired thereafter, at least twenty-four (24) months prior to applying for the license.

_____ Applicant Initials

- (c) Each short-term rental unit must have access to a functioning toilet, sink, and bath or shower without having to go outside.

_____ Applicant Initials

Section 7. Additional Requirements for Short-Term Rentals Continued.

(d) A short-term rental property must provide one off-street parking space for every three (3) or fewer beds available for short-term rental in the property. A property lacking such space(s) may still be licensed if the STR Administrator determines that the parking plan submitted with the license application is practicable and will not have a negative effect on the neighborhood.

_____ Applicant Initials

(e) All owners of short-term rentals are required to collect and remit any applicable sales, lodging, or similar tax except to the extent that a broker or agent does it for them.

_____ Applicant Initials

(f) An ancillary structure in existence on the effective date of this ordinance shall be subject to the same requirements for licensing as the primary structure on the same lot or parcel.

_____ Applicant Initials

(g) The holder of a license shall hold the Town harmless from any injury or damage which arises out of or occurs as a result of the operation of a short-term rental, including attorney’s fees or other expenses incurred in defending against any lawsuit or other action which may be brought against the Town as a result of such operation.

_____ Applicant Initials

(h) Address numbers shall be posted on the exterior of a licensed building so as to be clearly visible.

_____ Applicant Initials

2. **The property proposed for licensing has, and will have throughout the license term, a functioning fire extinguisher, carbon monoxide detector, and smoke alarm as required by Ord. No. 348;**

_____ Applicant Initials

3. **The property proposed for licensing is, and will be throughout the license term, covered by liability insurance for bodily and property damage in an amount of \$500,000 or more in the context of STR use; and**

_____ Applicant Initials

4. **The property proposed for licensing is, to the best of the applicant's knowledge, in compliance with the Town's Land Use Code and applicable building, fire and related codes.**

_____ Applicant Initials

APPLICATION MATERIAL CHECKLIST

Ord. No. 348, Section 6(b)

TO BE INITIALED BY BOTH THE APPLICANT, AND THE STR ADMINISTRATOR, PRIOR TO FINAL APPROVAL

- Proof of ownership of the property, showing date of acquisition
Type provided: _____
_____ Applicant
_____ STR Admin
- Proof of insurance coverage for the proposed property; for liability insurance for bodily and property damage in an amount of \$500,000 or more in the context of STR use *Please note, Air BNB Host Damage Protection, or similar Broker/Agent Protection, is not sufficient*
Insurance Policy dates of coverage: _____
_____ Applicant
_____ STR Admin
- Copy of Silver Plume Business License
Date issued: _____
_____ Applicant
_____ STR Admin

APPLICATION MATERIAL CHECKLIST CONTINUED

Ord. No. 348, Section 6(b)

- Copy of Sales Tax License, provided by the Colorado Department of Revenue

Date issued: _____

_____ Applicant

_____ STR Admin

- Detailed Parking Plan for guests; including a map designating the parking spots. Please note, there must be one off-street parking spot for every 3 beds on the property. If the property is lacking such spaces, this license may still be approved if the STR Administrator determines that the parking plan submitted is practicable and will not have a negative effect of the neighborhood.

_____ Applicant

_____ STR Admin

Parking Plan approved _____

Parking Plan approved with recommendations

- Application Fee

_____ Applicant

_____ STR Admin

Initial Application \$500.00 ____ date received ____ check number

Renewal Application \$250.00 ____ date received ____ check number

SIGNATURE OF APPLICANT

Printed name of property owner: _____

Title and printed name of signer if signing on behalf of a LLC or Family Trust:

Signature by or on behalf of property owner: _____

TOWN ACTION ON APPLICATION

Date application received: _____

Date application notice posted, as required in Ord. No. 348, Section 6(e): _____

➤ License Approved: _____ Date: _____

➤ License Approved with Conditions: _____ Date: _____

Conditions necessary for Final Approval:

Date conditions complied with and/or supporting documents turned in:

Final Approval: _____ Date: _____

➤ License Denied: _____ Date: _____

If denied, reason(s) for denial:

Signature of Short-Term Rental Administrator: _____