



Short-Term Rental License Application

Town Clerk Department
970.626.5308 x213

The following fees are due when filing this application with the Town Clerk. Full fees are due regardless of when the application is filed.

Licenses expire every other year on December 31.

- New License \$400
- Renewal License \$400 License # _____
- New License for owner occupied, only renting 1 bedroom \$300
- Renewal License for owner occupied, only renting 1 bedroom \$300 License # _____

Property Owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Owner's Agent (required if owner is not within 20 minutes of short term rental)

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Use of AirBnB or VRBO

Will the services of AirBnB or VRBO be used? Yes _____ No _____ Maybe _____

If so, which company? _____



Property Information

Physical address of proposed short-term rental: _____

Zoning district: _____ Subdivision & Lot #: _____

What structure type will the short-term rental be in?

- [] single-family house [] duplex [] multi-family building
[] accessory dwelling unit [] mixed-use building

Will the full residential unit be rented? Yes [] No []

If no, what portion of the residential unit will be rented: _____

Table with 2 columns: Question and Yes/No options. Questions include zoning district, duplex status, accessory dwelling unit status, and parking requirements.



Are the following items on the premise?

working fire extinguisher working carbon monoxide detector working smoke alarms

area with property address and emergency contact info posted

folder containing information re: owner, owner agent, trash and recycling pickup days

Has a Homeowners Association been notified the property will be used as a short-term rental? Yes No
N/A

If yes, please provide documentation the HOA has been notified and has approved the property for use as a short-term rental.



AFFIRMATION BY PROPERTY OWNER

I understand that I am required to remit monthly all applicable sales and lodging taxes to the Town of Ridgway. If none were collected in any given month, I am required to file monthly remittance forms to the Town showing no sales and lodging taxes were collected.

_____ owner initials

I understand that all advertisement associated with this short-term rental will prominently display any license number issued with the approved permit application.

_____ owner initials

I understand the Town of Ridgway will inspect my property for health, safety and welfare requirements for approval of this license, and any subsequent renewals.

_____ owner initials

I understand that I am required to comply with Sections 7-3-18(I) and 8-5 of the Ridgway Municipal Code as well as all other regulations set forth in the Ridgway Municipal Code.

_____ owner initials

I understand that any violations are subject to enforcement action including revocation of this short-term rental license, sales tax license and other applicable provisions for enforcement.

_____ owner initials

I understand that I am required to notify the Town of Ridgway if I choose to no longer operate my short-term rental and choose to release my license.

_____ owner initials

I understand the Town of Ridgway, Colorado accepts no legal liability in connection with the approval and subsequent operation of the applied for short-term rental. I hereby release the Town of Ridgway, Colorado, its employees, representatives, agents and elected or appointed officials from any and all liability in connection with the proposed approval and subsequent operation of the applied for short-term rental.

_____ owner initials

APPLICATION HAS BEEN EXAMINED BY ME; ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM AWARE OF, AND FULLY UNDERSTAND, THE TOWN OF RIDGWAY REGULATIONS REGARDING SHORT-TERM RENTALS.

Property Owner's Signature: _____ Date: _____

Printed Name: _____



Please note: Applicant has 14-days after being notified by the Town of missing or incomplete application information or documents, to submit the requested information. Failure to provide this information within required timeframe will cause the application to be denied.

Additional Documents to be Submitted with Application

- ____ Copy of sales tax license. If you do not yet have a sales tax license in the Town of Ridgway, you can apply for one online: <https://ridgway.munirevs.com/>
- ____ Copy of recorded deed to premises, executed lease for the premise, or other proof of property ownership.
- ____ Documentation a Homeowners Association has been notified, and approval received, for use of the property being as a short-term rental.

TOWN OF RIDGWAY USE ONLY	
Date & Time Application Received: _____	By: _____
Payment Date: _____ Amount Received: _____	By: _____
Tap Fees Due: _____ Amount Received: _____	By: _____
STR Premises Inspected by _____ on _____	
<input type="checkbox"/> Inspection Approved <input type="checkbox"/> Inspection Denied	
<input type="checkbox"/> STR License Approved, Date: _____	
<input type="checkbox"/> STR License Denied, Date: _____	
STR License No: _____	Town Sales Tax No: _____
Notes:	