



Short-Term Rental License Application

Town Planning Department
970.626.5308 x214

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 \$500
- Renewal License \$400 License # _____
- New License for owner occupied, only renting one bedroom \$300
- Renewal License for owner occupied, only renting one bedroom \$300 License # _____
- Inspection Fee/ Reinspection Fee \$50 per Inspection

Fees enacted by Town Council Resolution No. 25-03

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: _____

Physical Address: _____

Phone Number: _____ Email Address: _____



Use of AirBnB or VRBO

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

Which companies will be used?

Property Information

Physical address of proposed short-term rental: _____

Zoning district: _____ Subdivision & Lot #: _____

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

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

Will the full residential unit be rented? Yes checkbox No checkbox

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

Please Note: A floor plan may be requested.

Will the short-term rental be in the DS, HB, or GC zoning district? Yes checkbox No checkbox

If yes, does the building containing the proposed short-term rental have 5 or fewer short-term rentals? Yes checkbox No checkbox

Will the short-term rental be within a duplex? Yes checkbox No checkbox

If yes, ... Are both units owned by a single owner? Yes checkbox No checkbox

Is one unit owner occupied? Yes checkbox No checkbox

Will the short-term rental be in an accessory dwelling unit? Yes checkbox No checkbox

If yes, ... Is one unit owner occupied? Yes checkbox No checkbox

Have you paid applicable tap fees as required by the Municipal Code? Please note that tap fees will NOT be refunded with any subsequent change in use. Also, you will be charged 100% of monthly utility bills (water, sewer, trash, recycling) for the short-term rental. Yes checkbox No checkbox

Is the property a minimum of 6,000 square feet? Yes checkbox No checkbox



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- Does the dwelling unit have 5 or less bedrooms or accommodate 10 or less people over the age of 18? Yes No
-
- Does the property have 2 off-street parking spaces plus additional spaces necessary to accommodate the tenant's vehicle off street? Yes No
-
- Will the property provide adequate trash and recycle containers and information on placement for collection in the short-term rental unit? Yes No
-
- If an Owner's Agent is needed, will the Agent be available within 20 minutes to manage the property during any periods the unit is rented? Yes No
N/A
-

Are the following items on the premises?

- 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
- Short-term Rental License
-

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 advertisements associated with this short-term rental will prominently display any license number issued with the approved 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 sale 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 _____, _____

Inspection Approved

Inspection Denied

STR License Approved, Date: _____

STR License Denied, Date: _____

STR License No: _____ Town Sales Tax No: _____

Notes: