



**ADMINISTRATIVE REVIEW
SHORT TERM RENTAL
APPLICATION FORM**

448 East First Street, Suite 112
Salida, CO 81201
Phone: 719-530-2634 Fax: 719-539-5271
Email: april.franklin@cityofsalida.com

A. GENERAL DATA (To be completed by the applicant)

A. Applicant Information

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

B. Site Data (Rental Property Address)

Street Address: _____

Zone District: _____ Overlay District: _____

Street Segment: _____

B. DEVELOPMENT PROCESS (City Code Section 16-3-60)

1. Submit Application.
2. Staff Review.
3. Staff Decision of Administrative Review

C. APPLICATION CONTENTS (City Code Section 16-3-70)

1. **General Development Application**
2. **Administrative Review Application**
3. **Proof of Ownership.** Lessor must show proof of ownership for Short Term Rental.
4. **Other Information.** Staff may request additional information as deemed necessary to evaluate the impacts of the application.
5. **Application Fee \$ 200.00**, cash or check made out to City of Salida.

D. Short Term Rental Requirement (If necessary, attach additional sheets) Code Section **16-4-190(q)**

(1) **Purpose** - The purpose of this section is to protect the health, safety and welfare of the general public and to ensure that the rental of private dwelling units as short-term rentals does not result in adverse impacts to the quality of residential neighborhoods due to excessive noise, parking congestion, and overcrowding and the availability of dwelling units for long term rentals.

(2) **Registration and Licensing Requirements**

1. All short-term rentals shall comply with Chapter 6 Article VI of the Salida Municipal Code, which establishes the conditions under which a property owner may apply for a short-term rental business license.
2. A separate short-term license is required for each short-term rental property. The permit shall be issued only to the owner of the short-term rental property. In the residential zones (R-1, R-2, R-3, and R-4), no more than one short-term rental permit is permitted per property owner. All short-term rental permits shall be granted solely to the applicant at the address for which the permit is issued and shall not be transferable to any other person or legal entity. The owner of the short-term rental is responsible for compliance with the provisions of this Section and Chapter 6 Article VI pertaining to short-term rental licensing.
3. Properties that cannot comply with the criteria set forth in this Section and in Chapter 6 Article VI of the Salida Municipal Code may appeal the decision of the Administrator or his or her designee in conformance with Section 16-2-70 of the Land Use and Development Code.
5. Each short-term rental unit shall have a clearly visible notice posted within the unit that includes the following: **Please Provide 8 X 10 Example for Applicable Information**

- i. contact information for the property management
- ii. the City short-term rental business license number
- iii. contact information for emergencies
- iv. location of fire extinguishers and fire escape routes
- v. the maximum number of people in terms of permitted sleeping occupancy
- vi. the maximum number of persons permitted in the unit at any one time
- vii. the location for parking vehicles and the maximum number of parked vehicles permitted for the unit
- viii. alternative parking locations for extra vehicles, trailers and campers
- ix. requirements for smoking
- x. method and timing of trash disposal
- xi. snow removal instructions
- xii. notice to keep noise to a minimum between 10 pm. and 7 am.
- xiii. policy regarding pets

(3) Conditions and Standards

- a. The maximum number of short-term rentals in the residential zones (R-1, R-2, R-3, and R-4) shall not exceed three and a half (3 1/2) percent of the total number of dwelling units eligible as short-term rentals (not including apartment units and accessory dwelling units) in those residential zones. This number shall be based on the survey of dwelling units in the residential zones completed in 2017 with the addition of new dwelling unit (with a certificate of occupancy) totals each year, added in December. Permitted short-term rentals in existence at the time of the adoption of this section shall be included in the calculation of the maximum number of units allowed. In the event the maximum number has been met, no new applications for short-term rentals will be accepted. If a waiting list for short-term rentals in the residential zones exists, new permits, once available, will be issued based on the ability of the applicant to comply with the conditions in this section and the licensing requirements in Chapter 6 Article VI of the Municipal Code on a first come first serve basis.
- b. In the residential zones (R-1, R-2, R-3, and R-4), short-term rentals shall be rented as a short-term rental for no more than 185 calendar days a year.
- c. A maximum of one short-term rental is permitted per street segment (which includes the dwelling units on both sides of the street) in the residential zones (R-1, R-2, R-3, and R-4).
- d. Short-term rentals are not permitted in an apartment building at any time in any zone district.
- e. Applicants wishing to rent an individual room (s) on a short-term basis in an owner-occupied dwelling unit shall comply with Table 16-D of the Land Use and Development Code listing for bed and breakfast inns.
- f. Quiet hours shall be observed between the hours of 10 pm and 7 am.
- g. No short-term rental shall be operated in such a way as to constitute a nuisance.
- h. The maximum number of occupants permitted in a short-term rental shall be established at the time of initial unit licensing. Events, such as concerts and wedding events are prohibited.
- i. The designated parking for vehicles of short-term rental guests shall be addressed at the short-term rental application and licensing stage.

Short Term Rental Requirement: How do you meet (1) **Registration and Licensing Requirements** and (2) **Conditions and Standards**? (If necessary, attach additional sheets) Code section **16-4-190 (q)**