



Short Term Rental Unit Self-Inspection Checklist (owner to initial each line)

Owner Name: _____ Address: _____ Date: _____

General Information Acknowledgement

- ___ The tenants will be provided a parking diagram verifying the location of all parking spaces available for the short term rental and the diagram will be posted in a prominent location within the short term rental. The designated parking spaces will be available for use by short-term rental tenants.
- ___ Operation of the short term rental will comply with Good Neighbor Guidelines and the Good Neighbor Guidelines will be provided to tenants in the rental agreement or by posting it in a prominent location within the short term rental.
- ___ The approved permit for the short term rental will be posted in the interior of the dwelling adjacent to the front door.
- ___ I (we) have read and understand Colorado Springs Municipal Code regulating Short Term Rental Units (Title 17, Chapter 7)

Exterior Safety

- ___ House number visible from the street.
- ___ All deck and stair rails and guards are attached and capable of supporting imposed loads.
- ___ All exits unobstructed and clear and maintained that way at all times.
- ___ Window wells serving basement sleeping rooms be provided with escape ladders and operable windows so as to allow for secondary egress from the room in the event of a fire. (2015 IFC 1030.1)

Interior Safety

- ___ ABC 2.5 lb. fire extinguisher in plain view within 6 feet of the oven/stove if gas appliances are installed and must be certified annually.
- ___ Smoke alarm should be installed in each sleeping room and immediately outside each sleeping room such as in a corridor, hallway or great room serving the individual sleeping rooms. (2015 IFC 907.2.11.2)
- ___ Carbon monoxide detector installed within 15 feet of sleeping rooms.
- ___ Stairs are free of tripping hazards.
- ___ Hallways unobstructed and clear and maintained that way at all times.
- ___ At least one working bathroom with water closet, lavatory, and shower or bathtub.
- ___ Bathroom and kitchen electrical outlets should be GFI protected. (IBC)
- ___ All occupied rooms have working electrical outlets and lighting fixtures without extension cords.



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- ___ Extension cords are not used as permanent wiring. (2015 IFC 605.5)
- ___ Exposed wiring, etc. shall be eliminated. (2015 IFC 605.1)
- ___ Check completed for general fire hazards: exposed wiring, presence of extension cords on appliances, clean dryer ducts, ect.
- ___ Heating and water heating system operational.
- ___ Building permits and final approvals have been received for remodeling work.

I (we) understand that providing false information in this application shall be a violation of the City of Colorado Springs Municipal Code, and shall be grounds to deny the application, void the approval, and revoke a Short Term Rental Unit permit issued for the property. OR

I hereby certify under penalty of perjury pursuant to the laws of the State of Colorado that the above items have been checked and were found to be in good working order.

Owner (Print): _____ Owner (Sign): _____



PLANNING & DEVELOPMENT DEPARTMENT

Short Term Rental Permit Number _____ Fee Paid: \$_____ Date: _____ Address: _____

APPLICATION FOR: SHORT TERM RENTAL PERMIT

Name: _____ Telephone _____ E-mail _____
 Address of Short Term Rental _____ Zip Code _____

Property Owner Information (if other than applicant)

Owner: _____ Telephone _____
 Address: _____ Zip Code _____ E-mail _____

- Is this your primary residence?
- If not, where is your primary residence? _____

LOCAL: Emergency Point of Contact for property

Name: _____ Telephone _____
 Name: _____ Telephone _____

APPLICATION REQUIREMENTS
SUBMITTAL REQUIREMENTS:

This application should be submitted to the Land Use Review Division, 30 S. Nevada Ave #105, Colorado Springs, CO 80903. An application must be completed in full and accompanied by the following information:

1. Provide **AUTHORIZATION** from the property owner, which authorizes the submittal of the application (if submitted by someone other than the owner), and which indicates who is to receive all correspondence regarding the processing of this application (**complete *Owner Authorization for Submittal & Correspondence* section below**).
2. City Planning may require other **ADDITIONAL INFORMATION** for this application as needed.
3. Fee as referenced above.

Applicant

- Proof of Insurance
- Proof of Sales Tax License #: _____ Validation Date: _____
- Proof of Self-Reporting Checklist

Planner

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Owner / Applicant Acknowledgement of Responsibilities

The signature(s) below certifies that the information provided on this form and on the accompanying site plan is in all respects true and accurate to the best of my (our) knowledge and belief. I agree that I have received a copy of the Zoning Ordinance requirements concerning Short Term Rentals, understand the described regulations and agree to abide by them. I also understand that should the Short Term Rental become a nuisance, hazard or unreasonably interfere with the quiet enjoyment of other people's premises, this Short Term Rental Permit will be revoked by the City of Colorado Springs.

Owner: _____ **Applicant:** _____

Approved: _____ **Denied:** _____
 Staff: _____ Date: _____

Comments: _____

OWNER AUTHORIZATION FOR SUBMITTAL & CORRESPONDENCE

**Not required if property owner is also the applicant*

I hereby authorize _____ to file this application to the City of Colorado Springs for processing.

If the following box is not checked, all correspondence will go to the applicant:

I wish to receive copies of all correspondence regarding the processing of this application.

Signature of Owner

Date

PUBLIC NOTICE:

Public notice (i.e., posting and surrounding property mailings) in conjunction with the administrative review of this application is at the discretion of Planning & Development.

FEES:

An application review fee will be required to accompany this application (checks payable to City of Colorado Springs). The fee schedule is as follows:

Short Term Rental Permit	\$120
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FORMAL REVIEW TIME PERIOD

The Short Term Rental review procedure will typically take **five (5) days** to complete.

FINAL DISPOSITION

APPROVAL:

After completion of the Short Term Rental review, the planning staff member will return one (1) copy of the approved Short Term Rental Permit to the applicant/owner.

CONDITIONS OF APPROVAL:

Approval of this request may require such reasonable conditions as necessary to protect the public health, safety and general welfare and to ensure that the use, value and qualities of the neighborhood surrounding the proposed location will not be adversely affected.

DENIAL:

If this application is denied, the planning staff member will provide written notification to the applicant/owner that will clearly specify all of the reasons for denial.

APPEALS:

The administrative decision of the planning staff member to approve or deny an application for a Short Term Rental Permit may be appealed to the Planning Commission within ten (10) days from the date of the administrative decision. The appeal must be in writing and specify briefly the grounds for the appeal. If a perfected appeal is filed within this ten (10) day period, the administrative decision to approve or deny will be suspended until the appeal process is finalized.

SHORT TERM RENTAL PERMIT REVIEW CRITERIA:

Application for Short Term Rental Permit must meet all of the criteria listed in Chapter 7, Article 5 of the Zoning Code before the application can be approved by City Planning:

1. Rental of a residential unit or unit(s) less than 30 days.
2. Parking in private driveways shall be utilized first with overflow parking on the street where permitted. No parking on-site in non-driveway areas (i.e. front yard areas, parkways and rear-yards) shall be permitted.
3. All Short Term Rental Home occupants shall abide by all applicable noise restrictions contained in the City of Colorado Springs Municipal Code.
4. No meals shall be prepared for or served to the transient/rent by the permit holder.
5. Use of the Short Term Rental Home for any commercial or social events is prohibited.
6. Prohibited outdoors, or in an accessory structure (e.g. shed, garage, tent, etc.) that does not contain finished living space, or in a recreational vehicle.
7. The permit shall lists at least one local contact person who will be responsible for handling any problems that arise with

the property and that permit information should be prominently displayed within the rental unit.

8. The City issued permit number shall be used in all rental marketing materials.
9. The permit shall not be transferred or assigned to another individual, person, entity, or address. Further, a permit does not authorize any person, other than the person named therein, to operate an STRP on the property.
10. Maximum occupancy determined by Fire and Building Codes. The zoning definition of "Family" applies to all residential uses.

PERMIT STANDARDS AND CRITERIA:

Planning & Development may approve or modify and approve an application for a Short Term Rental permit if the following standards and criteria are met:

Nuisance Or Hazard: For purposes of this section, "disturb" means to unreasonably annoy, perturb or interfere with the quiet enjoyment of another's premises. The Short Term Rental shall not create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, congestion to traffic flow, parking problem, or any other nuisance or hazard which disturbs the peace and quiet of a residential zone.

The City of Colorado Springs-Planning Group is committed to ensuring that all of our services are accessible to those with disabilities. We encourage participation by all individuals. If you have a disability, advance notification of any special needs will help us better serve you. Please call the Planning & Development at (719) 385-5905 to request any special service that you may require. A one (1) week advance notice to allow us to accommodate your request is appreciated.