



COLORADO SPRINGS PLANNING

Land Use Review

Owner Occupied Short-Term Rental Annual Affidavit

Owner Occupied Short-Term Rental Annual Affidavit

All rental properties located within the City of Colorado Springs must have a valid short term rental license issued by the City of Colorado Springs and must abide by the city's rental licensing requirements prior to leasing any rental property, or room(s) within a property, to another person or persons (City Code Section 7.5.1704).

According to Ordinance 19-101, short-term rental units in single-family zone districts must be the operator's principal residence and the operator must be on the deed to property on which the dwelling unit to be rented is located. An owner occupied permit is defined as the primary place of residency of the owner for not less than 185 days per year, with exceptions for military personnel.

By signing below, I, ESTIFANOS DAGNE (Printed Name), swear under penalty of perjury that I am the owner or beneficiary of the property and **this is my primary residence** as defined above:

5539 CODY MESA CT COLORADO SPRINGS CO 80918 (address of STR). **I acknowledge that I am to notify the City of Colorado Springs Planning Department within three (3) days if I move and this address is no longer considered my primary address.** I understand that my short term rental license may be revoked at any time if I am found to not be in compliance with City Code Section 7.5.1706.

I acknowledge that this Affidavit is a "public record" and if I make a false entry or representation in this Affidavit, then I will commit a violation of City Code Section 9.3.104. I have carefully considered the contents of this Affidavit before signing. I affirm that the contents are true to the best of my knowledge.

Signature of Owner

01/03/2025
Date

ESTIFANOS DAGNE

Printed Name of Owner

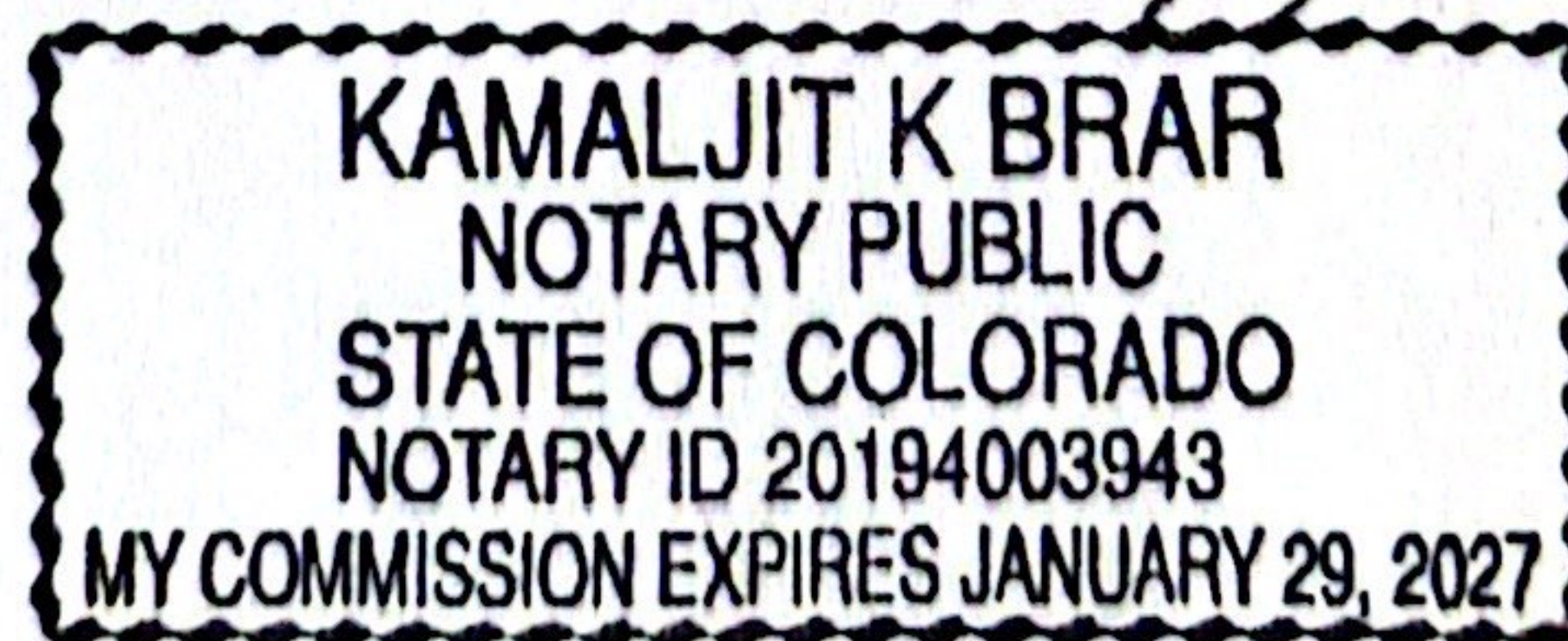
Notary Certificate

State of Colorado

County of El Paso

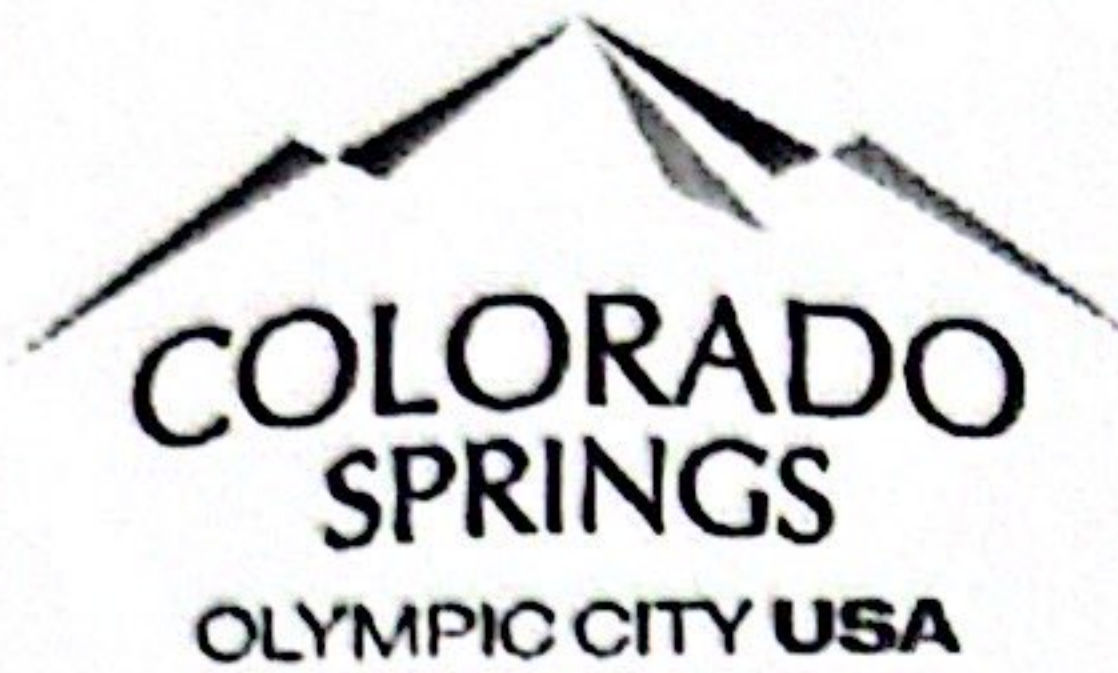
The foregoing certification was acknowledged before me this 3 day of January, 2025, by ESTIFANOS DAGNE

Witness my hand and official seal.



My Commission Expires: 01/29/2027

Notary Public



COLORADO SPRINGS PLANNING
Land Use Review
 Short Term Rental Application Requirements

Short Term Rental Application Requirements and Checklist

This checklist and all required associated documents shall be submitted via our electronic submittal system. The applicant shall notify staff within 3 days in the event of changes:

Application Requirements

Completed Short Term Rental Permit Standards and Review Criteria Checklist (below)

Short Term Rental Annual Affidavit. This document must be signed and notarized.

Proof of primary residence – this can be satisfied by providing two (2) of the following:

- Valid driver's license or State I.D. Card;
- Valid vehicle registration;
- Voter registration;
- Or a dependent's school registration.

Mail does not count as proof of residency. City Staff reserves the right to ask for additional proof of residency upon request.

\$119 permit fee. The fee shall be paid via cash, credit card or electronic check. Credit card payments can be made via our electronic submittal system. This fee will be invoiced when we have received a complete application.

Proof of at least \$500,000 in liability insurance

- Proof can be provided by hosting platform contract acknowledging insurance coverage through the platform i.e. AirBnb/VRBO, policy information, or other documentation

Proof of listing on hosting platform i.e. AirBnB/VRBO (Link to listing or listing number)

The Planning & Community Development Department may require additional information for this application as needed.

Permit Standards and Review 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. Owner must initial on the line to the left of the following statements confirming understanding of the following criteria:

ED Sleeping quarters for short term tenants shall not be in non-residential areas within buildings or accessory structures (e.g. shed, garage, etc.) that do not contain finished living space; or in commercial (office/retail) or industrial (warehouse) spaces; or outdoors (e.g. tent, etc.); or in a recreational vehicle.

ED Limit one short-term rental unit within each lawful dwelling unit located on a property, up to a maximum of four (4) short term rental units per property; or in the event of condominiums or buildings held in similar common ownership, each owner shall be limited to two (2) short term rental units per property. Entities under common control shall be considered a single owner for the purpose of evaluating ownership of dwelling units.

ED A sales tax license shall be obtained from the City's sales tax office. (A sales tax license is not required if short term rental is posted only on AirBnB or VRBO. The City does NOT have agreements with other hosting platforms at this time.



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Short Term Rental Application Requirements

ED

The owner must maintain weekly residential trash collection services. Outdoor trash bins must be screened from public view or kept inside of a structure or garage.

ED

The owner shall maintain and provide proof of property liability insurance in the amount of not less than \$500,000 or provide proof that property liability coverage in an equal or higher amount is provided by any and all hosting platforms through which the owner will rent the short-term rental unit. Proof of liability insurance is not required if short term rental reservations are handled exclusively by hosting platforms (websites) that extend liability coverage of not less than \$500,000 under terms acceptable to the Manager.

ED

Short term rental units must remain compliant with all planning, zoning, building and other City codes. If a dwelling unit (apartment/suite) is located within an apartment building, then the entire property (including other dwelling units) must be compliant and not subject to Code Enforcement.

ED

All short-term rental tenants shall abide by all applicable noise, housing, and public health ordinances of the City and with all other City fire and safety ordinances.

ED

Parking in private driveways shall be utilized first with overflow parking on the street where permitted. Parking on-site in non-driveway areas (i.e., front yard areas, parkways, and rear-yards) is prohibited.

ED

No meals shall be prepared for or served to the renter by the owner or the owner's agents.

ED

Use of the short-term rental home for any commercial or large social events or gatherings, such as weddings, is prohibited.

ED

The City issued permit with all local contact information and emergency safety information shall be prominently displayed within the short-term rental unit.

ED

The City issued permit number shall be used in all rental marketing materials.

ED

The occupancy regulations are met pursuant to Section 7.5.1706(H) and are reflected in all marketing materials. (Limit two occupants per bedroom, plus an additional two occupants, maximum of 15 occupants).

ED

General Information Acknowledged

ED

Tenants will be provided a parking diagram or verbal description 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.

ED

Operation of the short-term rental will comply with Good Neighbor Guidelines; the Good Neighbor Guidelines will be provided to tenants in the rental agreement and by posting it in a prominent location within the residence.

ED

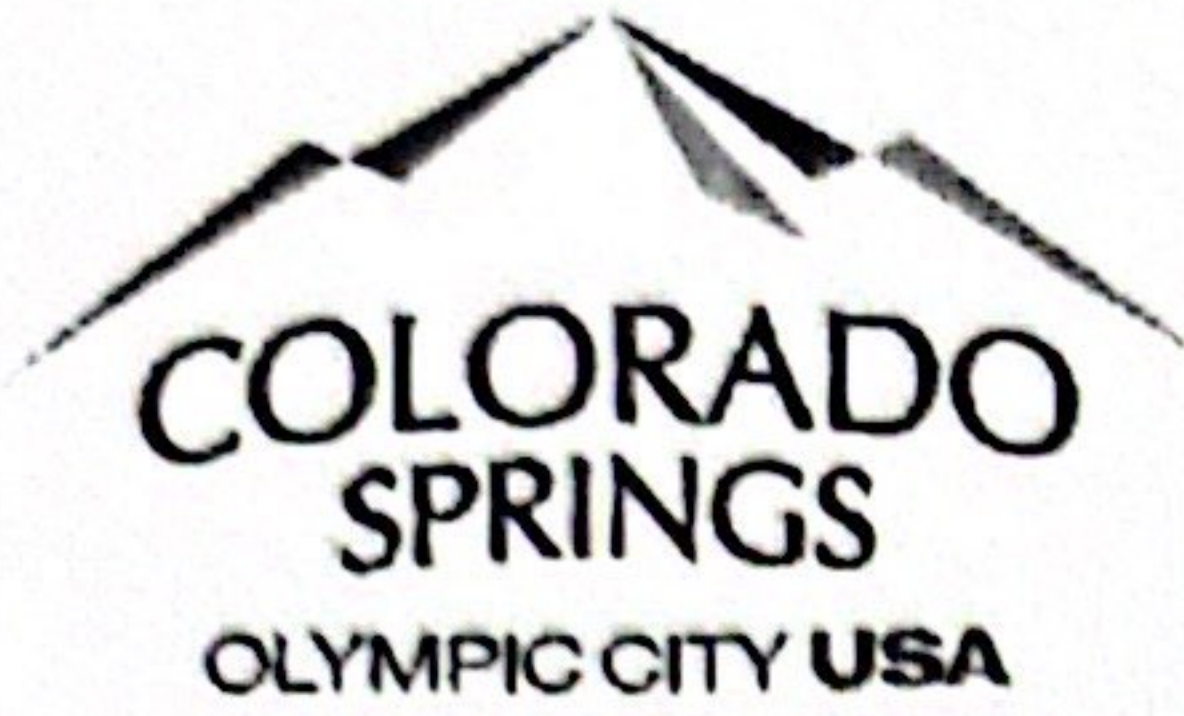
The approved permit for the STR will be posted in the interior of the dwelling adjacent to the front door.

ED

I (we) have read and understand Colorado Springs Municipal Code regulating Short Term Rental Units (Title 17, Chapter 7).

ED

I acknowledge that I should check with my HOA or Neighborhood Association regulations to ensure that a Short Term Rental is permitted.



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Short Term Rental Application Requirements

Exterior Safety

- ED House number is visible from the street.
- ED All deck and stair rails and guards are attached and capable of supporting imposed loads.
- ED All exits unobstructed and clear and maintained that way at all times.
- ED 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).
- ED I understand that HOA covenants are a separate agreement within my neighborhood and may be more restrictive than the City's Short Term Rental regulations.

Interior Safety

- ED 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.
- ED Smoke alarm should be installed and maintained 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).
- ED Carbon monoxide detector installed and maintained within 15 feet of sleeping rooms.
- ED Stairs are free of tripping hazards.
- ED Hallways unobstructed and clear and maintained that way at all times.
- ED At least one working bathroom with water closet, lavatory, and shower or bathtub.
- ED Bathroom and kitchen electrical outlets should be GFI protected (IBC).
- ED All occupied rooms have working electrical outlets and lighting fixtures without extension cords.
- ED Extension cords are not used as permanent wiring (2015 IFC 605.5).
- ED Exposed wiring, etc. shall be eliminated (2015 IFC 605.1).
- ED Check completed for general fire hazards: exposed wiring, presence of extension cords on appliances, clean dryer ducts, etc.
- ED Heating and water heating system maintained and operational.
- ED Building permits and final approvals have been received for remodeling work.



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Land Use Review
Short Term Rental Application Requirements

Additional Regulations

Renewals

The Short-Term Rental unit permit is valid for one (1) year from the date of issuance. The permit may be renewed for additional one (1) year periods upon receiving a renewal application and the \$119 permit fee. You will receive a reminder email approximately thirty (30) days prior to your permit expiration with instructions on how to renew your permit. Permit renewals are completed via our electronic submittal system.

Permit Requirements

The permit does not run with the property but is issued to the specific owner. The permit shall not be transferred or assigned to another individual, person, entity, or address. The permit does not authorize any person, other than the person named therein, to operate a short-term rental home on the property.

Public Notification

Staff recommends notifying adjacent neighbors if you are operating a short-term rental to provide them with the Good Neighbor Guidelines and emergency contact information. Sample notification template is available on the Colorado Springs website.

Owner/Applicant Acknowledgement of Responsibilities

The signature(s) below certifies that the information provided on this form is in all respects true and accurate to the best of my (our) knowledge and belief. I agree that I have read 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, in accordance with 7.5.1707, that this Short Term Rental Permit will be revoked by the City of Colorado Springs. 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. 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.

Signature of Property Owner (required)

01/03/2025
Date

Signature of Applicant (if applicable)

Date



Address:
DEPARTMENT OF MOTOR VEHICLE
PO BOX 2007
COLORADO SPRINGS CO 80901-2007

January 02, 2025

Letter: L0134483548



ESTIFANOS GOSSAYE DAGNE
5539 CODY MESA CT
COLORADO SPRINGS CO 80918-2765

COLORADO VEHICLE REGISTRATION

El Paso L0134483548

Vehicle Type	Vehicle Id	Plate	Tab	Expire
Truck	1FTEW1EG3GKF97854	DPCR46	0038707177	11/30/2025
Year Make Model	USDOT	Fuel Type	Body Style	
2016 FORD F150		Gas	PK	
Color	Empty Weight	GVW	GVWR	GVW HIGH
BROWN	4709		7000	
Purchase Date	Fleet Number	Unit Number	HVUT	Carrier
9/13/2023			E	
Registered Owner	Dual Registration Type			
ESTIFANOS GOSSAYE DAGNE	Dual Id			Dual Expire

El Paso - Powers Branch 02-Jan-2025



THIEVES HAVE BEEN KNOWN TO USE THE ADDRESS FROM A REGISTRATION CARD TO STEAL FROM THE VEHICLE'S OWNER. FOR ADDED SECURITY, YOU ARE ENCOURAGED TO KEEP ONLY THIS REGISTRATION CARD IN YOUR VEHICLE. IT DOES NOT CONTAIN YOUR ADDRESS.

COLORADO VEHICLE REGISTRATION

El Paso L0134483548

Vehicle Type	Vehicle Id	Plate	Tab	Expire
Truck	1FTEW1EG3GKF97854	DPCR46	0038707177	11/30/2025
Year Make Model	USDOT	Fuel Type	Body Style	
2016 FORD F150		Gas	PK	
Color	Empty Weight	GVW	GVWR	GVW HIGH
BROWN	4709		7000	
Purchase Date	Fleet Number	Unit Number	HVUT	Carrier
9/13/2023			E	
Registered Owner/Address	Dual Registration Type			
ESTIFANOS GOSSAYE DAGNE 5539 CODY MESA CT COLORADO SPRINGS CO 80918-2765	Dual Id			Dual Expire

El Paso - Powers Branch 02-Jan-2025





TAX AND FEE RECEIPT

L0134483548

Vehicle Id	Transaction Date	Credits
1FTEW1EG3GKF97854	02-Jan-2025	0.00
Registered Owner		
ESTIFANOS GOSSAYE DAGNE		

OWNERSHIP TAX	
Specific Ownership Tax	103.34
REGISTRATION FEES	
Age of Vehicle Add-on (HUTF)	10.00
Bridge Safety Surcharge	18.00
Clerk Hire Fee	4.00
County Road and Bridge	0.94
Emergency Medical Services	2.00
Emissions - Statewide Air Account	0.50
Insurance Fee	0.50
Late Fee	25.00
Material Fee (Year Tab)	0.33
Motorist Insurance Database Fee	0.10
Peace Officer Standardized Training Fee	1.00
Prior Registration Fees	0.00
Registration Base Fee County	39.00
Road Safety Surcharge	23.00

Total Fees 227.71
FEES CONTINUE ON BACK

COLORADO USA  


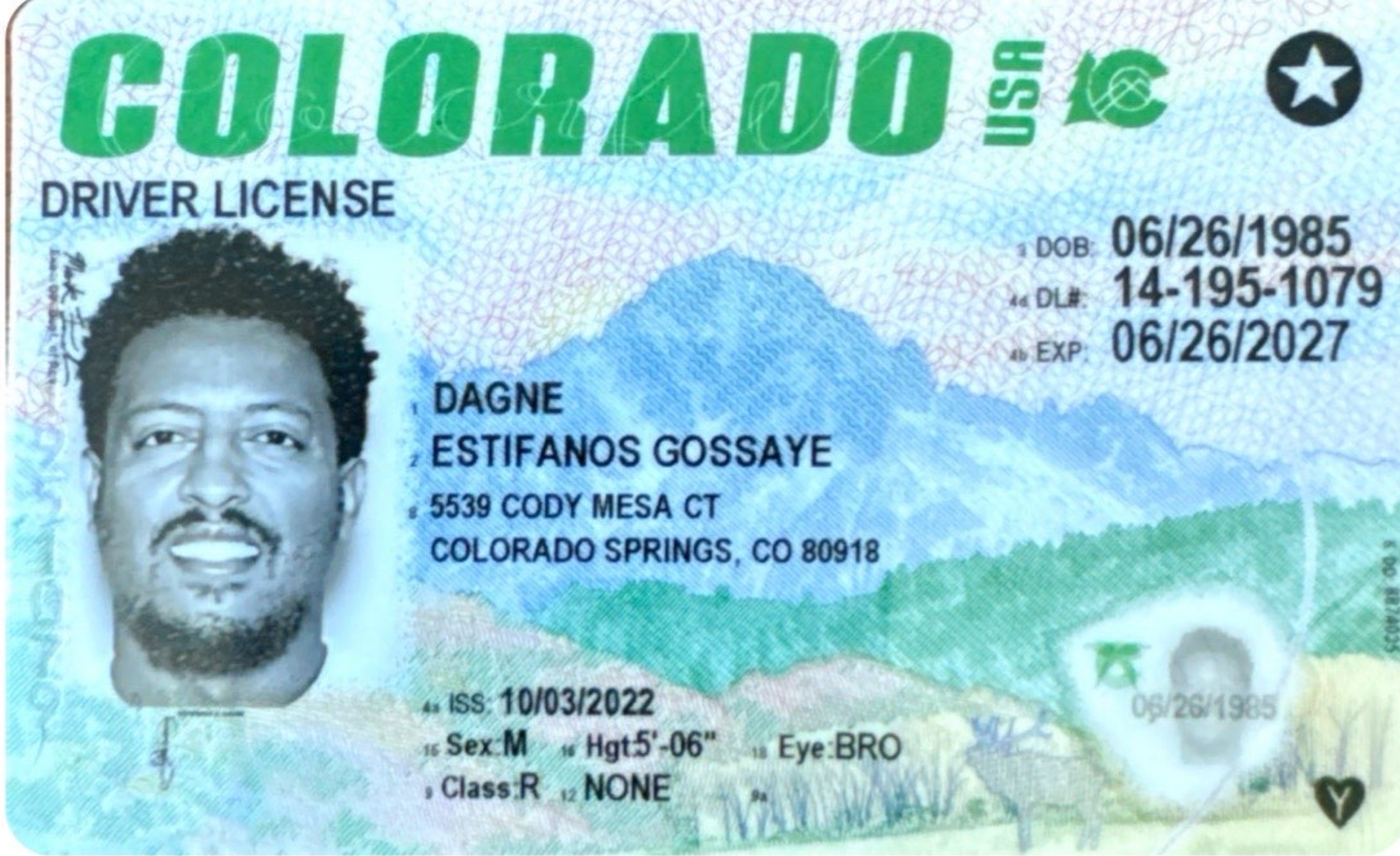
DRIVER LICENSE

1 DOB: 06/26/1985
44 DL#: 14-195-1079
4b EXP: 06/26/2027

1 DAGNE
2 ESTIFANOS GOSSAYE
3 5539 CODY MESA CT
 COLORADO SPRINGS, CO 80918

4a ISS: 10/03/2022
1c Sex: M **1d** Hgt: 5'-06" **1e** Eye: BRO
1f Class: R **1g** NONE

06/26/1985

RESTRICTIONS:
NONE

ENDORSEMENTS:

CLASS:
R - Any motor vehicle with a GVWR of less than 26,001 lbs. as a single unit or in combination, designed to carry 15 or fewer passengers, including the driver, and does not carry hazardous material.

38100782291

 Previous Type: A



