



Park County Development Services
PO Box 1598
Fairplay, CO 80440
str@parkco.us

Park County Short-Term Rental (STR) Application
submit to str@parkco.us

Property:

Address/Unit: _____

Schedule #: _____

Proposed Occupancy: _____

Owner:

Name: _____ Phone Number: _____

Mailing Address: _____

Physical Address: _____

Email Address: _____

Responsible Agent: [] Same as Owner

Name: _____ Phone Number: _____

Mailing Address: _____

Physical Address: _____

Email Address: _____

Items Required for a Complete Application:

- Application fee payment
\$605 new license
\$215 annual renewal.
Copy of deed
Tax receipts showing no overdue balance with the Treasury Department.

- A copy of the Certificate of Occupancy for the structure.
Documentation showing the permitted and approved capacity of the septic system.

Please provide these documents if you already have them. Otherwise we will research them as part of the application review process.

If the septic system is undocumented, include an application to register the system and attach the required inspection report.

- Floor plans with room dimensions and use; door and window locations and sizes; smoke and CO detector locations; proposed occupancy (#) and sleeping plan.
- Copy of proposed information meeting the requirements of [Ordinance 20-03](#).
 - Parking plan
 - Trash handling plan
 - Snow removal plan/instructions
- Signed affidavit by the owner/authorized agent certifying the STR property complies with life safety standards set forth in the STR Ordinance; and that the notice requirements have been met (attached).
- Designation of Responsible Agent (attached). Owner as Agent must sign both sections.

CERTIFICATION

I understand that I am responsible for the accuracy and completeness of all information submitted in this application. I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a license does not presume to give the authority to violate or cancel the provisions of any federal, state or local law. I acknowledge that some roads in Park County are not maintained by the County. It is my responsibility to contact Public Works for information regarding maintenance conducted by the County on my road and in my area. I understand that my operation of a short-term rental does not obligate the County to any maintenance responsibility.

Owner or Responsible Agent

Date

Staff: Date of application receipt: _____ by: _____

PARK COUNTY SHORT-TERM RENTAL PROPERTY AFFIDAVIT*

I, _____, the owner / responsible agent of the short-term rental
(please circle one)

property at the address/unit:

_____ being duly sworn and upon

my oath, and over the age of eighteen years, do declare and state as follows:

1. The short-term rental property complies with the life safety standards set forth in Section 7.E of Ordinance No. 20-03.
2. Information notices required by Section 7.N of Ordinance No. 20-03 have been and will remain posted or placed at a conspicuous location on or in the short-term rental property identified in this affidavit.
3. That the statements made in this application are true, correct, and complete, to the best of my personal knowledge and belief.

Signature of owner/responsible agent: _____

Notary Signature: _____

My commission expires: _____

State of: _____, County of: _____

Acknowledged before me this _____ of _____, 20_____

Notary Seal:

*Ordinance 20-03, Section 6.A.5 provides: An affidavit signed by the owner or authorized agent, under penalty of perjury, certifying that the short-term rental property complies with the life safety standards set forth in Section 7.E, and that the information notices required by Section 7.N have been and will remain posted or placed at a conspicuous location on or in the short-term rental property.

DESIGNATION OF RESPONSIBLE AGENT FOR SHORT-TERM RENTAL PROPERTY

Owner as Agent must sign both sections.

PROPERTY OWNER SECTION

I/we, the undersigned grant: _____

the authority to act as my/our responsible agent in matters pertaining to my/our short-term rental at address/unit:

In accordance with Park County Ordinance 20-03.

Signature of owner(s): _____ Print name: _____

Notary Signature: _____ Notary Seal:

My commission expires: _____

State of: _____, County of: _____

Acknowledged before me this _____ of _____, 20_____

RESPONSIBLE AGENT SECTION

I/we, the undersigned accept the responsibilities granted above, and agree to act as Responsible Agent in accordance with Park County Ordinance 20-03.

Signature of agent: _____ Print name: _____

Notary Signature: _____ Notary Seal:

My commission expires: _____

State of: _____, County of: _____

Acknowledged before me this _____ of _____, 20_____