

Short-Term Rental License Application



CITY OF VICTOR

P. O. Box 86, Victor, CO 80860

719-689-2284

APPLICATION MUST BE COMPLETED IN FULL EVEN IF A RENEWAL-INCOMPLETE APPLICATIONS WILL BE RETURNED.

****Renewals are Due by Jan 1 of each year****

Fees are due when filing this application with the Clerk’s Department. Full fees are due regardless of when the application is filed.

Licenses expire every other year on December 31st starting December 31st 2021.

- New License (Residential Zone)
- Renewal License (Residential Zone)
- New License (Commercial Zone)
- Renewal License (Commercial Zone)
- Compliance Inspection (following written complaint)

Applicant/ Property Owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Owner’s Agent (required if licensee is not able to respond to property within 20 minutes)

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____



Short-Term Rental Information

Physical address of proposed short-term rental: _____

Unit # _____ Zoning district: _____

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

single-family house duplex multi-family building

accessory dwelling unit mixed-use building

Is the short-term rental in a **multi-family building that also has long-term tenants**? Yes No

 If yes, have you notified the long-term tenants of the proposed STR? Yes No

Is the short-term rental within a **duplex**? Yes No

 If yes, ...

 Are both units owned by a single owner? Yes No

 Is one unit occupied by the owner? Yes No

 Have you notified long-term tenants of the proposed STR? Yes No

Is the short-term rental in an **accessory dwelling unit**? Yes No

 If yes, ...

 Does the ADU have separate taps for water/wastewater as required by the Municipal Code? Yes No

Does the dwelling unit have less than 5 bedrooms or accommodate fewer than 10 people over the age of 18? Yes No

Does the property have 2 off-street parking spaces plus additional spaces necessary to accommodate any tenant vehicles off street? Yes No

Will the property provide adequate trash containers and information on placement for collection for the short-term rental unit? Yes No

If applicable, will the Owner's Agent be available within 20 minutes to manage the property during any periods the unit is rented? Yes No N/A

Did you notify your neighbors that you intend to use your property as a short-term rental? **Provide Proof and List Responses.** Yes No N/A

AFFIRMATION BY PROPERTY OWNER

I understand that I am required to remit all applicable sales taxes monthly to the State of Colorado Department of Revenue.

_____ owner initials

I understand that all advertisement associated with this short-term rental will prominently display any license number issued with the approved permit.

_____ owner initials

I understand the City of Victor will inspect the Short-Term Rental prior to the approval of this license, for any subsequent renewals and upon legitimate written complaints.

_____ owner initials

I understand that I am required to comply with Ordinance NO. 509 of the City of Victor Municipal Code as well as all other regulations set forth in the City of Victor Municipal Code including rental housing standards.

_____ owner initials

I, the owner/representative of the property I affirm that I will address, in a timely and effective manner, any impacts to the neighborhood, caused by the STR, including offensive noise, parking, vehicle traffic, and trash management/disposal?

_____ owner initials

I understand that any violations are subject to enforcement action including revocation of my short-term rental license, sales tax license and any other applicable provisions for enforcement.

_____ owner initials

I understand that I am required to notify the City of Victor if I choose to no longer operate my short-term rental and choose to release my license.

_____ owner initials

I understand that I must maintain liability insurance on the Short-Term Rental specific to protect the lessees of this property.

_____ owner initials

I understand the City of Victor, Colorado accepts no legal liability in connection with the approval and subsequent operation of the applied for short-term rental. I hereby release the City of Victor, 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; THAT 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 CITY OF VICTOR REGULATIONS REGARDING SHORT-TERM RENTALS.

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Please note: Applicant has 14-days after being notified by the City 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

- ____ Application for sales tax license, or copy of existing sales tax license.
- ____ Copy of recorded deed to premises, executed lease for the premise or other possession evidence.
- ____ Proof of liability insurance specific to the Short-Term Rental
- ____ City of Victor Business License Application and Fee (to be issued if approved)

City of Victor Staff USE ONLY	
Date & Time Application Received: _____	By: _____
Payment Date: _____ Amount Received: _____	By: _____
Tap Fees Due: _____ Amount Received: _____	By: _____
STR Premises Inspected by _____ on _____, _____	
<input type="checkbox"/> Inspection Approved	<input type="checkbox"/> Inspection Denied
Address of Nearest Short-Term Rental _____	
<input type="checkbox"/> STR License Approved, Date: _____	
<input type="checkbox"/> STR License Denied, Date: _____	
STR License No: _____	Town Sales Tax No: _____
Notes:	