

Community Development Department

320 6th Avenue | P.O. Box 468 Ouray, CO 81427
 buildinginspector@cityofouray.com | 970-325-7063



SHORT-TERM RENTAL (STR) LICENSE APPLICATION PACKET

APPLICATION RECEIPT (To be completed by City of Ouray Staff)
Date Received:
Time Received:
Received By:
STR License Number (after approval):

One Short-Term Rental (STR) License Application form is required for each dwelling unit even if multiple units are located on the same property. Please submit this completed form along with all required materials to City Hall either in-person at 320 6th Ave. or via mail at P.O. Box 468, Ouray, CO 81427.

Short-Term Rental Fees of \$600 for new applications and \$350 for renewal applications should not be submitted with this License Application and will be collected at the time of license issuance. Each STR unit must have its own license displayed on-site and submit all required fees.

PROPERTY OWNER INFORMATION			
Name:	JILL Q. PENTER		
Mailing Address:	PO BOX 94725	City:	OURAY State: CO ZIP: 81427
Phone:	970-111-2222	Email:	JQP@OURAYSTR.COM

PROPERTY MANAGEMENT/AGENT INFORMATION			
Name:	JOHN SMITH		
Mailing Address:	PO BOX 94725	City:	OURAY State: CO ZIP: 81427
Phone:	970-325-1111	Email:	JS@SOAPM.COM

RESPONSIBLE PARTY INFORMATION*			
Same as Property Owner?	(X) One	() No	(X) Yes
Name:			
Mailing Address:	City:	State:	ZIP:
Phone:	Email:		

* Per the Ouray Municipal Code regarding STR regulations, §7-4-11-g-iv: "Real property owner shall designate a responsible party who is located within a forty-five (45) minute drive of the City and available for immediate response to issues or emergencies that arise from the short-term rental."

BUSINESS INFORMATION			
Name:	SMITSERLAND OF AMERICA PROPERTY MANAGEMENT, LLC.		
Physical Address:	800 DAK STREET		
Mailing Address:	PO BOX 94725	City:	OURAY State: CO ZIP: 81427
Phone:	970-325-1111	Email:	JS@SOAPM.COM

Is this STR Application related to the City's Cap & Trade program?	(X) One	(X) No	() Yes
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If Yes, the Real Property Owner will be contacted to ensure that all applicable Cap & Trade policies are met, including providing 3 or more long-term units to be granted a STR license for a 4th unit on the same property.

BUSINESS INFORMATION (CONT.)	
Type:	<input checked="" type="checkbox"/> One <input checked="" type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC
If Sole Proprietor or Partnership: Provide names and addresses for all owners/partners JILL PENTER, 275 11 th AVE, OURAY, CO 81427	
If Corporation or LLC: Provide names and addresses for all officers	
President:	N/A
Vice President:	
Secretary:	
Treasurer:	

STR PROPERTY/OPERATION INFORMATION	
Property Address: 320 6 th AVENUE	
Property Legal Description (Lot #, Block #, Subdivision): LOTS 21-24, BLOCK 18	
Parcel Number: 451531207021	Zone District: R-2
Property Phone Number: N/A	
HOA Contact (if applicable): N/A	Phone:
State Sales Tax #: 1234567	
Acknowledge Ouray Lodging & Occupation Tax Schedule:	(initials) JQR
LISTING INFORMATION	
# of Units: 1	# of Bedrooms: 3
# of Off-Street Parking Spaces: 1	
Is the STR registered with Airbnb, Craigslist, VRBO, Home Away or any third-party STR service? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> One	If yes, please list which services. If no, please state how the STR unit is being advertised/marketed: VRBO, AIRBNB
Internet Listing Site: VRBO	Listing #: 1976176

COMPLIANCE WITH BUILDING & FIRE CODES	
All Residential Short-Term Rentals are subject to the applicable building and fire codes and prior to occupancy must be reviewed and approved for compliance with codes by the City's Building Official. An on-site inspection will be required to review life/safety Building Code requirements such as location of fire extinguisher(s); smoke and carbon monoxide detectors; and ingress/egress.	
Will your STR require remodeling or renovations?	<input type="checkbox"/> One <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the STR dwelling unit connected to the City of Ouray water and sewer system?	<input checked="" type="checkbox"/> One <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide your City of Ouray Account #: 8675309	
Do you rent out your STR dwelling unit(s) on a year-round basis?	<input type="checkbox"/> One <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, what do you use the dwelling unit for during the rest of the year when it is not in the STR pool? LONG-TERM RENTAL	

STR LICENSE APPLICATION SUBMITTAL CHECKLIST	
The following submittals are required in order to be considered for a Short-Term Rental License. Please complete and submit this completed application along with the required documentation as outlined in Section 7-5-J-11 Short-Term Rentals of the City of Ouray Municipal Code.	
Complete application packet shall be submitted to the Community Development Department. Incomplete or inadequate submittals will result in delay or rejection of the request for a Short-Term Rental License. Please contact Community Development Department with questions regarding the submittals required herein.	
* Note: All drawings must be drawn to scale	
<input checked="" type="checkbox"/>	← (Check box on the left to show the following items are completed/attached)

<input checked="" type="checkbox"/>	Completed Short-Term Rental (STR) Application Form
<input checked="" type="checkbox"/>	Authorization of Agent Form, if the applicant is not the real property owner
<input checked="" type="checkbox"/>	State Sales Tax ID Number on Official State Form
<input checked="" type="checkbox"/>	Site Plan including: all existing structures; location of proposed parking area for customers; the building setbacks; bear proof trash bins; ingress and egress to the site The site plan shall be legible and must meet all applicable standards outlined in Section 7-5-J-11, Short Term Rentals of the City of Ouray Municipal Code
<input checked="" type="checkbox"/>	Pictures of exterior lighting that must be dark sky, full cutoff lighting
<input checked="" type="checkbox"/>	Picture of current address posted on the property
<input checked="" type="checkbox"/>	Certificate of Occupancy for new construction and/or Letter of Completion for renovations or remodels and/or change of occupancy (if applicable)
<input checked="" type="checkbox"/>	Draft of posted notice for inside the unit that includes the information as required by the STR Regulations
<input checked="" type="checkbox"/>	Proof of Fire, Hazard and Liability Insurance
Scan, compile and submit complete short-term rental license application form with all submittal materials as one PDF file that is emailed to buildinginspector@cityofouray.com or drop off the completed application submittal to City Hall to the attention of the City Building Official. (All fees shall be paid at the time of license issuance and not prior) ✓	

Please refer to the "Example Short-Term Rental License Application" to view what is considered a complete submittal and tips for looking up zoning, address, legal description and preparing a site plan.

See Resolution 12, Series 2021 for information on STR Cap and application processing policies.

AGREEMENT & SIGNATURE

I, the undersigned, agree to operate the Short-Term Rental unit(s) in full compliance with the City of Ouray zoning regulations, Tax submittal requirements, and all codes and policies related to Short-Term Rentals. I further certify the information given is correct to the best of my knowledge. I also acknowledge that additional taxes and fees may be imposed on existing, new and future Short-Term Rentals.

I also understand that failure to include applicable application material(s) may result in the rejection of my application or delays in the approval process. I also certify that the signature(s) affixed to this application are those for the property owner and/or legal authorized agent. If I am the agent, I am including an owner's affidavit.
I also understand that the Owner and Agent will sign the Short-Term Rental license application that will include required conditions pursuant to Ouray Land Use Code.

I understand that this application may be open for public inspection as required by the Colorado Open Records Law (C.R.S. 24-72-202, et seq) and that my personal information contained on this application may be available to the public for review.

Property Owner Name - Printed: <i>JILL Q. RENTER</i>	Date: <i>11/20/2021</i>
Property Owner Name - Signature: <i>Jill Q. Renter</i>	Date: <i>11/20/2021</i>
Agent Name - Printed: <i>JOHN SMITH</i>	Date: <i>11/20/2021</i>
Agent Name - Signature: <i>John Smith</i>	Date: <i>11/20/2021</i>

