

# **Summit County Short-Term Rental Permit Application**

Step-by-step Instructions



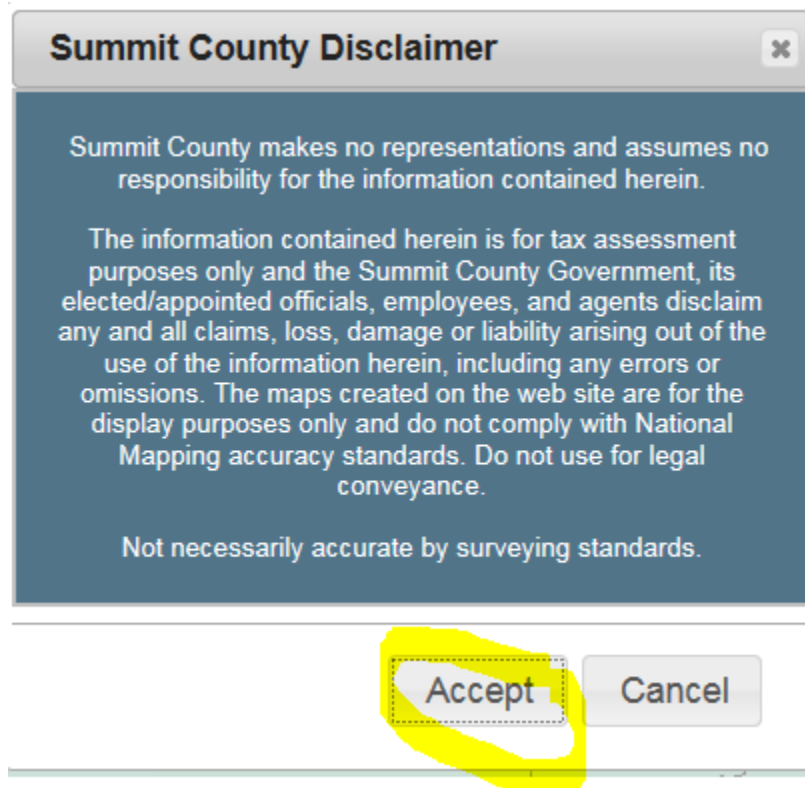
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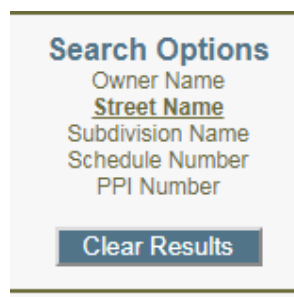
## STEP 1: VERIFY THE JURISDICTION OF YOUR PROPERTY

Go to the [GIS Parcel Query Tool](#).

A disclaimer will pop up. Click “Accept.”



In the right-hand column, select “Street Name.”



Type only the street name (not the building number or the street suffix such as “DR,” “ST,” etc.) in the text field. Different street options will appear in the box below. Select your street. Another box will appear with specific addresses. Select your property from the list.

**Search Options**  
 Owner Name  
 Street Name  
 Subdivision Name  
 Schedule Number  
 PPI Number

**Clear Results**

Street Name (w/o Suffix)  
  
 Submit

PEAK ONE BLVD (CR 100)  
 PEAK ONE CAMPGROUN  
 PEAK ONE CAMPGROUN  
 PEAK ONE CAMPGROUN  
 PEAK ONE CAMPGROUN  
 PEAK ONE CIR (CR 1002)  
 PEAK ONE DR (CR 1005)

0037 PEAK ONE DR (CR 1  
 0340 PEAK ONE DR (CR 1  
 0350 PEAK ONE DR (CR 1  
 0350 PEAK ONE DR (CR 1  
 0360 PEAK ONE DR (CR 1  
 0360 PEAK ONE DR (CR 1  
 0360 PEAK ONE DR (CR 1

Zoom to All

If you do not find your property, then try searching by “Owner Name” instead of “Street Name.” Enter only the last name of the owner and then click “Submit.”

Once you have selected your property, the property info will appear in the bottom of the screen. Check to make sure that your property is located in Unincorporated Summit County. You can do this by looking at the “Jurisdiction.” If your jurisdiction says “Summit County,” then your property is located in Unincorporated Summit County.

SCHEDULE: 6512491 Get Detail Data

Property Info	
OWNER:	SUMMIT CTY BRD OF COMMISSIONERS
PROP. DESC:	TR 5-78 Sec 36 Qtr 3 Acres 54.2060 LKA PT OF GOVT LOTS 11, 13, AND 15 COUNTY COMMONS PARCEL LIBRARY MAIN BRANCH BUILDING AND PLANNING AND GIS MI CARE CSU EXTENSTION DEPT MOTOR VEHICLE
PHYS. ADD:	0037 PEAK ONE DR (CR 1005)
JURISDICTION:	SUMMIT COUNTY

If your Jurisdiction says “Dillon,” “Blue River,” “Breckenridge,” “Silverthorne,” or “Frisco,” then you are located inside Town limits and you will need to fill out the applicable town’s STR permit application instead of the Summit County permit application. Helpful hint: all of Keystone and Copper Mountain are located in Unincorporated Summit County.

Keep the GIS Parcel Query Tool open as you may need to refer back to it when filling out your permit application.

## STEP 2: READ AND COMPLY WITH THE STR REGULATIONS

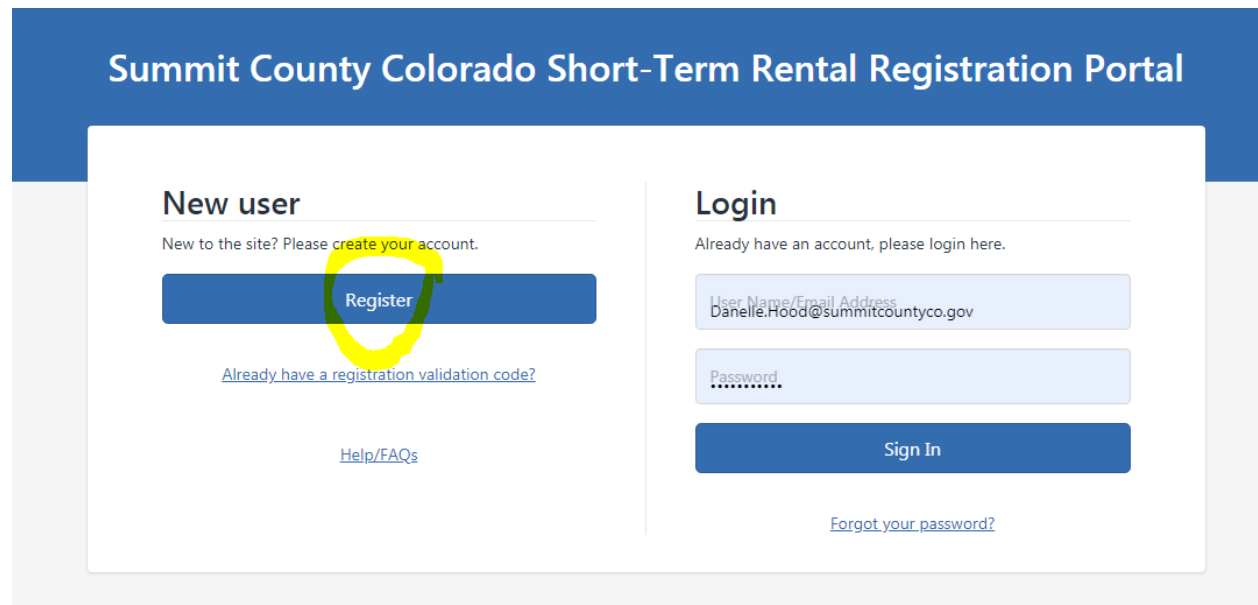
The Summit County short-term rental regulations can be found [here](#). Be sure to read, understand, and comply with the regulations.

## STEP 3: CREATE A NEW ACCOUNT IN THE PERMIT PORTAL

Open a new window in Chrome or FireFox. IMPORTANT NOTE: The permit portal is not fully functional in Internet Explorer or Safari.

Using Chrome or FireFox, go to the [Summit County Short-Term Rental Registration Portal](#).

If you are a new user and need to create an account, then click “Register.”



The screenshot shows the Summit County Colorado Short-Term Rental Registration Portal. The page is divided into two main sections: "New user" and "Login".

**New user**  
New to the site? Please [create your](#) account.  
A blue "Register" button is highlighted with a yellow circle. Below it is a link: [Already have a registration validation code?](#) At the bottom of this section is a link: [Help/FAQs](#).

**Login**  
Already have an account, please login here.  
There are two input fields: "User Name/Email Address" with the value "Danelle.Hood@summitcountyco.gov" and "Password" with masked characters "\*\*\*\*\*". Below these fields is a blue "Sign In" button. At the bottom of this section is a link: [Forgot your password?](#)

Fill in the required fields marked by red stars.

# Summit County Colorado Short-Term Rental Registration Portal

Already have an account? please [Sign in](#)

## Create a new account.

### Account Information

User Name / Email Address \*

Password ⓘ \*

Confirm Password \*

Applicant Name: ⓘ \*

### Address Information

Applicant Mailing Address: \*

Applicant City: \*

Applicant State: \*

Applicant Zip: \*

### Contact Information

Permit Contact Name: ⓘ \*

Applicant Phone Number \*

Name of Responsible Agent ⓘ \*

Responsible Agent Phone Number: \*

Sign Up

Only enter your email address. Your email address is your username. NOTE: If you already have an STR Helper login in another municipality, you will have to use a different email address to create a new user name for Summit County.

If you're having trouble meeting the password requirements, try using an exclamation mark (!) or dollar sign (\$) as your special character. The hashtag (#) is not a valid special character.

This is the name and address of the person creating the username and password, which may or may not be the STR owner.

Enter the name of the person you want us to contact if we have questions related to the permit.

Enter the name of the person who will be available 24/7 to respond to complaints. This person does not have to live locally.

If you have an international address, enter the entire address on the first line where it says "Applicant Mailing Address." Enter "International" for City, "CO" for State, and "80443" for zip.

Before you click "Sign Up," make sure that the security settings on the email address you provided as your user name are not going to reject the email containing your verification code. After you click "Submit," a verification code will be sent to the email address that you provided as your username. Check your inbox for an email from [no-reply@verificationemail.com](mailto:no-reply@verificationemail.com). If you don't receive it, check your spam, junk, and trash folders. Once you've received the verification code, enter it and press "Submit."

# Summit County Colorado Short-Term Rental Registration Portal

## Confirm Verification Code

Check your email inbox and spam folder for the code.

User Name/Email Address  
Danelle.Hood@summitcountyco.gov

Verification Code

Submit

After entering your verification code, you will be directed to the login screen. Enter the username (your email) and password you created and click “Sign In.”

# Summit County Colorado Short-Term Rental Registration Portal

## New user

New to the site? Please create your account.

Register

[Already have a registration validation code?](#)

[Help/FAQs](#)

## Login

Thank you for registering. Now please login.

User Name/Email Address  
Danelle.Hood@summitcountyco.gov

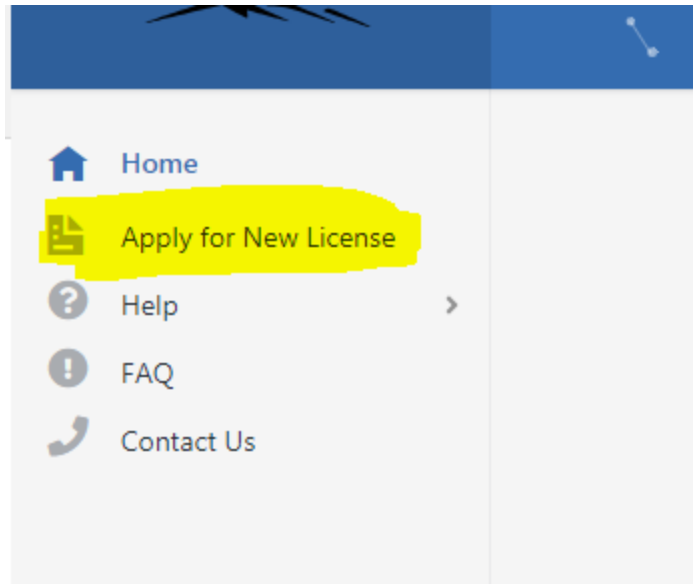
Password  
.....

Sign In

[Forgot your password?](#)

## STEP 4: FIND & SELECT YOUR PROPERTY IN THE PERMIT PORTAL

After logging into the permit portal, click on “Apply for New License” in the upper left-hand column.

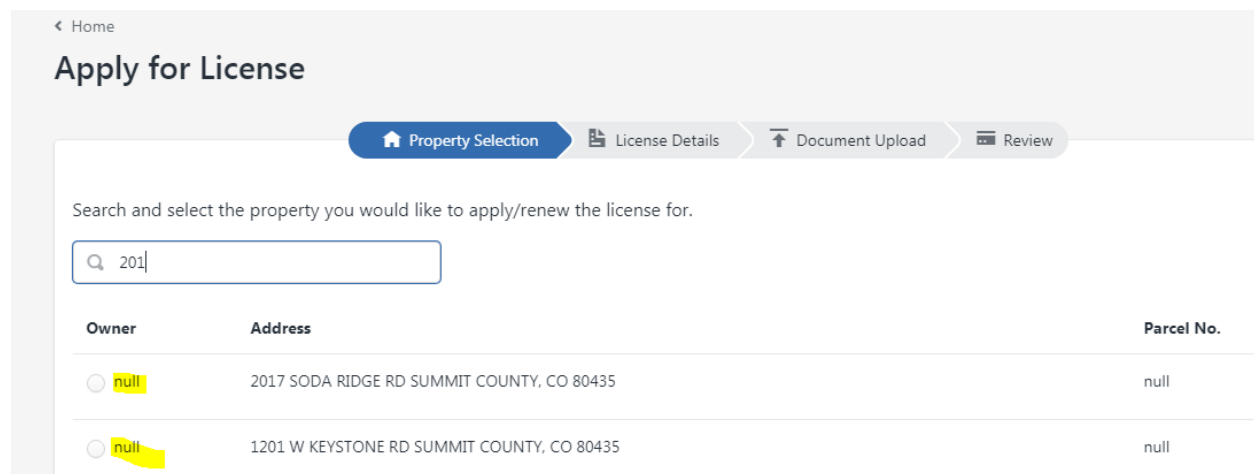


You will be directed to the Property Selection screen. In the search bar, type one of the following:

1. the street name without the suffix (i.e. “DR,” “ST,” etc.),
2. the unit number
3. the building number

For example, if my property address is 0037 Peak One Drive, Frisco CO 80443, then I will first try typing “Peak One” and press enter.

**IMPORTANT NOTE: Do not apply for a property that has “null” listed as the owner! If you apply for a “null” address, your application will be rejected and you will have to re-apply.**



Helpful Hints for finding your property:

- The address that was entered into the permit portal is the same address found under “PHYS. ADD” in the [GIS Parcel Query Tool](#) without the County Road in parenthesis. If you’re having trouble finding your property, go back to Chapter 1 to locate your property in the GIS Parcel Query Tool and try searching with the address you see in the “Property Info” section.



Property Info	
OWNER:	SUMMIT CTY BRD OF COMMISSIONERS
PROP. DESC:	TR 5-78 Sec 36 Qtr 3 Acres 54.2060 LKA PT OF GOVT LOTS 11, 13, AND 15 COUNTY COMMONS PARCEL LIBRARY MAIN BRANCH BUILDING AND PLANNING AND GIS MI CARE CSU EXTENSTION DEPT MOTOR VEHICLE
PHYS. ADD:	0037 PEAK ONE DR (CR 1005)
JURISDICTION:	SUMMIT COUNTY

- If you are searching for a condo, try entering the unit number only. For example, if my property address is 123 Dercums Dash Unit #201, then I would type “201” in the search bar and press enter.
- You cannot search by owner name or parcel number.
- If you still cannot find your property in the permit portal, call 970.668.4185.
- If you have found your property, but it has the previous owner’s name listed, please go ahead and apply anyway. The permit portal database is only updated twice per year with the information in the Assessor’s Database. As long as your info is correct in the GIS Parcel Query Tool (in Chapter 1), then your property record will be updated in the permit portal the next time the date is imported from the Assessor’s Database.

Once you’ve selected your property, click “Continue.”

## STEP 5: DETERMINE THE TYPE OF PERMIT YOU NEED

After you’ve selected your property and clicked “Continue,” the first question on the application asks what type of permit you need. (\*Note: we know it says “license” here, but we are actually issuing permits. Due to the limitations of the software, we weren’t able to change this wording.)

### Type of license for the property.

There are 5 different STR permit application types. In order to determine which application applies to your STR property, answer the following questions:

- Are you applying for an occupancy of 20 or more people? If yes, choose “Short-Term Vacation Rental Conditional Use Permit (CUP)” on the drop down menu.
- Are you applying for more than 5 outdoor parking spaces (excluding garage)? If yes, choose “Short-Term Vacation Rental Conditional Use Permit (CUP)” on the drop down menu.

- Are you requesting to deviate from the occupancy standards defined in the regulations? If yes, choose “Short-Term Vacation Rental Conditional Use Permit (CUP)” on the drop down menu.
- Are you requesting to deviate from the regulations in any way? If yes, choose “Short-Term Vacation Rental Conditional Use Permit (CUP)” on the drop down menu.
- Are you applying for 6 or more units in the same building? If yes, choose MASTER Bulk STR Permit Application for the first unit. At the end of the application, there will be a pop-up that asks if you want to fill out an application for another STR property. You would click “Yes” and then begin filling out the “Bulk STR Permit Application for Additional Units” for each additional STR property that you are applying for in the same building.
- Have you already obtained an approved STR permit and you just need to change the Responsible Agent contact information on file? If yes, choose “Short-Term Vacation Rental Permit Responsible Agent Change Request” on the drop down menu.
- If your answer was “no” to all of the above questions, choose “Short-Term Vacation Rental Permit Application” on the drop down menu.

Here is an explanation of the 5 different permit types:

1. **Short-Term Vacation Rental Conditional Use Permit (CUP):** If you are applying for occupancy of 20 or more or more than 5 outdoor parking spaces, apply for the CUP application.
2. **MASTER Bulk STR Permit Application:** This is applicable if you are applying for 6 or more units in the same building. Use this permit type for the first unit in the building. For all other units in the same building, use the Bulk STR Permit Application for Additional Units.
3. **Bulk STR Permit Application for Additional Units:** Use this permit type if you are applying for 6 or more units in the same building and you have already filled out the MASTER Bulk STR Permit Application for one of the units in the same building.
4. **Short-Term Vacation Rental Permit Responsible Agent Change Request:** Use this permit type if you have already applied for an STR permit and all you need to do is change the contact information we have on file for the Responsible Agent.
5. **Short-Term Vacation Rental Permit Application:** This is the standard application, which should be used if you are applying for less than 6 STR permits in the same building, an occupancy of less than 20 people, and less than 5 outdoor parking spaces.

## STEP 6: FILL OUT THE STR PERMIT APPLICATION

**Is this property a deed restricted workforce housing unit? \***

Choose... ▼

If your property is deed restricted, short-term rental is likely prohibited. Please check this before applying.

**Water supply to serve the STR property: \***

Choose... ▼

**Sewer service to serve the STR property: \***

Choose... ▼

OWTS = On-site Wastewater Treatment System (septic system).

In order to verify what type of water and septic service you have, Go to the [GIS Parcel Query Tool](#) and, using the search options in the right-hand column, find and select your property. At the bottom of the map (just above “property info”) click on “Get Detail Data.”

Property Info		Mailing Address	
OWNER	SUMMIT CITY BRD OF COMMISSIONERS	NAME/CO	SUMMIT CITY BRD OF COMMISSIONERS
PROP_DESC	TR 5-78 Sec 36 Qtr 3 Acres 54.2060 LKA PT OF GOVT LOTS 11, 13, AND 15 COUNTY COMMONS PARCEL LIBRARY MAIN BRANCH BUILDING AND PLANNING AND GIS MI CARE CSU EXTENSION DEPT MOTOR VEHICLE	STREET	PO BOX 68
PHYS_ADDR	0037 PEAK ONE DR (CR 1005)	CSZ	BRECKENRIDGE CO 804240068
JURISDICTION	SUMMIT COUNTY		

Another page will populate. At the bottom of the page, you will see the water and sewer. If it says “Public Swr” and “Public Wtr,” then choose “Municipal” on the STR permit application. If it says “septic,” choose “OWTS.” If it says “well,” choose “well.”

Improvement Info:	First: 22457	FinHalf: 0	Beds: 0	Units: 0	Impstyle: Unknown	Grade: Average
Imp#:	Second: 22457	FinBarrt: 0	Baths: 0.00	Gar Sgft: 0	Bsmt: NONE	Cond: Unknown
YearBilt: 1999	Third: 0	SFLA: 0	Rooms: 0	Cars: 0	Garage: Unknown	Xwall: Brick
AdjYr: 1999	Addn: 0	UnBarrt: 0	Lofts: 0	Heat: Forced Air		
Acres: 54.2060	Access: Pub Paved	Topography: Sloping	View: Good	Tree Cover: Heavy		
Hydrology: None	Sewer: Public Swr	Water: Public Wtr	Utilities: Elec & Gas	Misc: BORDER FS		

**Does the property have an outdoor fire pit? \***

Choose... ▼

If so, please contact your local fire department and the Summit County Building Department to see if your fire pit requires a permit. Keep in mind that we will not be doing inspections in order to approve

the STR permit application, but if we were to audit your property, we would ask you to provide this information (if applicable).

**Are any changes proposed to the exterior of the property or building? \***

**If yes, please describe the proposed changes to the exterior:**

Only answer “yes” to this question if the changes are being proposed in order to convert the property to a short-term rental. If there are exterior changes proposed, we are required to notify the adjacent neighbors.

**Owner's Name(s) or Name of Ownership: \***

**Owner's Mailing Address \***

**Owner's Telephone: \***

**Owner's Email: \***

This information pertains to the owner (not the property manager). Please enter the contact info for the person or entity who owns the property.

**Is this a fractional ownership unit? \***

A fractional ownership unit is a timeshare owned by multiple different parties. **IMPORTANT NOTE:** The STR Regulations only apply to single-family fractional ownership units (including townhomes and duplexes). If you own a fractional ownership condominium, you do not need to apply for an STR permit. The STR Regulations do not apply to fractional ownership condominiums.

**Name of Person or Entity Preparing Sales Tax Return: \***

**Tax Remitter Phone Number: \***

**Tax Remitter Email Address: \***

**Sales Tax Account Name(s): \***

**Sales Tax License Number(s): \***

This is not a new tax. This is the same sales tax that has always applied to short-term rental properties. Whoever is currently collecting and remitting your sales taxes will have this information.

For information on sales taxes applicable to properties located in unincorporated Summit County, visit the [Summit County Finance Department Sales Tax page](#). If you have sales tax questions, [email the Finance Department](#) or call 970-453-3439.

If you are a property manager filling out this application on behalf of the homeowner and the homeowner has their own listings that they manage separately from the listings that your property management company handles and they collect/remit sales tax for those separate bookings, you will need to list 2 sales tax license numbers here (one for the sales tax that your property management company is collecting/remitting and one for the sales tax that the homeowner is collecting/remitting on their own).

### **STR Owners Who Use Airbnb Only**

If you exclusively use Airbnb to advertise your STR property, and Airbnb collects and remits your sales tax, enter the Airbnb sales tax license number (33255372) on your STR permit application. You do not need to obtain your own sales tax license number.

### **STR Owners Who Use Airbnb and/or Other Platforms**

If you advertise your STR property on Airbnb AND other platforms (e.g., VRBO, HomeAway), and Airbnb collects and remits your sales tax, you must enter two sales tax license numbers on your Summit County STR permit application:

The Airbnb sales tax license number: 33255372.

The sales tax license number you must obtain from the State of Colorado to remit sales tax for rental revenues generated through the other STR advertising platforms.

If Airbnb does not collect and remit your sales tax, you need only one sales tax license number to remit taxes on all platforms.

On the Summit County STR permit application, each applicant should provide a maximum of two (2) sales tax license numbers: one for Airbnb and one for all other platforms.

### **STR Owners Who Use VRBO**

VRBO may collect sales tax on behalf of the STR owner, but VRBO does not remit the collected sales tax to the state, according to the Colorado Department of Revenue. Instead, VRBO forwards the collected sales tax to the STR owner, and it is the owner's responsibility to then remit the sales tax to the State of Colorado.

After filling out the sales tax questions, there is a check box pertaining to personal property taxes:

I hereby acknowledge that by renting my property I may be subject to the reporting of my rental furnishings/equipment and payment of Personal Property Tax. The County Assessor's Office will contact me for further information if needed.\*

Reporting rental furnishings/equipment and payment of Personal Property Tax is not a new tax. We put this here to remind STR property owners that this tax is applicable. If you have specific questions about Personal Property Taxes or declaring furnishings and equipment, please contact the Treasurer's Office at 970.453.3440.

**Please enter the hosting platform(s) or website(s) that the property is advertised on: (if not advertising at this time enter N/A) \***

Please enter all hosting platforms that your property is currently listed on such as VRBO, AirBNB, HomeAway, Vacasa, etc. If you are a property manager filling out this application on behalf of the homeowner and the homeowner has their own listings that they manage separately from the listings that your property management company handles, you still need to list the other advertisement platforms here.

**Please select the type of rental that this property is offered as: \***

**Type of unit: \***

**If the unit is a condominium, are the building's egress components (including exterior and interior corridors, stairways, horizontal exits, exit passageways, etc.) 44 inches wide or greater? \***

**If the unit is a condominium, does the building have an installed sprinkler system? \***

If your property is not a condo, then select "N/A" for the last 2 questions. If you're unsure about the building's interior egress components or whether or not a sprinkler is installed, you may want to contact your property manager or your HOA to confirm this information. If your condo building does not have a sprinkler system and it also does not have interior egress components of 44 inches or wider, then your property qualifies for the 2 per bedroom plus 2 occupancy. If your property has one or the other or both, then your property qualifies for the 2 per bedroom plus 4 occupancy.

**Number of bedrooms for rent: \***

Please only list the number of bedrooms you are short-term renting. For example, if you own a 3-bedroom house that you occupy and you only short-term rent one of your bedrooms, please list "1" here.

**Does the property contain a loft, which meets the County Building Department requirements for a potential sleeping room? If yes, do not include the loft in the number of bedrooms for rent in the question above. The occupancy for the loft will be included in your application by answering yes to this question. ⓘ \***

**Is there a County-approved lock-off room included within this property? If yes, do not include the lock-off in the number of bedrooms for rent in the question above. The occupancy for the lock-off will be included in your application by answering yes to this question. ⓘ \***

NOTE: A lock-off is not a closet that you lock with your personal belongings. If you click on the blue and white exclamation mark next to the question, you will be directed to the definitions of a loft and lock-off. You can also find the definitions [here](#). Do not include these in your total bedroom count above.

If yes, how many?

If you have a lock-off, please indicate how many lock-offs the unit has.

Total interior living space square footage of the STR property (including any loft and/or lock-off rooms):  \*

In order your interior living space square footage, go back to the [GIS Parcel Query Tool](#) and, using the search options in the right-hand column, find and select your property. At the bottom of the map (just above “property info”) click on “Get Detail Data.”



Property Info		Mailing Address	
OWNER:	SUMMIT CTY BRD OF COMMISSIONERS	NAME/CO:	SUMMIT CTY BRD OF COMMISSIONERS
PROP. DESC:	TR 5-78 Sec 36 Qtr 3 Acres 54.2060 LKA PT OF GOVT LOTS 11, 13, AND 15 COUNTY COMMONS PARCEL LIBRARY MAIN BRANCH BUILDING AND PLANNING AND GIS MI CARE CSU EXTENSION DEPT MOTOR VEHICLE	STREET:	PO BOX 68
PHYS. ADDR:	0037 PEAK ONE DR, (CR 1005)	CSZ:	BRECKENRIDGE CO 804240068
JURISDICTION:	SUMMIT COUNTY		

Another page will populate. Near the bottom of the page, you will see “SFLA.” The number that appears to the right of “SFLA” is your total square footage. Enter this number on your application.

2018 Actual Value			
SINGLE FAMILY LAND	\$202,391		1112
SINGLE FAMILY STRUCTURE	\$312,077		1212
<b>Total Value:</b>	<b>\$514,468</b>		

Improvement Info:	First:	780	FinHalf:	540	Beds:	3	Units:	1	
#:	1	Second:	0	FinBsm:	468	Baths:	2.00	Gar Sqft:	312
Y:	1973	Third:	0	<b>SFLA:</b>	<b>1788</b>	Rooms:	5	Cars:	1
R:	1977	Addn:	0	UnBsm:	0	Lofts:	1	Heat:	Forced Air

Acre:	0.5700	Access:	Pub Paved	Topography:	Steep	View:	Good
Hydrology:	None	Sewer:	Public Swr	Water:	Public Wtr	Utilites:	Elec & Gas

Total overnight occupancy advertised for this STR property: \*



Please list the maximum number of people you will allow to stay at your property at one time. If you are applying for an overnight occupancy of 20 or more people, go back to the first question on the application and make sure you are filling out the CUP application.

Please list the number of on-site parking spaces. Note: if you only have .75 of a parking space assigned to your unit, enter "1" here and then make note of it in your answer to the next question about parking description. \*

Describe the location of on-site and/or off-site parking spaces: \*

Only list the number of parking spaces that are specifically allotted for your unit. In the description field, please tell us if the spaces are assigned or unassigned and where they are located (i.e. 2 in garage, 3 in driveway). **IMPORTANT NOTE:** If you are applying for more than 5 outdoor (not including the garage spaces) parking spaces, go back to the first question on the application and make sure you are filling out the CUP application.

Please provide a simple description of how your trash disposal and collection plan for the property ensures that trash containers are not left outdoors where they can cause issues for wildlife and snow removal operations. \*

The trash disposal and collection plan must ensure that trash containers are not left outdoors where they can cause issues for wildlife or snow removal operations. Examples of acceptable trash disposal and collection plans may include:

1. Indoor storage of trash with concierge/valet collection service provided by the waste hauler at the time of pickup.
2. Storage of trash using bear-proof containers, with trash containers to be put out by the responsible agent no earlier than 6:00 a.m. and returned to the designated location by 7:00 p.m. on the day of pickup.
3. Enclosed dumpster located in parking lot of condo building.

**Responsible Agent Address:**

**Responsible Agent Email: \***

When you created your username and password for the permit portal, you provided the Responsible Agent name and phone number. Please list the address and email for the same person. Also, keep in mind that every property that you apply for under your login credentials will be assigned the same

Responsible Agent. If you wish to apply for a new property using a different RA, then you will need to create a new account (new username and password).

- Each owner of a short-term rental property shall designate a person or company to serve as the responsible agent. An owner of a short-term rental may designate himself/herself as the agent. The responsible agent shall have access and authority to assume management of the unit and take remedial measures. The agent shall be available 24 hours per day, 7 days per week to respond to potential issues and violations and must have a text-enabled phone. The responsible agent must be able to respond to complaints within an hour of notification of such complaint being sent via email or text. I hereby authorize the designated person or company listed to assume responsibility as the responsible agent. \*

The Responsible Agent is not required to live locally. They are required to be available 24/7 and respond to complaints with their intended resolution via phone within one hour.

**Acknowledgements**

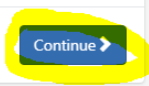
- I hereby acknowledge that I have read, understand, and agree to comply with the Health & Safety Standards set forth in Section 3821.08 of the County Code.
- I hereby acknowledge that I have read, understand, and agree to comply with the Site Plan and Operation Standards to Mitigate Community Impacts set forth in Section 3821.09 of the County Code.
- I hereby acknowledge that I have read, understand, and agree to comply with the Good Neighbor Guidelines, and will provide a copy of the Good Neighbor Guidelines, parking plan and trash disposal requirements to all renters with the rental agreement and by posting these documents in a prominent location within the property.
- I hereby acknowledge that I have read, understand, and agree to comply with the Advertising and Signage requirements set forth in Sections 3821.10 and 3821.11 of the County Code.
- I hereby acknowledge that, if this property is regulated by a homeowners' association (HOA), there may be separate HOA rules and regulations that I need to be aware of and follow.

Please check with your HOA to ensure they allow short-term rental before applying. If you apply for a short-term rental permit, but your HOA does not allow short-term rental, your money will not be refunded.

Next, sign the application electronically by typing in your full name. Then press “Continue.”

By completing and signing this affidavit I (we) affirm that, under pains and penalties of perjury, I (we) have inspected this property and that it complies with all applicable laws, and codes as noted above, and will maintain adherence to these requirements throughout the duration of use of the property as a short-term vacation rental. By submitting this application and affidavit, I do hereby indemnify and hold harmless Summit County and its successors, assigns, employees, and contractors from all claims arising out of the operation of my property as a short-term vacation rental.  
(Enter Full Name in Space Below) \*

\* Required field



## STEP 7: UPLOAD DOCUMENTS (IF NECESSARY)

After you've signed the application and clicked "Continue," you will be directed to the document upload page. You may or may not be required to upload documents, depending on which type of application you selected.

- **Short-Term Vacation Rental Permit Application** – No documents required. Click "Continue."
- **MASTER Bulk STR Permit Application** - No documents required. Click "Continue."
- **Bulk STR Permit Application for Additional Units** - No documents required. Click "Continue."

Edit License

License Details Document Upload Review

✓ There are no documents necessary. Please click "Continue".

Back Continue

- **Short-Term Vacation Rental Conditional Use Permit (CUP)**
  - Pumping report - Not a requirement until Oct 1, 2019 and only pertains to houses with septic systems.
  - Parking Plan – Only necessary if you are proposing more than 5 outdoor parking spaces (excluding any parking located inside a garage). If you are proposing more than 5 outdoor parking spaces, please upload a photo or hand-drawn sketch showing the location and dimensions of the parking area.
  - Floor Plan – this is a required document for the CUP application. Please submit a floor plan that shows the sleeping area, the number and types of beds, and proposed number of people within each designated sleeping area.

## Edit License

License Details | **Document Upload** | Review

Please upload required documents. You will not be able to continue unless all the required documents have been uploaded.

**Pumping Report (Required if On-site Wastewater Treatment System (OWTS) / septic system serves the property. The pumping report isn't a requirement until October 1, 2019)**

Choose files

**Parking Plan Document - Showing the location of proposed parking spaces on the property.**

Choose files

**Floor Plan Document - Showing location of sleeping area, the number and type beds, proposed number of people within each designated sleeping areas.\***

Choose files

**Uploaded documents**

- Pumping Report (Required if On-site Wastewater Treatment System (OWTS) / septic system serves the property. The pumping report isn't a requirement until October 1, 2019) - (not uploaded)
- Parking Plan Document - Showing the location of proposed parking spaces on the property. - (not uploaded)
- Floor Plan Document - Showing location of sleeping area, the number and type beds, proposed number of people within each designated sleeping areas. - (Recording-665382.pdf)

\*Note: Effective October 1, 2019, all homes with a septic system will be required to upload a pumping report for all permit types.

After uploading the required documents (if any), click "Continue."

## STEP 8: REVIEW YOUR APPLICATION FOR ACCURACY




After uploading the pertinent documents and clicking "Continue," you will be directed to the Application Review screen. Please review the application for accuracy. If any revisions are necessary, click "Back" to go back to your application and make the necessary changes.

If your application is correct, click "Submit" at the bottom of the Application Review screen.

By completing and signing this affidavit I (we) affirm that, under pains and penalties of perjury, I (we) have inspected this property and that it complies with all applicable laws, and codes as noted above, and will maintain adherence to these requirements throughout the duration of use of the property as a short-term vacation rental. By submitting this application and affidavit, I do hereby indemnify and hold harmless Summit County and its successors, assigns, employees, and contractors from all claims arising out of the operation of my property as a short-term vacation rental.  
(Enter Full Name in Space Below)

Danelle Hood

#### Uploaded documents

-  Pumping Report (Required if On-site Wastewater Treatment System (OWTS) / septic system serves the property. The pumping report isn't a requirement until October 1, 2019) - (not uploaded)
-  Parking Plan Document - Showing the location of proposed parking spaces on the property. - (not uploaded)
-  Floor Plan Document - Showing location of sleeping area, the number and type beds, proposed number of people within each designated sleeping areas. - (Recording-665382.pdf)

\$350

[← Back](#) [Submit !\[\]\(74d4806277d7e73349d8e8c0897931e9\_img.jpg\)](#)

A pop-up window will ask if you want to fill out another application.

### Submit License

Would you like to create another license?

If you have more properties you would like to apply for, then click "Yes." If you do not have any more applications to fill out, click "No."

## STEP 9: SUBMIT PAYMENT

After submitting your application, you will be directed to the shopping cart. Your permit(s) should appear in your shopping cart in the upper right-hand corner.

Click on "Pay Now."

(1) Danelle Hood

< Home

## Shopping Cart

Bill	Description	Amount
BCB-2957	License Fee for the Property at 0057 COPPER CIR UNIT 203.SUMMIT COUNTY,CO 80443	\$350.00
<b>Grand Total</b>		<b>\$350.00</b>

Method of payment

[Pay Now](#)

Next, you will be directed to the payment portal.

**COLORADO**  
Official State Web Portal | Contact

1 **Payment Type**
2 Customer Info
3 Payment Info
4 Submit Payment

### Transaction Detail

The following amounts will be remitted back to the agency. An additional service fee will be applied after selecting a payment method. The service fee is \$.75 plus 2.25% of the order total for credit card payments or \$1 for electronic check payments.

SKU	Description	Unit Price	Quantity	Amount
1	Summit County STR Permit Fee	\$350.00	1	\$350.00
<b>Total</b>				<b>\$350.00</b>

### Transaction Summary

Summit County STR Permit Fee	\$350.00
<b>TOTAL</b> <span style="color: blue;">➔</span> <b>\$350.00</b>	

### Need Help?

Select Payment Method. You will receive a printable receipt at the end of your transaction. A service fee is applied after selecting a payment method. The service fee is \$.75 plus 2.25% of the order total for credit payments or \$1 for electronic checks.

### Payment

Payment Type

**Payment Type \***

Select One ▼

[NEXT >](#)

Customer Information

Payment Info


You can pay with a credit card, debit card, or e-check. The transaction fee is \$00.75 plus 2.25% of the order total for credit/debit card payments or \$1.00 for electronic check payments.

After you have filled out your payment type, click "Next."

# Payment

Payment Type

Payment Type \*

Credit Card 

**NEXT >**

Customer Information

Payment Info

✕ CANCEL

Fill in your customer information. Note: use the billing address that corresponds with the credit card, debit card, or electronic check that you will use to pay. Then click "Next."

Complete all required fields [ \* ]

**Country**

United States

**First Name \***

Danelle

**Last Name \***

Hood

**Company Name**

Summit County Planning Department

**Address \***

0037 Peak One Drive

**Address 2**

**City \***

Frisco

**State \***

CO - Colorado

**ZIP/Postal Code \***

80443

**Phone**

9706684185



**Payment Info**


✕ CANCEL


Fill in your payment details.



## Payment Info

Complete all required fields [ \* ]

Credit Card Number \* 

5405000063001234 

Credit Card Type



Expiration Month \*

March 

Expiration Year \*

2022 

Security Code \*

123  

Name on Credit Card \*

Danelle Hood 

NEXT 

 CANCEL

Click "Next."

Wait until you see a screen that says your payment has been processed.

## STEP 10: WAIT FOR APPROVAL EMAIL

After you've submitted your application, we will review it on our end. As soon as the review is complete, we will send you an email to let you know whether or not it is approved. The approval email will contain your permit number, maximum approved occupancy, and maximum approved outdoor parking spaces. Due to the high volume of applications we are receiving, our goal is to review all applications by June 30<sup>th</sup>.

## STEP 11: POST STR PERMIT INFO INSIDE UNIT & ON ADVERTISEMENT

After receiving your approval email, print and post the following documents in a prominent location within your STR property:

1. A sign that includes your Summit County STR Permit Number, street address and responsible agent contact information. Download [a template that you can use to create your sign \(pdf\)](#).
2. [Good Neighbor Guidelines \(pdf\)](#): Fill in your unit's occupancy limit in the "Maximum Capacity" section at the bottom of page 1.
3. County-approved parking plan
4. County-approved trash disposal and collection plan.

Advertising requirements: STR owners must include the permit number, maximum occupancy and maximum parking on all advertising (print, online, etc.). The permit number must be located after the property description.

Permit Transferability: A short-term rental permit is uniquely tied to an individual property and the owner. Therefore, upon sale of a property, the new owner must complete their own application for a short-term rental permit.

## STEP 12: RESPOND TO COMPLAINTS WITHIN 60 MINUTES

Non-emergency complaints pertaining to short-term rental properties such as noise, parking violations, occupancy limit violations, pet issues, feeding wildlife, and trash issues, can be submitted [online](#) or by calling the STR Helper Hotline at 970.368.2044.

When a complaint is filed through STR Helper, the complainant will receive a case number. STR Helper will contact the Responsible Agent for the specified property. The Responsible Agent will then have 60 minutes to respond and inform STR Helper of the planned resolution. To check on the status of a complaint, call the STR Helper Hotline and provide the case number.

Please note that the Summit County STR regulation program is currently in the implementation phase. The deadline by which STRs must have a valid permit and designated Responsible Agent is June 30, 2019. As we receive permit applications between now and the June 1 application deadline, we will be adding contact information for STRs into the system. The STR Helper Hotline will field complaints before June 30 and direct them to Responsible Agents whose contact information we have in our system at that point. All complaints will be logged into the system and linked to the subject property, and any issues will be evaluated during the permit review process and discussed with the applicant.