



# Application for Short Term Rental Business License

This license is required for short term rentals within the Town of Minturn.

Ord 04 – Series 2017 | MMC 6-7-10 to 6-7-80(c)

April 1, 20\_\_ to March 31, 20\_\_

## PROPERTY OWNER INFORMATION

OWNER NAME		SECONDARY OWNER NAME	
OWNER STREET ADDRESS (INCLUDE CITY, STATE & ZIP)		SECONDARY OWNER STREET ADDRESS (INCLUDE CITY, STATE & ZIP)	
OWNER MAILING ADDRESS (INCLUDE CITY, STATE & ZIP)		SECONDARY OWNER MAILING ADDRESS (INCLUDE CITY, STATE & ZIP)	
OWNER PHONE	OWNER EMAIL	SECONDARY OWNER PHONE	SECONDARY OWNER EMAIL

## PROPERTY MANAGEMENT CONTACT INFORMATION (must be physically located within 50 road miles of Minturn)

MANAGEMENT COMPANY NAME (IF APPLICABLE)	PRIMARY MANAGEMENT REPRESENTATIVE
MANAGEMENT STREET ADDRESS (INCLUDE CITY, STATE & ZIP)	MANAGEMENT MAILING ADDRESS (INCLUDE CITY, STATE & ZIP)
PROPERTY MANAGEMENT PHONE	PROPERTY MANAGEMENT EMAIL

## PROPERTY INFORMATION

PHYSICAL ADDRESS		
# ON-SITE PARKING SPACES	# BEDROOMS	
YEAR PROPERTY PURCHASED BY APPLICANT	MAX OCCUPANCY (3PPL/BDRM)	ADVERTISED OCCUPANCY

## ANNUAL ITEMS TO INCLUDE WITH APPLICATION

- Proof of 2-year ownership (closing statement)
- Copy of Colorado Sales Tax License
- Code Compliance & Safety Inspection<sup>1</sup>  
(Call 970-827-5645 x4)
- \$300.00 STR License Fee

<sup>1</sup> Reference Article 16 of the Minturn Municipal Code for complete details.

## APPLICANT SIGNATURE

I declare under penalty of perjury in the second degree that the statements made in the above application are true and complete to the best of my knowledge.	
_____ Authorized Signature	_____ Date

Please print and mail with payment to: Town of Minturn, Attn: Deputy Clerk, PO Box 309, Minturn, CO 81645. Questions: 970-827-5645 x2

## PAY BY CREDIT CARD:

## FOR OFFICE USE ONLY

NAME ON CARD	DATE PAID	FEE PAID
CARD # (VISA OR MC)	DATE ENTERED	LICENSE #
EXP DATE                      CVC	DEPUTY CLERK SIGNATURE	

Short Term Rental means any residential property dwelling unity or portion thereof rented for a period of less than thirty (30) consecutive days. Rentals of entire dwelling units, individual rooms, or portions of rooms shall each be considered Short-Term Rentals. MMC 6-7-20

Town of Minturn  
P.O. Box 309 ♦ 302 Pine Street  
Minturn, CO 81645



Kathy Biggs, Code Compliance Officer  
970-827-5645 ext. 4  
Email: code@minturn.org

## Code Compliance & Safety Inspection Checklist for Short Term Rentals April 1, 2017 to March 31, 2018

Owner Name(s): \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Short Term Rental Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

1) Copy of Assessors Report \_\_\_\_\_  
# of bedrooms per tax assessors \_\_\_\_\_  
# of bedrooms advertised on STR site \_\_\_\_\_  
Code Compliance initials for approval

2) Parking requirements met \_\_\_\_\_  
# of on-site parking spaces per submitted site plan \_\_\_\_\_  
STR website \_\_\_\_\_  
Code Compliance initials for approval

3) 911 address information and contact next to front door \_\_\_\_\_  
Code Compliance initials for approval

4) Working Fire Extinguisher\* at front door under 911 information  
(Minimum 5lbs. ABC) \_\_\_\_\_  
Code Compliance initials for approval

5) Smoke/Fire Alarm System\* working (In each bedroom) \_\_\_\_\_  
Code Compliance initials for approval

6) CO System\* working (outside bedrooms – within 15') \_\_\_\_\_  
Code Compliance initials for approval

Code Compliance Officer Comments: \_\_\_\_\_

\_\_\_\_\_  
Kathy Biggs  
Code Compliance Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature  
\*I take full responsibility to maintain and test safety equipment

\_\_\_\_\_  
Date

### REFERENCING CODES:

#### Sec. 6-7-40 – License restrictions.

(c) Number of inhabitants. No more than three (3) people per bedroom, including children, shall be permitted to occupy a Short-Term Rental.

#### Sec. 16-16-20. - Parking required for residential and lodging uses.

#### MINIMUM OFF-STREET PARKING REQUIRED FOR RESIDENTIAL & LODGING USES

Single-family and duplex	2 spaces per dwelling unit for up to 3 bedrooms 3 spaces for 4 bedrooms and 1 space per each additional bedroom after 4 bedrooms on-site parking
Accessory apartment or dwelling unit	1 space per unit