



City of Fountain Short Term Rental Permit Application

SHORT TERM RENTAL (30 DAYS OR LESS) APPLICATION REQUIREMENTS:

This application should be submitted to the City of Fountain Planning Department, 116 S Main St. Fountain, Colorado 80817. This application must be completed in full and accompanied by the following information and updated within 3 days in the event of changes:

- Completed Short Term Rental Application (all 4 pages)
- \$100 permit fee. The fee can be paid via check (payable to the City of Fountain), cash, or card. The permit fee can be paid over the phone at 719-322-2031.
- Signed and Notarized Short Term Rental Affidavit
- City of Fountain Business License
- Proof of at least \$500,000 in liability insurance (Proof can be provided by hosting platform contract acknowledging insurance coverage through the platform i.e. AirBnb/VRBO, policy information, or other documentation)
- Proof of homeowner insurance endorsement or rider for short term rental
- Proof of listing on hosting platform i.e. AirBnB/VRBO (emailed link or screenshot)

In the permitting of such use, the Manager, Planning Commission or City Council shall have authority to require such reasonable conditions as necessary to protect the public health, safety and general welfare and to ensure that the use, value and qualities of the neighborhood surrounding the proposed location will not be adversely affected.

PROPERTY OWNER INFORMATION

Name: _____ Name of LLC (if applicable): _____
 Address of Short Term Rental: _____ Zip Code: _____
 Telephone: _____ Email: _____

CHECK ALL THAT APPLY (SELECT A MINIMUM OF THREE):

- This is my primary residence (Occupied by owner not less than 185 days per year)
- I do not live at this property. My primary address is listed below. (Occupied by owner less than 185 days per year)
- I will be present during a majority of the rental period (I will be living on the property)
- I will not be present during a majority of the rental period (I will be living on a different property / traveling)
- I am renting the whole house/unit
- I am renting a room within the house

Primary/Address (if different): _____ City: _____ State: _____ Zip: _____

APPLICANT CONTACT INFORMATION:

Complete this section if the applicant is not the property owner

Name: _____ Telephone: _____
Email: _____

PROPERTY OWNER AUTHORIZATION FOR SUBMITTAL & CORRESPONDENCE

Complete this section if the applicant is not the property owner

I hereby authorize _____ to file this application to the City of Fountain for processing.

Signature of Property Owner Date

LOCAL EMERGENCY CONTACT:

During the term that the Short Term Rental is occupied, the following person must be available 24 hours a day 7 days a week and able to respond to an emergency on the property within one (1) hour. This can be the property owner.

REQUIRED CONTACT:

Primary Emergency Contact Name: _____ Telephone: _____
Secondary Telephone: _____ Email: _____
Address: _____ City: _____ State: _____ Zip _____

By signing below, I am aware that I am the primary local 24 hour emergency contact for this short term rental property and am able to respond within one (1) hour to this property in case of an emergency. I also acknowledge that my contact information will be publically available.

Signature of Primary Local Emergency Contact Date

RECOMMENDED SECONDARY CONTACT:

Secondary Emergency Contact Name: _____ Telephone: _____
Secondary Telephone: _____ Email: _____
Address: _____ City: _____ State: _____ Zip _____

By signing below, I am aware that I am the secondary local 24 hour emergency contact for this Short Term Rental property and am able to respond within one (1) hour to this property in case of an emergency. I also acknowledge that my contact information will be publically available.

Signature of Secondary Local Emergency Contact Date

PERMIT STANDARDS AND REVIEW CRITERIA (see Chapter 17.29 for more information)

The City of Fountain may approve or modify and approve an application for a Short Term Rental permit if the following standards and criteria are met. Owner to initial on the line next to the following statements confirming your understanding of the following criteria:

_____ Sleeping quarters must be located in an area approved for such occupancy and use by the City building inspector.

_____ Limit one (1) short term rental unit within each lawful dwelling unit located on a property, up to a maximum of four (4) short term rental units per property; or in the event of condominiums or buildings held in similar common ownership, each owner shall be limited to two (2) short term rental units per property. Entities under common control shall be considered a single owner for the purpose of evaluating ownership of dwelling units.

_____ The owner shall maintain weekly residential trash collection services. Garbage/refuse containers shall not be left out at the collection point later than twenty-four (24) hours after collection and property shall be free of trash and debris.

_____ The owner shall maintain and provide proof of property liability insurance in the amount of not less than \$500,000, or provide proof that property liability coverage in an equal or higher amount is provided by any and all hosting platforms through which the owner will rent the short term rental unit.

_____ Short term rental units must remain compliant with all City laws applicable to the premises, including but not limited to planning, zoning, building, fire, health and life-safety regulations.

_____ The applicant shall not have had a short term rental unit permit suspended or revoked within the preceding twenty-four (24) months.

_____ Off-street parking areas in private driveways or other authorized parking areas must be provided. Parking shall not occur on-site in non-driveway areas or other areas in which parking is prohibited (i.e. front yard areas, parkways and rear-yards.)

_____ No meals shall be prepared for or served to the short term tenants by the owner or the owner's agents.

_____ Occupancy of the short term rental unit shall not exceed the maximum permissible occupancy under applicable building, fire, health, and safety codes.

_____ The approved City-issued permit, together with all local police, fire, and emergency contact information, shall be prominently posted within the short term rental unit.

_____ The City issued permit number shall be used in all rental marketing materials.

OWNER/APPLICANT REVIEW:

Date Application Submitted: _____ Tax Schedule Number: _____

Insurance: Hosting Site Other Listing Number: _____

Homeowner Insurance Endorsement/Rider

Is this a renewal? Yes No

ADDITIONAL SHORT TERM RENTAL INFORMATION:

INSPECTION REQUIRED

- An inspection is required prior to the issuance of the short term rental permit and annually prior to renewal. It is the property owner's responsibility to call for all required inspections.

RENEWALS

- The Short Term Rental unit permit is valid for one (1) year from the date of issuance. The permit may be renewed for additional one (1) year periods upon receiving an updated application, affidavit, and the \$100 permit fee.

PERMIT REQUIREMENTS

- The permit does not run with the property but is issued to the specific owner. The permit shall not be transferred or assigned to another individual, person, entity, or address. The permit does not authorize any person, other than the person named therein, to operate a short-term rental home on the property.

Signature of Property Owner

Date

Signature of Applicant

Date