

# TOWN OF SILVER CLIFF

ESTABLISHED 1879

612 E. Main Street, Silver Cliff, CO 81252

Isaac Selden: Building and Zoning Official

Cell: 719-371-8215 Office: 719-783-3034 bzofficial@silvercliffco.com

## **SHORT TERM RENTAL PERMIT APPLICATION**

**JURISDICTION OF SILVER CLIFF**

**PERMIT NO.**

SHORT TERM RENTAL ADDRESS: \_\_\_\_\_

SHORT TERM RENTAL DISCRPTION: FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_

OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCAL CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SECOND LOCAL CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PORTIONS BEING RENTED: (Attach notes if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROOF OF OWNERSHIP: \_\_\_\_\_ PROOF OF LIABILITY INSURANCE: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_ PERMIT EXPIRATION: Dec 31<sup>st</sup>: \_\_\_\_\_

ADVERTISING PLATFORMS:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**FEES AND TAXES**

**FULL TIME STR:**            \$ \_\_\_\_\_.\_\_\_\_    **Date Paid:** \_\_\_\_\_    **Receipt No:** \_\_\_\_\_

**PART TIME STR:**            \$ \_\_\_\_\_.\_\_\_\_    **Date Paid:** \_\_\_\_\_    **Receipt No:** \_\_\_\_\_

**INSPECTION FEE:**            \$ \_\_\_\_\_.\_\_\_\_    **Date Paid:** \_\_\_\_\_    **Receipt No:** \_\_\_\_\_

**AFTER JULY 1<sup>ST</sup>:**            \$ \_\_\_\_\_.\_\_\_\_    **Date Paid:** \_\_\_\_\_    **Receipt No:** \_\_\_\_\_

**Other: \_\_\_\_\_**            \$ \_\_\_\_\_.\_\_\_\_    **Date Paid:** \_\_\_\_\_    **Receipt No:** \_\_\_\_\_

**Other: \_\_\_\_\_**            \$ \_\_\_\_\_.\_\_\_\_    **Date Paid:** \_\_\_\_\_    **Receipt No:** \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_.\_\_\_\_

**ADDITIONAL INFORMATION**

**STR REQUIREMENTS: ALL**

1. There shall be no more than two (2) and no less than one (1) off street parking spots provided per rental.
2. Renters shall be held to all Municipal Codes including noise, trash, animal, parking, Pride Code etc..
3. All rules, regulations, expectations, evacuation routes, and other relevant local information shall be displayed for guests.
4. Smoke Detectors and Fire Extinguishers are required on each level of a short-term rental.
5. Records of occupancy for each STR unit will be made available, upon request, to the Town of Silver Cliff, for review and inspection at any time.

**FULL-TIME STR REQUIREMENTS:**

1. A full time STR shall not be located within 150 ft of any other currently- licensed STR. The distance is measured from the front door of one dwelling to the front door of the other dwelling. (Void in Zones B-1)
2. In Silver Cliff Ranch the Town shall not grant more than 15% of the residential structures in the subdivision.
3. The STR Permit holder shall have in place a Business License with the town of Silver Cliff while the STR Permit is active.
4. On properties zoned in R-3, the property must have been owned by the applicant for a minimum of (2) years. This requirement is void in B-1.

**ABANDONMENT AND REVOCATION:**

1. Licensed owners must notify the town with written notice of closure of an STR within 30 days.
2. A review will be conducted by the Building and Zoning Official after three (3) separate complaints in a single year.

**INSPECTIONS**

1. It shall be the duty of the person requesting any required inspections to provide access to means for inspection of such work.
2. The Building and Zoning Official will not conduct an inspection without the owner or trusted witness present.
3. Requests for required inspections shall be filed with the Building Official a minimum of twenty-four (24) hours prior to being needed. The Building Official can be reached Monday through Thursday, 8:00 a.m. - 5:00 p.m. at the Silver Cliff Town Hall, 612 E Main Street, Silver Cliff, CO 81252, 719-783-3034.

**NOTICE**

**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances will be complied with whether specified herein or not.**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Local Contact**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Building and Zoning Official**

\_\_\_\_\_  
**Date**