



42 Valley Crescent  
 PO Box 208  
 Palmer Lake, CO 80133  
 Phone: (719) 481-2953  
 Fax: (719) 488-9305  
[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

**TOWN OFFICE USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
 Fee: \$ \_\_\_\_\_ Pmt Type: \_\_\_\_\_  
 Approved  Denied Date: \_\_\_\_\_  
 Expires: \_\_\_\_\_ By: \_\_\_\_\_

**TOWN OF PALMER LAKE  
 SHORT-TERM RENTAL (STR) LICENSE APPLICATION**

The following application is pursuant to Chapter 5.10 and shall be completed for all short-term rentals in the Town of Palmer Lake. Annual license is valid May 1 thru April 30 and must be renewed within 30 days prior to expiration. The total fee includes a nonrefundable \$25.00 fee for application processing, regardless of approval, denial, or applicant withdrawal. The following must be submitted for this application to be considered:

Renewal	New Application	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Short-Term Rental Application
<input type="checkbox"/>	<input type="checkbox"/>	Site plan ( <i>Area drawing- shade area of guests' accommodations, common areas, trash receptacles, &amp; parking</i> )
	<input type="checkbox"/>	Proof of ownership
	<input type="checkbox"/>	Proof of business entity ( <i>Obtain from management company: i.e., Airbnb. If none, refer to Colorado STR Tax information sheet</i> )
	<input type="checkbox"/>	Copy of current and valid sales tax license ( <i>Obtain from management company: i.e., Airbnb. If none, refer to Colorado STR Tax information sheet</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Proof of current property tax payment
<input type="checkbox"/>	<input type="checkbox"/>	Proof of current insurance coverage
	<input type="checkbox"/>	Proof of conditional use if issued by Town
<input type="checkbox"/>	<input type="checkbox"/>	Acknowledgement of regulations, completed by Owner and Agent
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit of approved safety features
<input type="checkbox"/>	<input type="checkbox"/>	Applicable fees
	<input type="checkbox"/>	Other information necessary to evaluate the property for short-term rental

Submission of application does not guarantee approval.

*Note: A minimum of 10 days is required to process this application.*

**LICENSE CLASS & APPLICATION FEES**

APPLICATION FEES					
Check ONE:					
Class 1 (Owner Occupied Property)			Class 2 (Non-Owner-Occupied Property)		
<input type="checkbox"/>	New STR License	\$250	<input type="checkbox"/>	New STR License	\$500
<input type="checkbox"/>	Annual Renewal	\$150	<input type="checkbox"/>	Annual Renewal	\$300
Renewal License #:			Renewal License #:		

**APPLICANT/PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Entity Name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

**MANAGING AGENT (if applicable)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EMERGENCY CONTACTS**

List up to 2 people that would be available to respond to an emergency on the property. This person must have access to property and be authorized to make decisions regarding the property in the event of an emergency.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**SHORT-TERM RENTAL PROPERTY INFORMATION**

Physical Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**STRUCTURE TYPE (check one):**

Accessory Dwelling Unit

Duplex

Mixed-Use Building

Multi-Family Building

Single-Family House

Description of Lodging Room/Space (attach additional sheets if needed):

\_\_\_\_\_

\_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Will the full residential unit be rented?  Yes  No

If no, what portion of the residential unit will be rented? \_\_\_\_\_

**SAFETY FEATURES AFFIDAVIT – SELF CHECK**

Confirm and acknowledge that the short-term rental property has been inspected and meets the following requirements (check all that apply):

**GENERAL INFORMATION ACKNOWLEDGEMENT**

Renter Information Notice is displayed on the premise with the following information: Owner’s contact information, Agent’s contact information (if applicable), short-term rental license number, property address, occupancy limit, available parking, trash instruction, contact information for police, fire, and emergency service, location of fire extinguishers, fire escape routes, and contact information for renters to report safety concerns

**INTERIOR SAFETY**

- Operational fire extinguisher available and in plain view
- Operational carbon monoxide detectors are installed on each level and within 15 feet outside of sleeping rooms
- Operational smoke detectors installed in each sleeping room and immediately outside the room (i.e., a corridor, hallway, or great room) serving the sleeping rooms.
- There is at least one working bathroom including a lavatory and shower or bathtub
- Electrical system is in good condition, without exposed wiring, and extension cords are not used as permanent wiring
- Bathroom and kitchen electrical outlets are GFCI protected
- All occupied rooms have working electrical outlets and lighting fixtures
- All mechanical systems, including heating and water heating system, are maintained and operational
- All areas of the interior are sanitary and in good condition
- Any flight of stairs in excess of four (4) risers has an accessible handrail

**EXTERIOR SAFETY**

- Address numbers are visible from the street
- Any deck or open air landing or balcony has guard rails and capable of supporting imposed loads
- All exits, stairs, and walkways are unobstructed and will always remain unobstructed
- A minimum of two (2) safe accessible windows to allow for escape to a ground level
- A minimum of one (1) onsite, dedicated parking space
- Adequate trash and recycling containers are on the premise

*I hereby certify that I have read and personally completed the property inspection for the short-term rental property listed in this application. The above items were checked and found to be in compliance with all of the Town’s code requirements.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**AFFIRMATION BY PROPERTY OWNER**

Approval of this application is contingent on the following standards and criteria being met. By initialing next to each line, owner confirms the understanding of the following:

- \_\_\_\_\_ I understand that I am required to remit all applicable sales and lodging fees on a timely basis to respective agencies. If fees are not collected in any given month, I am required to file a remittance form to the Town of Palmer Lake, showing no sales or fees collected.
- \_\_\_\_\_ I understand that all advertisement associated with short-term rental will prominently display any license number issued with the approved permit application.
- \_\_\_\_\_ I understand the Town of Palmer Lake has the right to inspect my personal property for requirements for approval of this license and any subsequent renewal.
- \_\_\_\_\_ I have read and understand that I am required to comply with all sections of the Town of Palmer Lake Municipal Code section 5.10 as well as relevant regulations set forth by municipal code.
- \_\_\_\_\_ I have read and understand that the short-term rental must comply with the safety features pursuant to applicable fire and building codes, as determined by the Town fire department, and set forth in the Town’s short-term rental safety requirements.
- \_\_\_\_\_ I understand that any violations are subject to enforcement action including revocation of this short-term rental license and other applicable provisions for enforcement.
- \_\_\_\_\_ I understand that I am required to notify the Town of Palmer Lake of modification or if I choose to no longer operate a short-term rental and release my license.
- \_\_\_\_\_ I understand the Town of Palmer Lake, Colorado accepts no legal liability in connection with the approval and subsequent operation of the short-term rental. I hereby release the Town of Palmer Lake, Colorado, its employees, representatives, agents, elected and appointed officials from any and all liability in connection with the approval and subsequent operation of the short-term rental.

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date