



**COMMUNITY DEVELOPMENT DIVISION**

P.O. Box 1190  
Fort Collins, CO 80522-1190  
Planning (970) 498-7683 Building (970) 498-7700  
Planning Fax (970) 498-7711 Building Fax (970) 498-7667  
<http://www.larimer.org/planning>

**CODE COMPLIANCE SECTION  
REQUEST FOR VACATION HOME RESEARCH**

Telephone: (970) 498-7708, Fax: (970) 498-7667

**Property Information:**

Parcel Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Name of Current Owner: \_\_\_\_\_  
Address of Current Owner: \_\_\_\_\_

Name of Inquiring Party: \_\_\_\_\_  
Address of Inquiring Party: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**Additional Information:**

Estes registration # \_\_\_\_\_ Website \_\_\_\_\_  
Small Vacation Home \_\_\_\_\_ -OR- Large Vacation Home \_\_\_\_\_ (check one)  
Maximum # of occupants/guests \_\_\_\_\_ # of bedrooms \_\_\_\_\_ # bathrooms \_\_\_\_\_  
Buildings on parcel and year constructed (if known): \_\_\_\_\_  
\_\_\_\_\_  
Additional information you feel may assist us in conducting research: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parcel research may take as long as 30 business days to complete. If staff discovers outstanding Land Use and/or Building Code issues connected with the property, staff will mail a copy of the research findings to the owner(s) of record and will work with the current owner(s) to resolve outstanding issues. An on-site inspection has not been conducted, information was obtained through Larimer County records.**

Signature of Inquiring Party: \_\_\_\_\_

[Date]