



# SHORT-TERM RENTAL REVIEW PROCESS GUIDE FOR AN ADMINISTRATIVE SPECIAL REVIEW

**Purpose**

The administrative special review procedure provides a mechanism for the county to evaluate proposed development and land uses that have unique or widely varying operating characteristics or unusual site development features to ensure compatibility with surrounding areas. The procedure considers the location, design, configuration, intensity, density, natural hazards, and other relevant factors pertaining to the proposed use evaluate the potential impacts of such uses on surrounding properties, including the environment and wildlife, and to ensure that such uses are compatible with surrounding properties and that adequate mitigation is provided to minimize potential impacts on those surrounding properties and/or the county.

**Review Criteria & Additional Standards for Short-Term Rentals in Section 4.3.6.E of the Land Use Code**


In reviewing a proposed administrative special review application, the Director shall consider the general approval criteria in §6.3.6: General Review Criteria, and also whether:

1. The proposed use has minimal impacts on existing and future development of the area;
2. Any impacts associated with the environment, wildlife, access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, odor, and other adverse impacts have been adequately addressed and/or mitigated;
3. The recommendations of referral agencies have been considered and adequately addressed;
4. Within a GMA district, the proposed use is consistent with the applicable supplementary regulations to the GMA district, or if none, with the Comprehensive Plan; and
5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulations

If neighbor comments/concerns cannot be resolved, the application will be scheduled for a public hearing by the County Commissioners to resolve outstanding issues. To approve an Administrative Special Review the County Commissioners must consider the following additional criteria and find that each criterion has been met or determined to be inapplicable:

- A. The proposed use will be compatible with existing and allowed uses in the surrounding area and be in harmony with the neighborhood;
- B. The proposed use will not result in a substantial adverse impact on other property in the vicinity of the subject property.

**\*Note:** If an appeal is included with the proposal, the appeal will automatically be scheduled for a hearing before the Board of County Commissioners. Property owners in the vicinity of the proposal will be notified of the date, time, and location of the hearing.

Phase 1 Project Submittal	Phase 2 Internal/External Review	Phase 3 Decision/Final Documents
<p><b>Purpose</b> Formal application and review.</p> <p><b>Development Review Fee</b> Please see current fee schedule at time of submittal</p> <p><b>Steps</b></p> <ol style="list-style-type: none"> <li>1. Pre-Application Conference</li> <li>2. Applicant submits required materials and application fee (this includes building materials)</li> <li>3. Determination of a complete submittal</li> </ol> <div style="text-align: center; margin-top: 20px;">  </div>	<p><b>Purpose</b> The application materials are sent to internal and external reviewing agencies and property owners in the vicinity of the proposal for comment.</p> <p><b>Estimated Review Time Frame From Date Sent</b> 21 days for internal/external review agencies  14 days for property owners in the vicinity of the proposal</p> <p><b>Internal Review</b> Internal review includes comments from agencies such as Engineering, Health, Building etc., and a field trip to the site.</p> <p><b>External Review</b> External review includes comments from agencies such as city, fire, water, sewer, CDOT, etc. as applicable</p> <p style="text-align: center; margin-top: 20px;">-CONTINUED ON BACK-</p>	<p><b>Planning Decision</b> Within 5 working days following the review period, the Director will provide a resolution stating one of the following:</p> <ol style="list-style-type: none"> <li>1. Is approved, with or without conditions</li> <li>2. Requires modifications based upon the referral and/or neighbor comments</li> <li>3. Requires a public hearing based on unresolved neighbor comments/concerns</li> <li>4. Is denied based upon the inability to comply with the code.</li> </ol> <p><b>Post Approval</b> Upon approval of the Public Site Plan application the application will move forward to building for the appropriate permits. All final documents need to be submitted and comply with any conditions of approval as a required part of the public site plan approval. Approval of a Public Site Plan application does not relieve the applicant from complying with any other County, State, or Federal regulations.</p>

# Short-Term Rental Conversion Building Permit Submittal Checklist

The following items are required to initiate a residential permit to convert your home to a short-term rental in unincorporated Larimer County. Applicant must be the homeowner, the homeowner's agent or a county-licensed contractor. Plans marked with a red marker or pen will not be accepted (plans examiners use red ink to mark corrections on the plans). When in doubt, please call Building Staff on Call: (970) 498-7660.

Applying for approval for a short-term rental will initiate Community Development staff research of your parcel to determine if all buildings and structures were properly permitted or predate permit requirements. During parcel research, if discrepancies or unpermitted work is found, additional as-built permits may be required to address any code issues.

- \_\_\_\_\_ Completed [Residential Permit Application](#). You must indicate short-term rental OR large short-term rental and number of bedrooms and bathrooms.
- \_\_\_\_\_ Three copies of a floor plan for each level of the home, drawn to a common scale or include all dimensions. Label all rooms including bedrooms, sleeping areas outside of a bedroom, bathrooms, common areas, mechanical equipment/rooms, fireplaces, decks, porches, stairs, doors, windows and attached garages. All sleeping rooms must have egress windows or doors, smoke and CO alarms, and meet other code requirements. You may draw the floor plan yourself or have a drafts person or architect prepare it. The plan must be complete, legible and accurate.
- \_\_\_\_\_ Three copies of a plot plan indicating which building is being used as a vacation home. This is not a Site Plan and does not need to be drawn by a surveyor. You may print an aerial photo and circle which building is the vacation home and identify the other buildings.
- \_\_\_\_\_ No fee is required to initiate the building permit application process. The current fee for the short-term rental conversion permit will be paid when the permit is ready to issue. Payment can be by check or credit card.

## Building Permit Approval Process

### Purpose

Change of Occupancy to a Short-Term Rental

### Steps

1. Building Permit initiated
2. Reviewing agencies will look over submitted documents. Plans examiner will review plans submitted.
3. Submit any corrections or additional information required.
4. Email sent when permit is ready to be issued.
5. Building Permit Fee \$300



## Issuance/ Life Safety Inspection

### Issuance

Homeowner or homeowner representative will pick up the permit and pay the applicable building permit fee.

### Life Safety Inspection

Within 6 months of permit issuance, the life safety inspection must be scheduled and completed.

If corrections arise during the life safety inspection, you will have 12 months to make those corrections and pass reinspection.

### As Built Permit

If any violations were found during the parcel research process, you may be required to pull a separate as built permit to correct those violations.

## Obtaining Certificate of Occupancy

### Passing Final Inspection

1. Must pass life safety inspection, including any corrections.
2. Must complete any as built permits associated with the parcel research process.

### Certificate of Occupancy

Once you have passed final inspections, the Certificate of Occupancy will be available within 48 hours and can be obtained via the Online Customer Portal (registration required) [onlineportal.larimer.org](http://onlineportal.larimer.org).