



## Short-Term Rental Review Process Guide for a Public Site Plan

**Purpose**

The purpose of the Public Site Plan Review is to address potential impacts of certain land uses on existing and allowed uses in the same neighborhood. The process considers the location, design, configuration, intensity, density, and other relevant factors pertaining to the proposed use. The Planning Director may impose conditions on the proposed use to limit or address potential negative impacts on the environment, surrounding properties, utilities and county facilities and services. The Planning Director may approve a use upon finding that the uses are compatible and together do not constitute a negative impact on the surrounding area. A use approved through a public site plan shall comply with all applicable requirements of this code and any other approvals imposed by the County Commissioners, Board of Adjustment or Floodplain Review Board.

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

To approve a public site plan application, the Planning Director must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:


- A. The public site plan complies with all applicable requirements of the Land Use Code and any applicable supplementary regulations
- B. The public site plan complies with all conditions of approval imposed by the County Commissioners, the Board of Adjustment or the Floodplain Review Board under another approval process authorized by the Land Use code.

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 a public site plan application 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.

### OVERVIEW – PUBLIC SITE PLAN REVIEW PROCESS

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> \$800.00 <small>(Please note that all fees are subject to change on July 1st of each year to adjust with the Cost of Living increase (starting July 1, 2020))</small></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><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 Portion of the Process

Pre-Application is initiated by Planning and Building Division is notified. Any as-built permits will be coordinated with Code Compliance. If a room is to be legally converted to a bedroom, a separate Residential Alteration Permit will need to be submitted. (Additional fees will apply to these permits).

Process Options:

1. Both processes run concurrently. Complete application packet is submitted to Planning. Planning process proceeds while Building initiates Conversion to Short Term Rental permit.
2. If a life safety inspection is requested in order to determine whether or not to proceed, minimal documentation will be provided to Planning and Building initiates Conversion to Short Term Rental permit (from the zoning file), prior to the Planning approval process. Customer will have the option to move forward or not pursue conversion to short term rental approval.

**Please make sure the following items are submitted to Planning during the initial stage:**

- \_\_\_\_\_ **Land Use/Building Application and Dwelling Information Form** (Submittal Checklist #1)
- \_\_\_\_\_ **Floor Plan for each level of the home**, drawn to a common scale or include all dimensions. All rooms must be clearly labeled, 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. The plan must be complete, legible, and accurate. (Submittal Checklist #7)
  - a. Once the plans examiners have looked over the plans, the applicant will be contacted with permit issuance instructions once a fee is collected. (Fee is for the review and the inspection).
- \_\_\_\_\_ **Plot Plan** indicating which building is being used as a short-term rental. You may print an aerial photo and circle which building is the short term rental and identify the other buildings. (Submittal Checklist #6)
- \_\_\_\_\_ **A Fee** will be collected for each permit issued. Permit Fee of \$300 will be collected for Conversion to STR permit. Payment can be made by cash, check, or credit card. (Fees are subject to change on July 1 each year to adjust to cost of living increase).

Building Permit Requirements	Issuance/ Life Safety Inspection	Obtaining Certificate of Occupancy
<p><b>Purpose</b></p> <p><b>As Built Permit or Convert a Room to a Bedroom – Separate Permit(s) Required</b></p> <p><b>Conversion to Short-Term Rental Permit</b></p> <ul style="list-style-type: none"> <li>• To include additional sleeping area (if applicable)</li> <li>• Life Safety Inspection</li> </ul> <p><b>Steps</b></p> <ol style="list-style-type: none"> <li>1. Building Permit initiated</li> <li>2. Reviewing agencies will look over submitted documents. Plans examiner will review plans submitted.</li> <li>3. Submit any corrections or additional information required.</li> <li>4. Email sent when permit is ready to be issued.</li> <li>5. Permit Fee of \$300 will be collected for Conversion to STR permit.</li> </ol>	<p><b>Issuance</b></p> <p>Permit issuance to homeowner or applicant.</p> <p><b>Life Safety Inspection</b></p> <p>Within 6 months of Conversion permit issuance, the life safety inspection must be scheduled and completed.</p> <p>If corrections arise during the life safety inspection, you will have 12 months to make those corrections and pass reinspection.</p> <p><b>As Built Permit</b></p> <p>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.</p> <p><b>If Converting a Room to a Bedroom</b></p> <p>You will be required to pull a separate alteration permit to and pass inspection.</p>	<p><b>Passing Final Inspection</b></p> <ol style="list-style-type: none"> <li>1. Must pass life safety inspection, including any corrections.</li> <li>2. Must complete any as built permits associated with the parcel research process.</li> <li>3. Must complete any alteration permits to change a room to a legal bedroom. (This is different than the additional sleeping area rule).</li> </ol> <p><b>Certificate of Occupancy</b></p> <p>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) <a href="http://onlineportal.larimer.org">onlineportal.larimer.org</a>.</p>