



Community Development Division
200 W. Oak Street- 3rd Floor
P.O. Box 1190
Fort Collins, CO 80521
(970) 498-7683

Short-Term Rentals

WHAT IS A SHORT-TERM RENTAL?



Short-Term Rental - a dwelling rented to transient guests for 30 or fewer consecutive days, when not occupied by the owner/renter.

10 or fewer occupants – Planning approval through Public Site Plan Review (PSP) and Building Permit required.

11 or more occupants (Large) – Planning approval through Minor Special Review (MSR) and Building Permit required.

Occupant load will be determined by multiplying the number of bedrooms by two.

Example: 4 of Bedrooms X 2 = Occupant Load of 8

WHAT ARE THE ZONING REGULATIONS?

Short-Term Rentals are allowed in the following zoning districts if approval is received through the Public Site Plan or Minor Special Review processes:

- | | |
|-----------------|---------------------|
| • FA-Farming | • RE-Rural Estate |
| • FA-1 Farming | • RE-1 Rural Estate |
| • FO-Forestry | • R-Residential |
| • FO-1 Forestry | • R-1 Residential |
| • O-Open | • R-2 Residential |
| • E-Estate | • A-Accommodations |
| • E-1 Estate | • AP-Airport |
| • T-Tourist | |

Short-Term Rentals may be allowed in other zoning districts if approval is received for a Rezoning (prior to PSP/MSR) or Special Exception.

Additional Contact Information

It is recommended that anyone interested in pursuing a short-term rental contact the applicable entities:

- Planning Division 970-498-7679
- Building Division 970-498-7660
- Health Department (if on septic) 970-498-6775
- Division of Water Resources (if on a well) 303-866-3581
- Applicable Fire, Water and Sewer Districts
- Colorado Department of Revenue Sales Tax:
<https://www.colorado.gov/pacific/tax/sales-tax-account-license>
- Larimer County Sales Tax License:
<https://www.larimer.org/finance/sales-tax/info>

Public Site Plan and Minor Special Review

Compatibility

With Public Site Plan and Minor Special Review applications, one of the review criteria regards compatibility of the proposed use with the surrounding area. Neighborhood comments are very important when evaluating compatibility. Typical concerns include noise, traffic, trespassing and change of character.

Review criteria and additional standards.

Public Site Plan Review and Minor Special Review require certain review criteria to be met for approval.

In addition, there are specific standards for Short-Term Rentals that must also be met. Please see:

<https://www.larimer.org/planning/short-term-rentals-str>

Building Permit

The applicant is strongly encouraged to consult with the Building Division regarding Building Code requirements for the short-term rental before submitting an application.

- The Owner must obtain a change of occupancy permit from the Building Division. Short-term rentals shall not be approved for occupancy until a building permit is issued to convert the dwelling to a short-term rental, the Building Official, or his representative, has conducted a life-safety survey (inspection), and all required inspections pass. The Certificate of Occupancy shall specify the number of bedrooms and the maximum approved occupant load for use as a short-term rental.
- A Life Safety Survey (Inspection) is required for each Short-Term Rental. Large Short-term Rentals are considered commercial structures, subject to additional requirements of the International Building Code including fire sprinklers.
- Each property will be researched to determine if any unapproved/unpermitted use or work has been done. An As-Built Permit must be obtained to correct any violation discovered. Code Compliance staff will be available to assist the Owners with this process.



See the next page for additional information.



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DEVELOPMENT STANDARDS

WHAT ELSE DO I NEED TO KNOW?

- Only 1 Short-Term Rental shall be allowed on a property.
- Not allowed in a regulated floodplain.
- Cannot be located in an accessory dwelling (Accessory Living Area, extended Family Dwelling or Farmstead)
- A State and Larimer County Sales Tax License is required for Short-Term Rentals.
- **A Bed and breakfast** (an owner- or operator-occupied dwelling where short-term lodging is provided to transient guests) is **not** a Short-Term Rental and requires approval through a different process.

The following standards will be addressed during the Site Plan Review, Minor Special Review or Building Permit processes. Please note that there may be other standards/issues raised during the review process. Section 8 standards apply along with the following:

Onsite Parking and Access:

- A short-term rental (10 or under) is required to provide two on-site parking spaces.
- Large short-term rentals (11 or more) are required to provide two on-site parking spaces, plus one additional on-site parking space for every two bedrooms within the STR. If the property gains access from a paved road, the on-site driveway and parking spaces must be paved with concrete or asphalt.
- Large short-term rentals (11 or more) are required to provide one paved accessible space.
- Onsite parking and access must meet the requirements of Section 8.6.3 of the Land Use Code.

Flood Hazard - Safe and Adequate Access

If the access road is in the flood fringe or flood way, the applicant is advised to contact the Engineering Department (970-498-5700) regarding safe and adequate access during a 100-year storm event.

Private Road/Access Easements

If the property gains access to a public road by way of a private road or an access easement, written documentation from an attorney must be provided stating that the property has the legal authority to use the private road or easement if the property is used for a short-term rental.

Sanitation Requirements:

The short-term rental must be connected to either a public sewer system or be served by an on-site wastewater treatment system.

Water Supply

The short-term rental must be connected to either a public Water supply or be served by an approved well.

A referral will be sent to:

- The water district if served by a public system.
- The Division of Water Resources if served by a well. For questions regarding wells contact Sarah Bruckner with the Division of Water Resources at 303-866-3581 x8249 or sarah.brucker@state.co.us.
- Please note that a water district or Division of Water Resources may have additional requirements or fees.

Stove-top Fire Stop and Fire Sprinklers

- Cooking areas within the short-term rental shall be equipped with a stove top fire extinguishing system.
- If no approved fire sprinkler system is in place, an approved fire extinguisher shall be installed and readily accessible and visible in the following locations:
 - Each room with a cooking appliance, fireplace, heating appliance or water heater.
 - Inside and adjacent to the door leading to a deck, porch or patio with such appliances;
 - At least one on each story.
- A large short-term rental will need to be equipped with an approved fire sprinkler system, along with the requirements in Land Use Code Section 8.1.4.

Transportation Capital Expansion Fee

Please note that a one-time Transportation Capital Expansion Fee (TCEF) will be assessed by the Engineering Department for new construction and for conversion to Large (11 or more occupants) Short-Term Rentals. Contact the Larimer County Engineering Department for information on TCEFs. *The TCEF cannot be appealed.*

Application Submittal Fees

Fee	9/1/2019-12/31/2020	1/1/2021-12/31/2021	1/1/2022-12/31/2022
Planning - PSP	\$575.00	\$719.11*	\$1,438.22*
Planning - MSR	\$719.00	\$898.89*	1797.78*
Building	\$240.00	\$300.00	\$600.00

des a *Please note that all fees are subject to change on July 1st of each year to adjust with the Cost of Living increase.