REGISTRATION PROCESS FOR VACATION HOME(S)/LARGE VACATION HOME(S) WITHIN THE ESTES VALLEY

Town Clerk – EPMC & EVDC

- -Application by Owner/Agent
- -Fee: only properties within the Town
- -Determines availability within Residential Zone Districts (There is a limit)

Contact: 970-577-4777 townclerk@estes.org

LC Building Dept. - Building Codes

- -Application/Permit
- -Fee is \$200 (1 time not annual)
- Site Inspection (Not annual unless there is cause)
- -CO or notice of non-compliance to applicant and Town Clerk

970-577-2100 hardinka@co.larimer.co.us



Town Planning Division - EVDC

- -Reviews for compliance with EVDC
- -Annual Review EVDC
- 1 time site inspection (unless there is cause)
- No Fee for review or inspection
- -LVH in Residential Zones are reviewed by Planning Commission

Contact 970-577-3724 lhardin@estes.org



Town Clerk

If approved it is routed to the Finance Department

Town Finance Department

Verifies/converts electric & water rates to commercial rates

CO = Certificate of Occupancy

VH = Vacation Home = 8 or fewer sleeping guests

LVH = Large Vacation Home = More than 8 sleeping guests

EVDC = Estes Valley Development Code

EPMC = Estes Park Municipal Code

EP = Estes Park

LC = Larimer County



Town Clerk

Approves Registration



Registration issued to applicant