



<b>TEMPORARY USE PERMIT VACATION RENTAL</b>
Permit No: _____
Date Approved: _____
Date Expires: _____

**RIO GRANDE COUNTY LAND USE DEPARTMENT**  
925 6<sup>TH</sup> Street, Room 208; Del Norte, Colorado 81132  
Phone: 719-657-4003

The following document must be completed for each property/homeowner in Rio Grande County that chooses to lease for periods less than 30 days to be in compliance with Rio Grande County Land Use Development Codes. By signing this document, the parties (owners) of said property are stating that they have met the conditions required below and agree to maintain these items while renting/leasing their properties. Owner(s) shall hold Rio Grande County harmless of any negligence that could occur on, in, around or adjacent to. Owners/lessees are responsible to follow the subdivision rules/covenants where applicable.

<b>LEGAL ADDRESS OF PROPERTY:</b>		
_____		
<b>LEGAL DISCRIPTION OF PROPERTY:</b>		
_____		
<b>PROPERTY OWNER(S):</b>		
_____		
<b>MAILING ADDRESS:</b>		
_____		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
_____	_____	_____
<b>PHONE :</b> ( day)	( evening):	
_____	_____	
<b>PHONE:</b> ( day)	( evening):	
_____	_____	
<b>E-MAIL ADDRESS:</b>	<b>FAX #:</b>	
_____	_____	
<b>PROPERTY MANAGER (If other than applicant):</b>		
<b>NAME:</b>		
_____		
<b>MAILING ADDRESS:</b>		
_____		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
_____	_____	_____
<b>PHONE:</b> ( day)	( evening):	
_____	_____	
<b>E-MAIL ADDRESS:</b>	<b>FAX #:</b>	
_____	_____	

RIO GRANDE COUNTY  
VACATION RENTAL CONDITIONS OF APPROVAL

- A Temporary Use Permit shall be applied for, reviewed, and approved by the County Zoning Administrator in accordance with Sections 3.07, Temporary Use Permit.
- Prior to permit approval, both new and renewal vacation rental applications must provide a copy of paid tax documentation.
- A copy of the current applicable HOA or POA covenants and/or bylaws if the rental is located in a subdivision where there is an active HOA or POA. If required by the covenants or bylaws, vacation rental applications must include a letter of approval from the HOA or POA.
- A copy of an active certificate of liability insurance policy must be provided with the application. This documentation will be required annually with a renewal application.
- Vacation rentals shall only be conducted in a legally constructed dwelling or titled, registered, legally parked recreational vehicle on private property.
- Utility rooms, mechanical rooms, laundry rooms, closets, and/or garages shall not be used as sleeping areas, as determined by reasonable assessment of the Land Use Administrator.
- Vacation rentals shall have a property manager consisting of the owner or a responsible party representing the owner that resides within Rio Grande County or a neighboring county, to manage the use at any time it is occupied.
- Any change to the owner information or property manager's contact information shall be provided to the Rio Grande County Land Use Office within five (5) business days of the change.
- The Property Owners' name and contact number, property manager's name and contact number, maximum occupancy limit, and vacation rental rules and regulations shall be posted in a conspicuous location within each vacation rental unit.
- The proper filing and payment of Colorado Sales Tax licensing, sales tax, and filing of Rio Grande County Lodging Tax are required for all short-term rentals. Failure to report sales tax and/or lodging tax may result in revocation of vacation rental permit. A copy of the sales tax license shall be attached to the vacation rental application or a statement certifying that a rental company (e.g. VRBO, Vacasa, Airbnb or similar company) will be used to rent the property and the rental company is required to collect and pay all sales and lodging tax.
- Certified fire extinguishers shall be mounted in a readily accessible and visible location for immediate use within all vacation rentals. At a minimum, one fire extinguisher shall be provided on each story of a rental and specifically at the following locations:
  - In each room with a cooking appliance, fireplace, heating appliance, or water heater
  - Inside and adjacent to any door leading to a deck, porch, or patio with a cooking appliance, fireplace, heating appliance, or water heater
- Smoke Alarms shall be located in each sleeping room, as well as outside each separate sleeping area in the immediate vicinity of all bedrooms and on each story of the vacation rental, including basements. An egress/fire escape ladder must be readily accessible and visible on all levels of a vacation rental above the first floor
- Carbon Monoxide Detectors shall be installed within fifteen (15) feet of each sleeping room.
- Vacation rental properties must have a permitted driveway and a legal physical address that is visibly posted.
- Owners and or Property Managers shall regularly provide trash removal to ensure trash is contained and properly disposed of.
- Guests must park on property where the vacation rental is located and not on public roads or cause a nuisance on or around adjacent properties.

Section 2.07.B2.d

Property Address: \_\_\_\_\_

I certify that I have read and understand the conditions, that I have provided all required Fire Extinguishers, smoke detectors and carbon monoxide detectors, and that I will keep such devices in working order:

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Property Manager

\_\_\_\_\_

Date

Rio Grande County Land Use

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

Comments:

\_\_\_\_\_

Land Use Administrator/Staff

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date