



## **Short-Term Rental License Application**

Pursuant to Article VI of Chapter 6 of the Lone Tree Municipal Code, it is unlawful for any person to engage in a short-term rental unless licensed to do so.

There is a non-refundable application fee of \$100.00 for each new short-term rental license or \$75.00 for each license renewal. Such application fee must be paid at the time of application for new license or renewal. The license shall be renewed each year by January 15th. If the application is successful and a license or renewal is issued, the applicant must pay a \$50.00 licensing fee prior to being issued a new license or having their license renewed.

All marketing materials or advertisements for a short-term rental unit once licensed, shall contain the short-term rental license number.

To apply for a new license or renewal, please submit a completed application (which must include an authorized agent declaration, applicant affidavit, a licensed premises description or illustration, proof of lawful possession, proof of liability insurance, proof of operation prior to March 8, 2023, and evidence of remittance of past due lodging and sales tax) to the Lone Tree City Clerk's office.

The Clerk will review the application and upon approval issue a license to the property owner.

Applications for a new short-term rental license must be submitted to the City Clerk's Office by **Sunday, May 7, 2023**. Applications may be submitted via email, mailed to the City, or dropped off in-person. Please contact the City Clerk's Office if you have questions.

### **City Clerk's Office Contact Information:**

Lone Tree City Clerk's Office  
9220 Kimmer Drive, Suite 100  
City of Lone Tree, CO 80124  
Phone: 303-708-1818

[rick.parsons@cityoflonetree.com](mailto:rick.parsons@cityoflonetree.com)

## SHORT-TERM RENTAL APPLICATION CHECKLIST AND SHORT-TERM RENTAL INFORMATION

The following documents are required for a complete application. Failure to provide all documents may cause a delay in the review of the application:

|                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Short-Term Rental Application   | <input type="checkbox"/> | Application fee   |
| <input type="checkbox"/> | Authorized Agent Declaration  | <input type="checkbox"/> | Applicant Affidavit   |
| <input type="checkbox"/> | Licensed Premises Description/Illustration                            | <input type="checkbox"/> | Proof of Lawful Possession (via deed or lease)  |
| <input type="checkbox"/> | Proof of Liability Insurance  | <input type="checkbox"/> | Proof of Operation prior to March 8, 2023.  |
| <input type="checkbox"/> | Remittance of Past Due Lodging and Sales Tax (if not previously paid) | <input type="checkbox"/> | Proof of primary residence, including Copy of a Driver’s License or State I.D. matching the address sought for licensing and one of the following matching the address sought for licensing: <ul style="list-style-type: none"> <li>• Voter Registration</li> <li>• Motor Vehicle Registration</li> <li>• Proof of designation of residence for tax purposes</li> </ul> |

The following restrictions will apply to all short-term rentals:

- (A) Occupancy. The occupancy of a short-term rental shall not exceed two (2) adults per bedroom, up to a maximum of eight (8) persons, except for children under the age of five (5) years; per licensed premises.
- (B) Parking. The short-term rental shall not produce excess vehicles. Excess vehicles means any vehicle or vehicles owned or operated by renters of the short-term rental or their guests that cannot be accommodated on the dwelling unit’s driveway or parked in a common lot.
- (C) Advertisement. In any advertisement for a short-term rental, you must list the short-term rental license number issued by the City.
- (D) Availability of Licensee or Authorized Agent. During the term that a short-term rental is occupied by a short-term tenant, you and/or the authorized agent designated by you in this application shall be available twenty-four (24) hours per day, seven (7) days per week, for the purpose of responding within two (2) hours to complaints regarding the condition or operation of the short-term rental or the conduct of short-term tenants.

- (E) Compliance with the Municipal Code. All short-term renters shall comply with all applicable provisions of the Lone Tree Municipal Code, including but not limited to Section 10-4-10 (Disturbing the Peace) and Section 10-4-80 (Noise). If a short-term renter is served with a complaint for a violation of the municipal code, the Police Department will notify the City Clerk that a violation has occurred at the short-term rental, and such complaint will constitute evidence that you are not operating the short-term rental in compliance with this Article.
- (F) Character. All dwellings in which short term rentals are operated shall be compatible with the residential character of the neighborhood.
- (G) Notice to Renters. You must post a notice inside the licensed premises containing the information as determined by the City Manager as posted on the City’s website as can be found here: INSERT WEBSITE.
- (H) Annual Affidavit. You must submit to the City, on an annual basis, an affidavit signed and notarized, attesting to the duration and frequency of the prior year’s short-term rental history, as well as confirmation of payment of all applicable sales and/or lodging taxes, and compliance with minimum health and safety standards set forth in Section 6-6-50.
- (I) Reservations. Only one short-term rental reservation to one party at a time is permitted.
- (J) Building, Housing, and Health Codes. Each licensed premises shall comply with all building, electrical, fire, and health codes which, if violated, would constitute an imminent danger.
- (K) Fire/Carbon Monoxide Safety. Each licensed premises shall contain working smoke detectors, carbon monoxide detectors and fire extinguishers as required by Chapter 18 of the Lone Tree Municipal Code.
- (L) City’s Right to Inspect. The City retains the right to inspect any licensed premises, or any premises where an applicant has applied for such premises to be licensed under this Article, at reasonable times in accordance with law.
- (M) Penalties, Suspension, and Revocation. Failure to comply with these limitations may result in administrative penalties or a show cause hearing and suspension revocation of the short-term rental license.

The above list is not intended to list all requirements of a short-term rental license, for full information, please consult Article VII of Chapter 6 of the Lone Tree Municipal Code.

## SHORT-TERM RENTAL APPLICATION

| <b>Applicant Information</b>           |  |
|--|--|
| Applicant's Full Name:                 |  |
| Property Address sought for licensing: |  |
| Mailing Address:                       |  |
| Phone Number:                          |  |
| Email Address:                         |  |
| <b>Authorized Agent* Information</b>   |  |
| Authorized Agent's Full Name:          |  |
| Residential or Business Address:       |  |
| Phone Number:                          |  |
| Email Address:                         |  |

\* The Authorized Agent must be a different person than applicant, must reside within 50 miles of the City, and must be capable of physically responding within two (2) hours of contact by the City.

If property sought to be licensed is part of a Homeowners Association ("HOA"), does such HOA allow for short term rentals?  Yes  No

Indicate all known or intended methods/means of advertising and the listing number, if known.

|                       |            |               |            |
|-----------------------|------------|---------------|------------|
| <b>VBRO/Home Away</b> | Listing #: | <b>Other:</b> | Listing #: |
| <b>AirbBNB</b>        | Listing #: | <b>Other:</b> | Listing #: |

## AUTHORIZED AGENT DECLARATION

**Check One:**    New Application  
                   Existing Registration – Change of Authorized Agent for License # \_\_\_\_\_

**Authorized Agent Information:**

Name: \_\_\_\_\_  
Address of Physical Residence: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Applicant/Licensee Declaration:**

Each short-term rental applicant and/or licensee shall designate a local person whose physically resides within fifty (50) miles of the City and is capable of physically responding to the short-term rental within two (2) hours of contact by the City. The agent must be available 24 hours a day, 7 days a week.

I am the applicant and/or licensee for the short-term rental (license # \_\_\_\_\_) and hereby authorize the designated person above to assume responsibility as the authorized agent.

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|                              |              |      |
|------------------------------|--------------|------|
| Applicant/Licensee Signature | Printed Name | Date |
|------------------------------|--------------|------|

**Authorized Agent Responsibility:**

As the authorized agent, you are responsible for contacting the renters when you have been notified of a compliant. You may be contacted by the City of Lone Tree Police Department to secure the property as needed. Therefore, your phone number will be available to police or code enforcement staff, as well as being provided to the renters of the short-term rental.

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|                            |              |      |
|----------------------------|--------------|------|
| Authorized Agent Signature | Printed Name | Date |
|----------------------------|--------------|------|

**A copy of the authorize agent must be attached for address verification.**

**Any change of the agent or modification of contact information must be furnished to the City within ten (10) days effective of change.**

## APPLICANT AFFIDAVIT

Address of Short-Term Rental: \_\_\_\_\_

I, \_\_\_\_\_, certify that I am the owner of the property that is subject of this application for a short-term rental license. By signing this document, I hereby attest to the following:

- I will comply with all licensing requirements under Article VI of Chapter 6 of the Lone Tree Municipal Code.
- The property address listed above is either (a) not subject to an HOA or (b) is subject to an HOA but such HOA does not prohibit the use of this property as a short-term rental.
- The application I have submitted is complete and contains no false, misleading, or fraudulent information.
- I agree to accept service of notice of violations for the property listed above either through personal service or through posting upon the property.
- I will comply with all minimum health and safety standards as provided in Section 6-6-40 of the Lone Tree Municipal Code, including without limitation compliance with building, housing, and health codes and fire and carbon monoxide safety.
- I will comply with all regulations as provided in Section 6-6-60 including without limitation occupancy rules, parking restrictions, advertisement rules, notice to renters, limits on reservations, and any other municipal code provision.
- I understand that the City retains the right to inspect the property listed above to ensure compliance with the above rules.
- I will submit an annual affidavit each year attesting to the duration and frequency of the prior year's short-term rental history.
- I will remit sales and lodging tax, as required under Article V of Chapter 4 of the Lone Tree Municipal Code.
- Short-term rental licenses must be renewed each year on January 15<sup>th</sup>.
- A short-term rental license is not transferable and shall be surrendered upon sale of the licensed premises.
- If I operate my short-term rental in violation of the Lone Tree Municipal Code, I may be subject to the following penalties:
  - Administrative penalties;
  - Suspension of my license; or
  - Revocation of my license.

I swear or affirm that the information provided herein and in my application is true and complete to the best of my knowledge and belief. I am familiar with Chapter 6, Article 6 of the Lone Tree Municipal Code regulating short-term rentals in the City of Lone Tree. I also acknowledge that a business license must be obtained in the City of Lone Tree.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing Agreement for Professional Services was subscribed, sworn to and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_.

My commission expires: \_\_\_\_\_

(S E A L)

\_\_\_\_\_

Notary Public