



Vacation Rental Permit Application and Renewal Form

To proceed, you will need the following documents. Please confirm that you have them at hand.

- Ownership Deed – You must provide a copy of the RECORDED DEED of OWNERSHIP for the property where the vacation rental will operate. If you do not have a copy of this document, you can get it from the Archuleta County Clerk and Recorder’s Office.
- Proof of Ownership – You must identify all individuals who have ownership rights in the property. If your Ownership Deed lists an LLC or other corporate entity as ‘grantee’ you must upload either 1) all pages of the signed and notarized organizational documents listing all officers/agents of the business, or 2) a signed and notarized [Statement of Authority Form](#), available on the county website, which lists all individuals with authority to make decisions on behalf of the property.
- Proof of Notification – You must show proof of mailing to your property owner’s association and all adjacent neighbors notifying them of your intent to operate a vacation rental and providing contact information for all relevant parties. You must also use the [Vacation Rental Notification Form](#) available on the county website for this notification. You must send a copy of this fully completed form using the Certificates of Mailing from the US Postal Service. You will receive a post marked receipt for each letter mailed. The Certificates of Mailing for each address on your mailing list must be provided. Documents uploaded must ensure the post mark date is clearly readable.
- VR Property Owner Disclosure Form – The [VR Property Owner Disclosure Form](#), available on the county website, is designed to ensure you are aware of and acknowledge the minimum standards found in the Land Use Regulations which are required of you as an owner/operator of a short-term rental within the County. These guidelines are designed to strike a balance between the cooperation of all homeowners, visitors, and the community at large. As is implied in the name, the form must be initialed and signed by the property owner.
- Agent Authorization – You must show proof that the identified caretaker/property manager has the owner’s permission to conduct business on behalf of the property and the vacation rental. You must upload one of the following documents: 1) if there is a formal contract for property management services signed by a property owner and listing those authorized to act as an agent for this purpose, upload a copy of that document, or 2) if there is an informal caretaker agreement, please upload a signed statement affirming that the individual is authorized to fulfill caretaker responsibilities for this rental. The [Vacation Rental Agent Authorization Form](#) is available on the county website.
- Sales/Lodging Tax Documents – You must explain how sales and lodging taxes will be collected and paid for the vacation rental business. Upload one of the following: 1) if 100% of your rental bookings will be scheduled using AirBNB.com and/or VRBO.com, you must upload a signed statement affirming this fact. The [Vacation Rental Sales/Lodging Tax Statement](#) is available on the county website. 2) you may upload the Colorado Department of Revenue (CDOR) Sales Tax License for the property manager’s business, or 3) if neither of these circumstances is true, you must apply for your own CDOR Sales Tax License, and upload a copy of that document. Samples are available on the county website.



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- Certificate of Taxes Due – You must upload proof that your real and personal property taxes are up to date and no past due amounts or penalties are pending. You must get a signed and stamped Certificate of Taxes Due from the Archuleta County Treasurer’s Office showing that both the real and personal property taxes for the property are up to date. PLEASE NOTE: NO OTHER DOCUMENT WILL BE ACCEPTED FOR THIS STEP. A Certificate of Taxes Due sample is available on the county website.
- Parking Plan Site Map – You must show that the property has enough on-site parking available for guests to ensure there will be no need for guest to park on the street, which is a violation of county ordinance. Upload an aerial map showing the dwelling unit and mark all available parking provided to guests (driveways, garages, parking lot, etc.). PLEASE NOTE: Your maximum guest limit may be adjusted downward if the dedicated parking space is inadequate to accommodate guests.
- Wastewater Treatment Documents – You must show that you have proper sewage management for the property. Upload one of the following documents: 1) if sewage management is provided for your property by a public utility or neighborhood metropolitan district, upload a recent sewer bill, or 2) if your sewer bill is paid by your property owner’s association, upload a signed statement affirming the name and contact information of the association. The [Wastewater Treatment Statement](#) is available on the county website. 3) if you have On-Site Wastewater Treatment System (OWTS), such as septic, lagoon, etc., you must upload a copy of your San Juan Basin Public Health OWTS Permit for this system showing the number of approved bedrooms for the system. PLEASE NOTE: Your permitted maximum guest limits will be adjusted to ensure compliance with State Regulations regarding the capacity of your system. Composting toilets and outhouses are not authorized for vacation rental use. Wastewater Treatment document samples are available on the County website.
- Rental Rules – You must provide a copy of the document(s) or notice(s) you provide to renters after they book, but before they arrive, explaining the rules for your property. It is required for you to explain the County ordinances and neighborhood covenants as well as house rules that you have established for your rental.
- Advertisements – You must provide copies of all proposed advertisements for your rental to ensure compliance with the Land Use Regulations. Upload one of the following: 1) for a new permit application, upload a mock-up of the advertisements, or 2) for a permit renewal application, upload a list of the weblinks to all online advertisements, including private sites operated by the owner or property manager.

Revised 07/11/2023