



This Webinar will begin shortly

If you have not already, please download the STR Application Packet found on the Planning Dept. website under the '*Short-term Rental Information & Application*' tab:

<https://www.berthoud.org/178/Planning-Department>

Short-term Rental Regulations Application Process Webinar



Short-term Rental Regulations Application Process



Intent of Today's Webinar:

1. Introduce the new Short-term Rental Information & Application page
2. Provide a brief overview of the STR Business License Application process
3. Present the STR Business License Application Checklist & Application Packet
 - Go over each required submittal item

Agenda:

7:00am – 7:05am – Team Introduction
7:05am – 7:40am – Staff Presentation
7:40am – 7:55am – Participant questions
7:55pm – 8:00am – Closing statement

Instructions:

- Attendees are muted upon entry into the webinar and video is disabled.
- If you wish to ask a question, you may use the chat at the bottom of the screen.
- Any unanswered questions will be addressed in a FAQ that will be posted on the STR page.

Short-term Rental Regulations Application Process

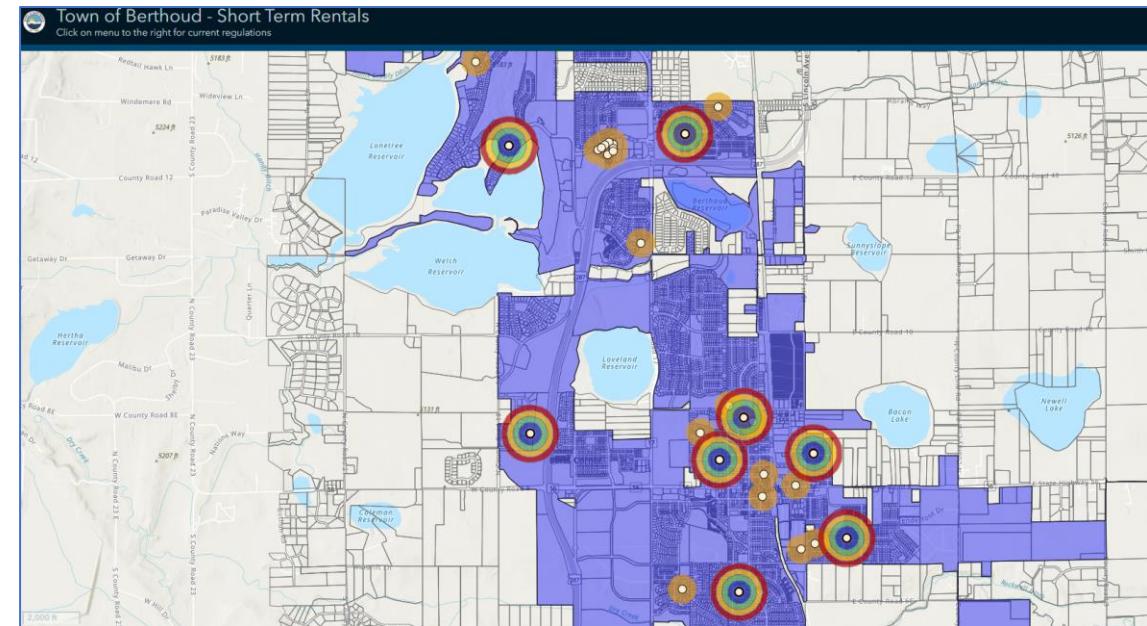


New Short-term Rental Page

This will be the best resource for all things STR and will contain:

- ✓ Link to the newly adopted STR Regulations
- ✓ Application Checklist
- ✓ Application documents
- ✓ Life Safety Inspection Checklist
- ✓ Interactive STR Map (will be updated as we approve STR applications)
- ✓ Copy of tonight's webinar
- ✓ Other information

This page is a work in progress and will be improved as we go through this process with the community.



STR Map – will show location of approved STRs, property manager info for each STR, and a buffer tool that can be applied to any property to determine if it meets the buffer/separation requirement.

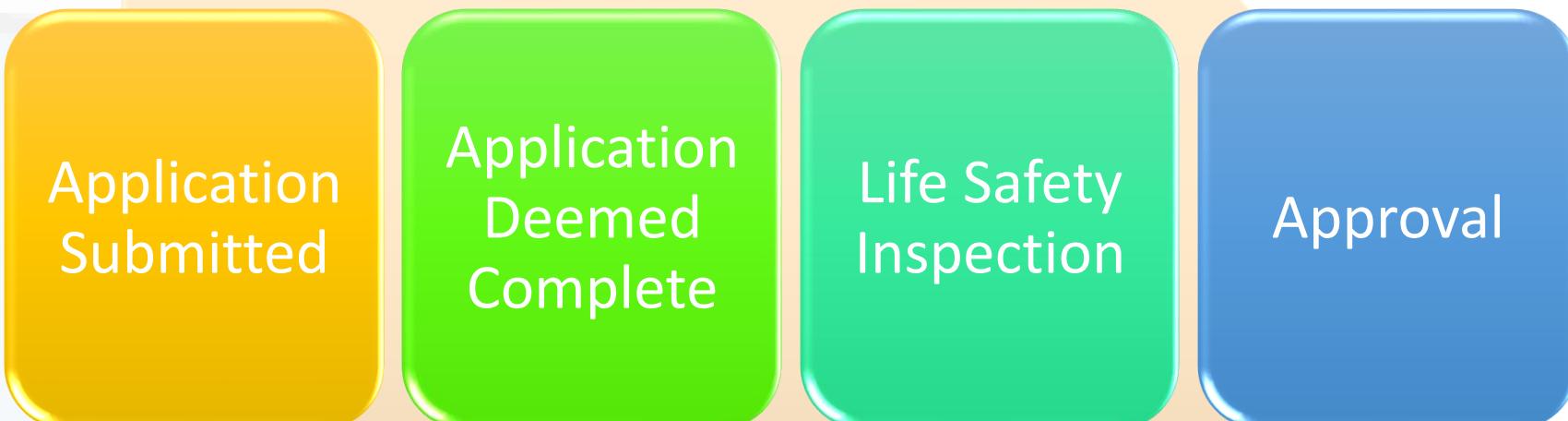
How to access:

Visit the Planning Dept. webpage at: <https://www.berthoud.org/178/Planning-Department>
Click on the 'Short-term Rental Information and Application' tab

Short-term Rental Regulations Application Process



STR Business License Application Process



Short-term Rental Regulations Application Process



Application
Submitted

- ✓ Application must be submitted electronically (pdf format) to the following email: STR@Berthoud.org.
 - Paper copies will not be accepted.
- ✓ Upon receipt of your email, you will receive an auto response acknowledging receipt of your email.
 - Please do not send multiple emails or call the Planning Dept. inquiring about your application. This will only delay the process.
 - Staff will reach out to you once we have deemed your application complete.
- ✓ Applications will be accepted and processed on a first come, first served basis.
- ✓ Applications that are missing required items or contain incomplete information may be deemed incomplete.
 - Incomplete applications will be returned to the applicant without further review.
 - This means the application will need to be resubmitted and you will lose your place in queue.

Short-term Rental Regulations Application Process



Application Deemed Complete

- ✓ Once your application is deemed complete you will be notified by Staff.
- ✓ Staff will contact you at this time regarding applications fees
 - Application Fee = \$350
 - Application Deposit = \$1,000
 - Paid by check only(more on this in a later slide)
- ✓ Staff will provide you with additional instructions on the following:
 - How to schedule a Life Safety Inspection
 - Displaying temporary documents for the inspection (Operations Manual, Business License, and Information Sign)



Don't Forget: Once the application has been approved any remaining balance from the Application Deposit will be refunded. Staff and Building Official time is deducted from the deposit.

Short-term Rental Regulations Application Process



Life Safety Inspection

- ✓ Prior to submitting an application, please review the *Life Safety Inspection Checklist* found online.
 - Be prepared, be proactive.
- ✓ Life Safety Inspections will be performed by the Town Building Official
- ✓ The Life Safety Inspection is a pass-fail inspection
 - If all items on the checklist are satisfied, the inspection will be approved.
 - If an item(s) on the checklist is not satisfied, the inspection will be denied.
 - Should this occur, you will need to address the outstanding items and schedule a new Life Safety Inspection.
 - Staff will work with each applicant to determine a timeline for completing the inspection.
- ✓ If the Life Safety Inspection is approved, Staff will approve the Short-term Rental Business License application.

Short-term Rental Regulations Application Process



Approval

Application approved? You aren't done just yet

- ✓ Upon approval, the applicant will be provided with the following:
 - A Short-term Rental Business License
 - This is required to be displayed in the residence next to the front door.
 - A completed Operations Manual Cover Sheet
 - The Operations Manual is to be displayed in the place reviewed and approved during the Life Safety Inspection.
- ✓ Following approval, the applicant will be required to send written notice of the approval to property owners within 500-feet of the property. (More on this to come)
- ✓ All advertisements for the approved STR must contain the business license number.

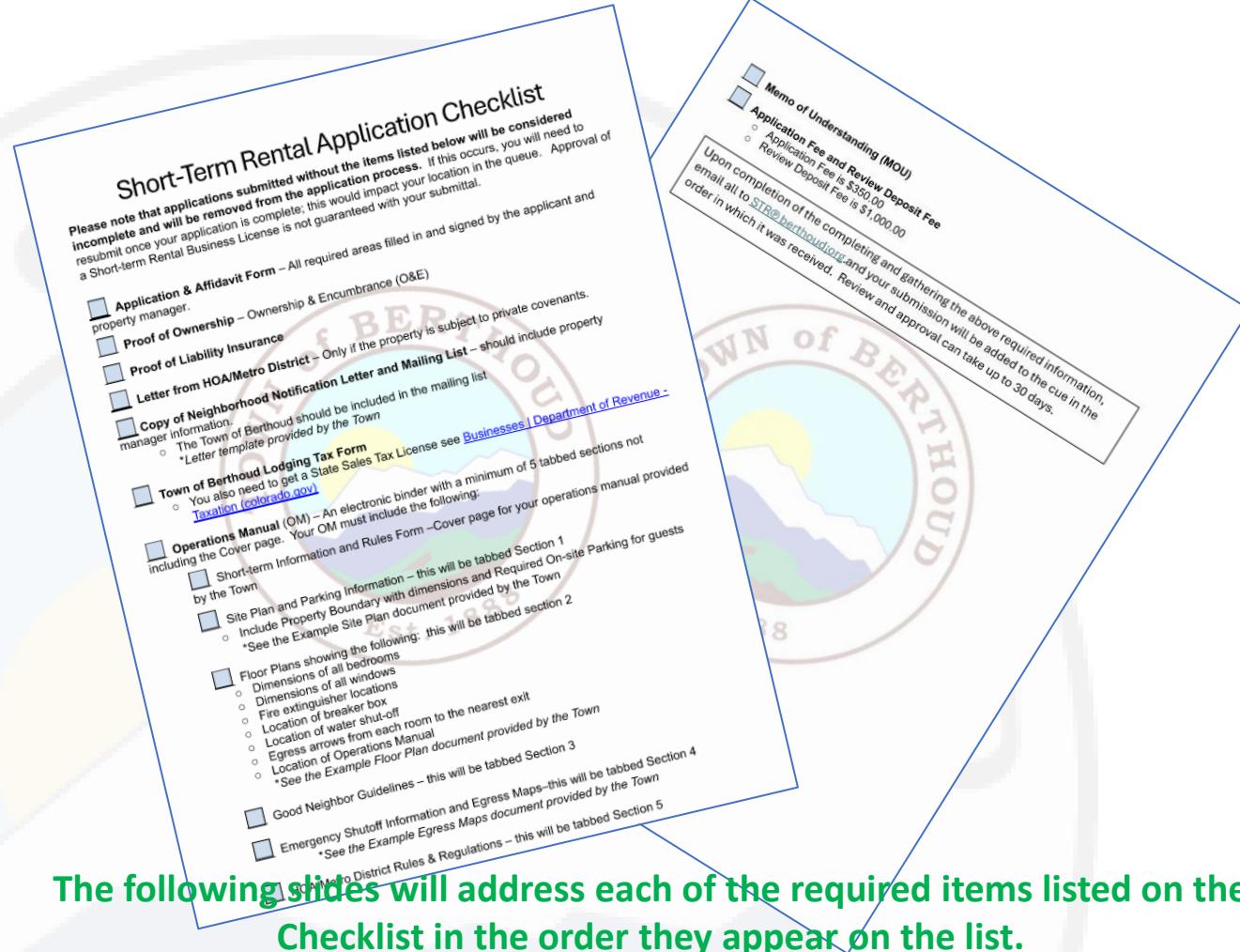


Don't Forget: License renewal is required annually. Applications approved before the end of 2024 will be required to renew in December 2025.

Short-term Rental Regulations Application Process



STR Business License Checklist & Application Packet



The following slides will address each of the required items listed on the Checklist in the order they appear on the list.

Short-term Rental Application Checklist

- ✓ Follow the Checklist as you compile your Short-term Rental Business License application packet.
- ✓ The items listed on the Checklist are required.
 - An application submitted missing one or more of the required items will be deemed incomplete.
 - An application submitted with incomplete items will be deemed incomplete.
 - Incomplete applications will be returned to the applicant without review.
- ✓ Name each pdf file as listed on the Checklist.
- ✓ Submit as individual pdfs, not as one large combined pdf.

Short-term Rental Regulations Application Process



Garden Spot of Colorado

Short-term Rental Application

807 Mountain Avenue | PO Box 1229 | Berthoud, CO 80513 | O: 970.532.2643 | F: 970.532.0640 | Berthoud.org

Check one: New Application Renewal, License # _____

Property Owner Information

Name(s) _____

Mailing Address _____

Physical Address (if different) _____

Cell _____ Home _____ Business _____

Email _____

Property Manager Owner* Property Manager

*All sections must be filled out even if the responsible party is the Owner.

Name _____

Company _____

Mailing Address _____

24-Hour Number _____ Cell _____ Business _____

Email _____

Rental Property Information

Physical Address _____

Complex or Development Name _____

Proposed Number of Guests _____ Number of Bedrooms _____

Number of Parking Spaces _____

Property Owner Signature _____ Date _____

Property Owner Signature _____ Date _____

Property Manager Signature _____ Date _____

#1.A – STR Application Form

- ✓ Property Owner Information must be consistent with the ownership document (O&E) submitted as part of the application.
- ✓ Property Manager can be a local property manager or the property owner
 - ❖ Per the STR Regulations, Property Manager must be available 24 hours per day, 7 days a week
 - ❖ Must be located within a 20-mile radius of the STR
 - ❖ Must be able to affirmatively respond to complaints within 1 hour of notification of complaint
- ✓ Application must be signed by the Property Owner(s) and the Property Manager
 - If Property Manager is the Owner, then owner will sign both places.
 - All Property Owners must sign the application form. If more than 2 exist, attach a second Application Form.

Short-term Rental Regulations Application Process



Short-term Rental Affidavit

By signing this Affidavit I represent that all information contained in this application is true and correct to the best of my knowledge and acknowledge and agree to abide by the requirements and restrictions of the Town of Berthoud Municipal Code as it pertains to Short-term Rentals (STR) and affirm the following:

1. I have obtained a Town of Berthoud business and sales tax license as required by the Town of Berthoud Development Code and will promptly remit all applicable taxes in conformance with state and local law.
2. The property rental described herein is permissible under all applicable local zoning and land use regulations under the Town of Berthoud Development Code and any covenants and restrictions imposed by any owners' association with authority over the property.
3. I agree that I am responsible for maintaining the property for health and safety, and do indemnify, defend, and hold harmless the Town of Berthoud, including its officers, agents, and employees, from any action resulting from damage, loss, injury, including death, of any occupant of the rental property herein described.
4. I have read and understand the requirements, restrictions, and standards of Development Code Section 30-3-113 and shall strictly comply therewith.

Note: A Short-term Rental Business License will only be issued after the application has been reviewed and approved in accordance with the Town of Berthoud Development Code. Specific terms and conditions may be included with the license. All licenses will be issued to the owner(s) of the property. A change in ownership requires the new property owner to apply for a new license. A Short-term Rental Business License expires each year. The Town of Berthoud will send a new application 30 days before the expiration of the license to the contact on record for the short-term rental. However, the Town of Berthoud cannot guarantee receipt and it is therefore the responsibility of the property owner to ensure a new application is submitted before the expiration of the short-term rental license.

I acknowledge that this Affidavit is a "public record" and if I make a false entry or representation in this Affidavit, then I will commit a violation of Development Code Section 30-3-113. I have carefully considered the contents of this Affidavit before signing.

Owner(s) Signature _____ Date _____

Owner(s) Signature _____ Date _____

Notary Signature Block

State of Colorado

County of _____

Signed before me on _____ (date) by _____
(names of individuals).

Signature of Notary Public

My Commission Expires On _____

Seal

#1.B – STR Affidavit

- ✓ Acknowledging information contained in application is true and accurate
- ✓ Acknowledge understanding of Short-term Rental Regulations
 - Read the recently approved STR Regulations before applying!
- ✓ Owner signatures must match the Application and ownership documents.
- ✓ All Property Owners must sign the Affidavit. If more than 2 exist, attach a second Affidavit
- ✓ Signatures must be Notarized

Short-term Rental Regulations Application Process



#2 – Proof of Ownership

- ✓ Provide an Ownership & Encumbrance (O&E) showing legal ownership of the subject property.

#3 – Proof of Liability Insurance

- ✓ Provide documentation or proof of liability insurance adequate for the STR or provide proof that property liability coverage is provided by any and all hosting platforms (VRBO, Airbnb, etc.) through which the owner will rent the STR unit.

#4 - Letter from the HOA or Metro District (if applicable)

- ✓ If the property is subject to private covenants, provide a letter from the HOA or Metro District (on letterhead) confirming that an STR is an allowed use per the covenants.



Short-term Rental Regulations Application Process



#5 – Neighbor Notification Letter and Mailing List

(*Date*)

(*Recipient name and address*)

Subject: Notification of Approved Short-term Rental Business License for the property located at
(*property address*)

Dear (*recipient name*):

This letter is to inform you that the above referenced property has been approved for a Short-term Rental Business License. Per the Town of Berthoud Development Code, a short-term rental is defined as a "principal dwelling rented to transient guests who are part of one party for short-term lodging (30 days or less) when not occupied by the owner/operator."

Below you will find information pertaining to the Short-term Rental, including Property Manager contact information, for your reference:

Short-term
Rental
Business
License
Number:
(*enter license number*)

This letter is to inform you that the above referenced property has been approved for a Short-term Rental Business License. Per the Town of Berthoud Development Code, a short-term rental is defined as a "principal dwelling rented to transient guests who are part of one party for short-term lodging (30 days or less) when not occupied by the owner/operator."

Below you will find information pertaining to the Short-term Rental, including Property Manager contact information, for your reference:

Short-term Rental Business License Number: (*enter license number*)

Maximum number of approved guests: (*enter approved number of guests*)

Property Manager Contact Information:

(*enter property manager primary contact, address, phone number*)

For more information on Short-term Rental regulations, please refer to Section 30-3-113 of the Berthoud Development Code (<https://www.berthoud.org/178/Planning-Department>).

✓ A template letter is provided by the Town

✓ Replace the areas in (*italics*) with the required information

✓ For the initial application submittal:

- Some information will not be completed, such as the recipient's name and address, business license #, or approved number of guest.
- Fill in the STR address, property manager info, and property owner info.
- You will fill in the remaining info upon approval prior to sending to neighbors and to the Town.

❖ Per the STR Regulations, the Property Owner will be required to send the complete letter to property owners located within 500-feet of the approved STR.

Short-term Rental Regulations Application Process



#5 – Neighbor Notification Letter and Mailing List, continued

- ✓ The mailing list can be created by using the Larimer County Assessor Property Search tool
<https://maps1.larimer.org/gvh/?Viewer=LIL&run=Theme&theme=Land%20Information>
- ✓ Written directions on how to create a mailing list will be provided with the template letter.
- ✓ The mailing list should be provided to the Town in pdf format.

Short-term Rental Regulations Application Process



General Instructions

Who Must File
Pursuant to Ordinance No _____ and _____, Lodging tax applies to _____.

When to File
Returns are filed on a _____ following each reporting period.

Filing an Amended Form
If you are filing an amendment, it must be filed for each difference. The amendment must be filed _____.

Payment Information
Sign and date the _____.

TOWN OF BERTHOUD
Attn: Cindy L. _____
P.O. BOX 122 _____
BERTHOUD, CO _____

Garden Spot of Colorado

Short-term Rental Application for Lodging Tax License
Information on this application is public record.

Short-term Rental Ownership (if more than two owners, list them on a separate sheet)

Name: _____ Date of Birth: _____
Business Name (if applicable): _____
Phone: _____ Email: _____
Home Address: _____
Mailing Address (if different from above): _____
Name: _____ Date of Birth: _____
Business Name (if applicable): _____
Phone: _____ Email: _____
Home Address: _____
Mailing Address (if different from above): _____
Name: _____ Date of Birth: _____
Business Name (if applicable): _____
Phone: _____ Email: _____
Home Address: _____
Mailing Address (if different from above): _____

Date the Short-term Rental Began Operation: _____
Reporting Frequency: Monthly Quarterly Quarterly Filing is allowed if the tax collected is under \$50,000 per month.

Filing Preference (if you have two short-term rentals): _____
Each Location Consolidated

Person to Contact Regarding Tax Return
Name: _____ Phone: _____
I declare under penalty of perjury that the statements made in this application are true and complete to the best of my knowledge.
Signature: _____ Date: _____
Signature: _____ Date: _____

For Office Use Only
Account Number: _____ Reporting Freq: _____ Approval Date: _____ Audit Freq: _____ Staff Name: _____

STR Business License # _____

#6 – Town of Berthoud Lodging Tax Form

- ✓ The Ownership Information must be consistent with the Application Form, Affidavit, MOU, and ownership documents.
- ✓ All Property Owners must sign the application form. If more than 2 exist, attach a second Tax Form.
- ✓ When choosing Filing Frequency, keep in mind that if you choose Monthly, you must file each month or late fees will be assessed on months not filed on time.
- ✓ The Property Owner is also responsible for State Sales Tax.
 - Additional info on this can be found in the packet or on the Town STR webpage.

Short-term Rental Regulations Application Process



Good Neighbor Guidelines

The Good Neighbor Guidelines is a reminder on the importance of being a good neighbor and respecting the neighborhood in which you are staying. This code of ethics is created to ensure that you have an enjoyable stay and that those who live here and reach out to you.

Maximum Capacity
This short-term rental may not have overnight guests and that those who live here and reach out to you.

24-Hour Response
If, at any time, you or regarding your rental rules, contact number, or rental rules in the event of an emergency.

Larimer County Sheriff's Office number is 970-416-5111.

Respect Your Neighbors
Be friendly and considerate of your neighbors, like you want to be treated by your neighbors, their property.

Noise and Outdoor Activities
Be considerate of your neighbors, like you want to be treated by your neighbors, their property.

The Town of Berthoud asks that you protect your outdoor lighting when possible.

Parking
All vehicles must park in designated spaces provided, a Town approved parking lot or property.

Camping
Camping, outdoor sleeping, RVs, and campers are prohibited on the property.

Operations Manual Short-term Rental Rules & Information

Short-term Rental License # _____

Property Address _____

24-Hour Local Contact

Name _____

24-Hour Phone Number _____

Email _____

Emergencies Dial 9-1-1

Larimer County Sheriff's Non-Emergency Phone Number (970) 416-1985

Information

1. Occupancy

Maximum Occupancy _____

2. Parking is only allowed on-site in the designated locations shown on the Site plat located in Section 1

Number of Parking Spaces _____

3. Good Neighbor Guidelines, review Section 2

4. Directions for emergency shut off for gas, water, and electrical, see Section 3

5. HOA/Metro District special rules or regulations, see Section 4

Not all rentals are in an HOA/Metro District, this section may be blank.

Rules

1. No Camping

Outdoor sleeping, RVs, and campers are prohibited.

2. Quiet Hours are from 10pm to 7am

#7 – Operations Manual

- ✓ The Operations Manual is required to contain the following, in the order specified in the Application Checklist:

- Operations Rules & Information Coversheet
(template provided by the Town)
- Site Plan & Parking Information
(examples provided by the Town for reference)
- Floor Plans showing specific information
(example provided by the Town for reference)
- Good Neighbor Guidelines
(document provided by the Town)
- Emergency Shutoff Information & Egress Maps
(egress map example provided by the Town for reference)
- HOA/Metro District Rules & Regulations (if applicable)

- ✓ The applicant is welcome to add additional information to the Operations Manual following the required information.

Short-term Rental Regulations Application Process



EXAMPLE SITE PLAN, FLOOR PLAN, and EGRESS MAP

Garden Spot of Colorado
807 Mountain Avenue | PO Box 1229 | Berthoud, CO 80513 | O: 970.532.2643 | F: 970.532.0640 | Berthoud.org

Site Plan

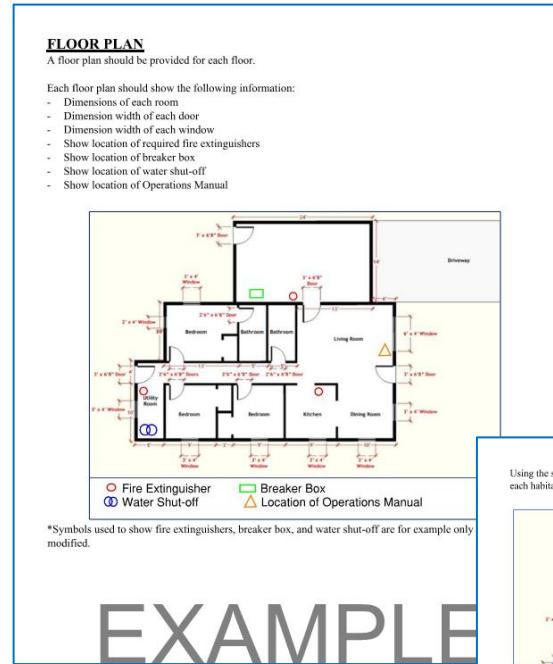
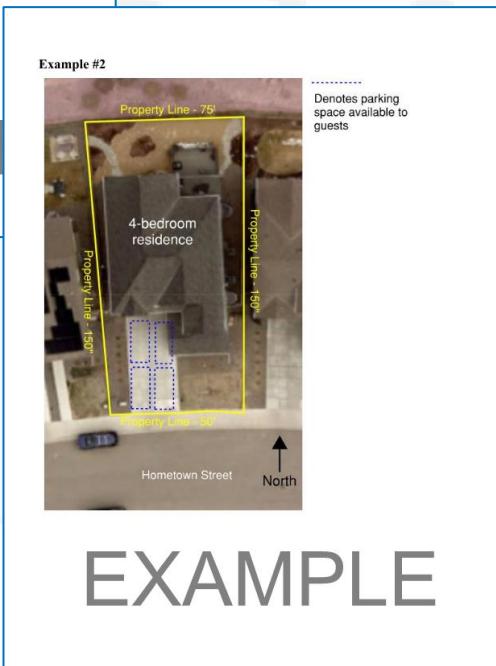
Example #1

Property Line - 131.5' (top and bottom) and 75' (left and right). A 3-bedroom Residence is shown with a Detached 2-car Garage. A Driveway leads to the garage. The property is bounded by Hometown Street on the right and a shared property line on the left. A North arrow is present. A legend at the bottom left indicates that dashed lines denote parking space available to guests.

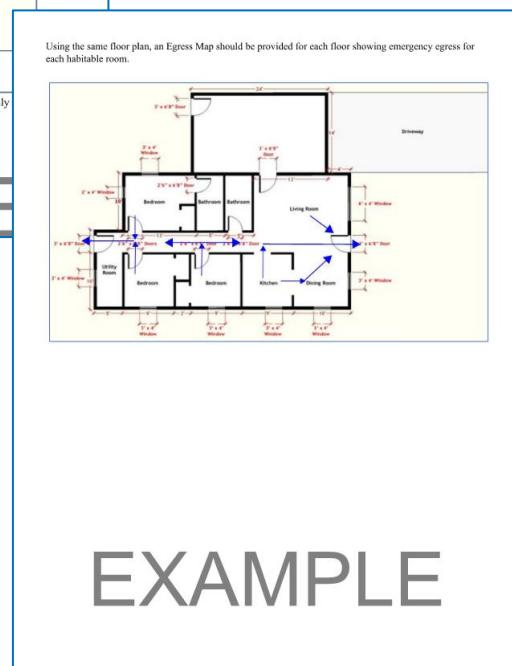
Example #2

Property Line - 75' (top and bottom) and 150' (left and right). A 4-bedroom residence is shown. A Driveway leads to the residence. The property is bounded by Hometown Street on the right and a shared property line on the left. A North arrow is present. A legend at the bottom left indicates that dashed lines denote parking space available to guests.

Example Site Plans



Example Floor Plan and Egress Map



Short-term Rental Regulations Application Process



MEMORANDUM OF UNDERSTANDING FOR PAYMENT OF REVIEW AND DEVELOPMENT EXPENSES INCURRED BY THE TOWN

This Memorandum of Understanding, with the Town of Berthoud, Colorado, a municipal Corporation, hereinafter referred to as "the Town," and [REDACTED], hereinafter referred to as "the Applicant," is executed so as to prevent confusion on the part of the Applicant as to the Town's reimbursement policies.

WHEREAS, the Applicant of certain property situated in the County of [REDACTED], State of Colorado, which is more particularly described in **Exhibit A** attached hereto and incorporated herein, and is commonly referred to as [REDACTED]; and

(Project Name)

WHEREAS, the Board of Trustees has determined that the fiscal impact of annexation, subdivision and development should properly be borne by those parties who receive the benefits; and

WHEREAS, on August 9, 1994, the Board of Trustees passed Ordinance No. 707, establishing policies for reimbursement of professional fees and established fees for applications including, but not limited to, legal notification, planning fees, engineering fees, attorney fees, consultant fees, reproduction of material, public hearing expenses and recording documents; and

WHEREAS, on February 28, 1995, the Board of Trustees passed Ordinance No. 722, adopting a Development Code for the Town of Berthoud, which included the setting of new submittal review fees in Chapter 10; and

WHEREAS, on January 13, 2004, the Board of Trustees passed Ordinance No. 985, establishing new and/or revising existing fees as provided for in Chapter 10 of the Development Code; establishing an hourly fee for Town Personnel involved in development review; amending Section 30-10-104 of the Town of Berthoud Development Code; repealing Ordinance 707 and all ordinances in conflict herewith; providing a severability clause; providing an applicability clause; and providing for an effective date; and

WHEREAS, on February 14, 2006, the Board of Trustees passed Ordinance No. 1025, an Ordinance revising those fees established in Ordinance No. 985; and

WHEREAS, the Town's staff has determined the typical municipal expenditures incurred by the Town in processing subdivision and zoning related applications; and

WHEREAS, the Applicant desires to develop said property and has made a complete application to the Town of Berthoud for development; and

WHEREAS, the Parties hereto recognize that the Town will incur development expenses throughout the entire development process until final completion of the project, including, but not limited to, planning and building fees, engineering fees, attorney fees, consultant fees, reproduction of material, securing permits and easements, and recording fees;

Fee(s), development review of a Development Review Application. It shall assist with technical review of the application to, engineering, planning, submitted to, the Town's staff, shall keep track of the time submitted of a Development Review, costs such as postage, recording,

and the actual expenses that may be incurred as expenses are in excess of the time as expenses are in excess of the request and outstanding issues. In no event shall be requested by the Planning and Zoning Commission, the Town shall be entitled to, engineering, planning, submitted to, the Town's staff, shall keep track of the time submitted of a Development Review, costs such as postage, recording,

OF REVIEW AND DEVELOPMENT EXPENSES expended as a result of the review of the above process. The Town on a regular basis will provide

provides otherwise, the Applicant may terminate its notice to the Town. The Town shall take all of costs to the Applicant e.g., notify newspapers to all for all costs reasonably incurred by the Town to

OSTS herein when due, the Town may proceed to collect the also be entitled to all its filing fees, attorney's fees, expert witness fees, and interest on the amount due at a rate of 18% per

entirely, the Applicant acknowledges that he/she has read the provisions set forth.

Date
Date
Date
(attach additional signatures as necessary)

#8 – Memorandum of Understanding For Payment of Review and Development Expenses Incurred by the Town (aka MOU)

- ✓ Information provided on this form must be consistent with the Application Form, Affidavit, and ownership documents.
- ✓ You are responsible for providing the Exhibit 'A' referenced in the document. This is the property legal description.
- ✓ All Property Owners must sign the MOU. If more than 2 exist, attach a second MOU

Short-term Rental Regulations Application Process



#9 – Application Fee and Review Fee Deposit

- ✓ Application Fee = \$350 (non-refundable)
- ✓ Application Review Deposit Fee = \$1,000
 - Any portion of this deposit remaining after the application has been approved will be refunded to the applicant.
 - If this deposit is exhausted, and additional review or inspections are required, the applicant will be billed for Staff/Inspector time.
- ✓ All fees paid by check only – made out to Town of Berthoud
 - Mail to Town Hall or drop off in person
- ✓ Per STR Regulations, STR Business License are required to be renewed annually (by Dec. 1st each year)
 - Requires annual Renewal Application
 - Requires annual Life Safety Inspection
 - Applications approved before the end of 2024 will be required to renew in December 2025



Short-term Rental Regulations Application Process



- ✓ Read the Short-term Rental Regulations prior to applying!
- ✓ Read the Life Safety Checklist prior to applying.
- ✓ Provide all required documents and ensure all documents are complete.
- ✓ Name all files as listed on the Checklist.
- ✓ Submit each document as a separate pdf file (don't combine into one large pdf)

Submit your Short-term Rental Business License Applications to:
STR@berthoud.org

The Town will start accepting STR Business License Applications Monday, September 23, 2024
Applications received before this date will not be accepted.

Short-term Rental Regulations



For project information:

Town of Berthoud Planning Department at:

<https://www.berthoud.org/178/Planning-Department>

'Short-term Rental Information and Application' tab

Any questions regarding the Short-term Rental Regulations and/or Short-term Rental Business License application process can be sent to Senior Planner Tawn Hillenbrand at STR@Berthoud.org.

