



Archuleta County
Development Services—Planning Department
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FACT SHEET

VACATION RENTALS OF DWELLING UNITS IN ARCHULETA COUNTY

Renting (or offering) any home for short-term rental (less than 30 days) in Archuleta County requires a Vacation Rental Permit, which will need to be renewed each year.

APPLICATION

Archuleta County utilizes MUNIRevs, an online application and permitting system, to complete all requirements of the permitting process. Permits will be valid for one full year, with a \$400 annual fee. In addition to payment, the following documents will need to be uploaded into MUNIRevs to apply for a permit (items marked with a * will also be required for annual renewals):

1. **Proof of Ownership or Agent Authorization** (if not the owner)
2. **Site Sketch** showing parking available for guest use
3. San Juan Basin Public Health (SJBPH) **OWTS Permit** if there is an On-Site Water Treatment System or **Affirmation Statement** that there is no OWTS on the property
4. ***Proof of Colorado Department of Revenue Sales Tax Registration or Affirmation Statement** regarding exclusive use of VRBO/AirBNB to book guests
5. ***Proof of Property Taxes Paid** for the property
6. **Proof of Property/Homeowner's Association Notification or Affirmation Statement** that the property is not part of homeowner or property owner association
7. ***Vacation Rental Property Disclosure Form**

PERFORMANCE STANDARDS

Vacation Rentals shall be compatible with the neighborhood, community character, and surroundings.

1. **Density.** The number of Vacation Rentals allowed is the same as the allowed dwellings.
2. **Occupancy.** The number of guests is limited by the number of bedrooms and On-Site Water Treatment System capacity. There may be no more than 2 overnight guests per bedroom, plus 2 other guests per dwelling unit. A bedroom for the purpose of vacation rental is defined as a space with smoke detector inside the room, carbon monoxide detector within 15', and point of egress from the room *directly* to the outside of the dwelling.
3. **Advertisements.** Ads must include the six-digit Land Use Permit account number.
4. **Neighbor Notice.** Notify adjacent neighbors that the property is used as a Vacation Rental.
5. **Rental Notice.** Provide guests important information about local ordinances, regulations, covenants, and emergency contacts prior to their arrival and at the home.

For more information, see full requirements in Section 5.5.6 of the *Archuleta County Land Use Regulations*, visit the Planning Department webpage at <http://www.archuletacounty.org/93/Planning>, or contact the Planning Department staff at 970.264.1390 to get started.