



SHORT-TERM RENTAL APPLICATION
2025 Zoning Development Permit (ZDP)
(Revised 1/1/2025)

Project # _____
Fee \$100 + Short-Term Rental Business
License Fee
Non-Refundable

(Application must be submitted to the City at least 30 days prior to the date of the intended use per M.C. §5.22.030.A)

1. Property Owner Information *(Applicant & Property Owner must be the same)*

- a. Name of Property Owner/Applicant _____
- b. Application Contact Person _____
- c. Mailing Address _____
- d. E-mail Address _____
- e. Phone: Home _____ Work _____ Mobile _____

2. Designated Local Contact Person Information *(Required per MC §5.22.020 (k))*

- a. Name _____
- b. Business Name _____
- c. Physical Address _____
- d. Mailing Address _____
- e. E-mail Address _____
- f. Phone Home _____ Work _____ Mobile _____

3. Short-Term Rental Site Information

- a. Site Address _____
- b. Lot _____ Block _____ Subdivision _____
- c. Property Zoning _____
- d. Number of Parking Spaces On-Site _____
- e. Number of Legal Bedrooms _____ Max Number of Guests _____

4. Type of license requested?

Primary Residence STR Unit Non-Primary Residence STR Unit

5. Is the short-term rental site your primary residence? Yes No

If yes, please provide two (2) or more of the following documents:

- a. driver's license or Colorado state identification card;
- b. voter registration;
- c. motor vehicle registration;
- d. document(s) designated a primary residence for income tax purposes.

6. **Does the property include an Accessory Dwelling Unit (ADU)?** Yes No
If yes, indicate which dwelling unit is occupied by the property owner as your primary residence:

Primary Dwelling Unit Accessory Dwelling Unit

7. **Additional Short-Term Rental Submittal Requirements**

- a. Submit copy of the deed for the short-term rental property.
- b. Provide a site diagram that shows the location of delineated off-street or off-right-of-way parking for guests' vehicles. Primary Residence STRs must also show parking for property owners vehicles. (Typical minimum area required for each parking space is 9' x 18' – Reference: Woodland Park Engineering Specifications – Title 08))
- c. Tax receipts showing no overdue balance with the Treasury Department.

8. **Certification** I, the undersigned Owner of the Short-Term Rental located at the property address listed above, acknowledge that it is the responsibility of the property owner/applicant to obtain applicable **HOA/homeowners' association/unit owners' association** approval. Additionally, I acknowledge that the City of Woodland Park does not have legal authority to enforce any recorded covenants, restrictions or conditions; it is the responsibility of the HOA or applicable association to enforce their applicable recorded covenants, restrictions or conditions.

 Signature of Property Owner _____ Date _____

 Signature of Local Contact Person _____ Date _____

9. **Certification** I have read and shall comply with the **Good Neighbor Guidelines** attached to this application and acknowledge a copy of the Good Neighbor Guidelines shall be provided to all guests and made available in the STR unit.

 Signature of Property Owner _____ Date _____

 Signature of Local Contact Person _____ Date _____

10. **Certification** I, the undersigned Owner of the Short-Term Rental located at the property address listed above, do hereby swear and certify, under penalty of perjury and other applicable laws, that the information stated in this application is true and accurate to the best of my knowledge. I further understand, swear and certify that the proposed Short-Term Rental will operate in accordance with this application, all provisions of the City of Woodland Park Municipal Code, Zoning Regulations, any other applicable City Regulations, and all applicable conditions imposed upon the issuance of this Permit. I further swear and certify that I shall comply with Chapter 5.22 and Section 18.78.050 of the Woodland Park Municipal Code.

 Signature of Property Owner _____ Date _____

 Signature of Local Contact Person _____ Date _____

Note: The following is an excerpt from City of Woodland Park Municipal Code and is intended as a guideline for Short-Term Rental applicants. For further questions, contact 719-687-5202.

18.78.050 – Short-Term Rental Units.

Short-term rental units shall be subject to the following regulations, provisions and standards:

- (a) Licensing requirements
 - (1) All short-term rental units shall comply with Title 5 Business Requirements and Title 18 Zoning Requirements of the Woodland Park Municipal Code.
- (b) Short-Term Rental Unit Standards. The following standards shall apply to all short-term rental units within the City:
 - (1) Short-term rental units are not permitted in a rental apartment unit or a rental apartment building at any time in any zoning district.
 - (2) Short-term rental units are not permitted in bed and breakfast establishments, dormitories, campgrounds, RV parks, hotels, motels, mobile homes, and recreational vehicles (RVs) which include all vehicles that bear a vehicle identification number (VIN), cabins and other structures without installed water, power and sewer facilities, tents, teepees, campers and other temporary structures at any time in any zoning district.
 - (3) No short-term rental shall be operated in such a way as to constitute a nuisance.
 - (4) The maximum number of occupants permitted in a short-term rental shall be two (2) people per legal bedroom plus an additional two (2) people. Notwithstanding the foregoing, the maximum occupancy per short-term rental unit shall be twelve (12) occupants.
 - (5) Large events, such as (but not limited to) concerts, parties and weddings, exceeding the maximum number of permitted occupants are prohibited.
 - (6) All short-term rental units shall provide a minimum of two (2) off-street, on-site parking spaces for guest vehicles, and all short-term rental units with more than two (2) bedrooms shall provide a total of one (1) parking space per bedroom. Off-street, on-site parking shall be utilized first with no overnight, overflow parking on the street allowed.
 - (7) To operate a Primary Residence as a short-term rental, at least one of the primary residents must live on-site throughout the visitor’s stay.

To Be Completed By City of Woodland Park

Certification of Approval: This application has been found to be in compliance with applicable City provisions and is therefore approved. The applicant is so authorized to proceed in accordance with all information found in the application and all other applicable City provisions.

By _____ Date _____
Title _____

Conditions of Approval

Compliance/Complaints



GOOD NEIGHBOR GUIDELINES

THE GOOD NEIGHBOR GUIDELINES ARE REQUIRED FOR WOODLAND PARK VISITORS STAYING IN A SHORT-TERM RENTAL UNIT. THESE GUIDELINES HELP ENSURE THAT OUR COMMUNITY REMAINS SAFE, ENJOYABLE, AND BEAUTIFUL FOR EVERYONE WHO LIVES, WORKS, AND VISITS THE CITY OF WOODLAND PARK

24-HOUR RESPONSIBLE AGENT CONTACT:

Information: If you have any concerns about your stay, please call the 24-hour contact number listed in the rental lease agreement or posted on the property. In the event of an emergency, call 911.

RESPECT FOR NEIGHBORS:



Please be friendly and courteous, and treat your neighbors as you would like to be treated. Respect your neighbors and their property. The property owner or responsible agent shall inform all renters of property boundaries and limitations.

MAINTENANCE OF PROPERTY

Be sure to keep the property clean, presentable and free of trash and debris.

MAXIMUM CAPACITY:



This short-term rental unit has a maximum capacity of ____ overnight guests, and this limit cannot be exceeded for any reason.

TENANT/GUEST RESPONSIBILITY:

Guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions, which may include consequences for failure to abide by them.

TRASH AND RECYCLING:

Place all trash and recycling in the designated containers stored indoors in order to prevent issues for wildlife or snow removal operators. Bear-resistant trash cans are required and must be used to avoid issues for wildlife. Cigarette butts should be properly extinguished, cooled, and disposed of in a trash receptacle.



Woodland Park
City Above the Clouds

WOODLAND PARK
CITY CODE

PARKING & TRAFFIC SAFETY:



All vehicles must park in the designated parking spaces provided. Do not park on roadways, lawns, or in a manner that blocks driveways, sidewalks, alleys, or mailboxes. Observe posted speed limits and watch for children and pedestrians. A copy of the City approved parking plan must be provided to all renters in the rental agreement and posted in a prominent location within the property.

RESPECT FOR WILDLIFE:



Woodland Park is blessed with diverse wildlife, including bears, deer, elk, moose, and mountain lions. It can be exciting to view Colorado's wildlife, but doing so at a safe distance is crucial. Most dangerous and potentially harmful encounters with wildlife occur because people fail to leave animals alone.

Wildlife should not be harassed, captured, domesticated, or fed.

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WILDFIRE SAFETY & PREVENTION:



Wildfire is a serious risk here, and depending on conditions and the time of year, fire restrictions may be in place. Even if fire restrictions are not in place, be vigilant: Only use approved and permitted outdoor devices, and ensure that a responsible adult is always present until a fire is out cold. Visitors must check to see whether fire restrictions are in effect before lighting a fire outdoors or smoking.

WOODLAND PARK
CITY CODE



TELLER COUNTY
FIRE INFORMATION



DRIVING CONDITIONS:



The combination of extreme weather conditions and steep grades can create treacherous driving conditions in Colorado's mountains.

In winter conditions, give plow trucks extra space, do not pass plow trucks, drive slowly, increase your following distance from other vehicles, avoid stopping on an uphill slope, use the left lane only for passing, and never use cruise control.

PETS:



If pets are allowed in your rental unit, you must promptly clean up after pets, prevent excessive and prolonged barking, and keep pets from roaming the neighborhood or harassing wildlife. Control aggressive pets, and be sure to abide by the local leash laws. Dogs must be on leashes when visiting any park within the City of Woodland Park.

Store pet food indoors in a secure container to reduce the likelihood of attracting wildlife and pests.



WOODLAND PARK
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NOISE AND OUTDOOR LIGHTING



Be considerate of the neighborhood and your neighbor's right to the quiet and peaceful enjoyment of their home and property, especially after 10 p.m. The Woodland Park Police Department may be contacted if the City's noise ordinance is not followed. A properly installed noise meter on the property is recommended to reduce potential issues.

Do not direct outdoor lighting toward neighbors' homes, and do not leave outdoor lights on when you check out.



WOODLAND PARK
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