



Archuleta County  
Development Services—Planning Department  
1122 HWY 84  
P. O. Box 1507  
Pagosa Springs, Colorado 81147  
970-264-1390  
Fax 970-264-3338

## FACT SHEET

### VACATION RENTALS OF HOMES, APARTMENTS OR CONDOMINIUMS

Effective 1 October 2018, short-term rental of any home in Archuleta County—full or partial, for less than 30 days—are now allowed with a Vacation Rental permit as an Administrative Conditional Use.

#### APPLICATION

Archuleta County Planning Dept. is setting up an online application process (scan & attach PDF of documents). Permits will be valid for one calendar year, with a \$400 annual fee. **Any property previously in use as a Vacation Rental should have applied for a permit before December 31<sup>st</sup>, 2018. A pre-application conference with the Planning Department is required before making application.**

1. **Local Owner/Representative.** Owner or other person available to respond within one hour (within about 60 miles) whenever the unit is occupied, at any hour of the day. You may need Proof of Ownership (such as a deed).
2. **Site Sketch.** Simple site plan showing property dimensions, buildings (with # bedrooms), parking and driveway.
3. **Wastewater.** Valid San Juan Basin Public Health permit for septic, unless in sewer district.
4. **Lodging & Sales Tax.** Proof of Colorado Dept. of Revenue registration for sales & lodging tax.
5. **Owners Association Notification.** Prior to application for property in a PUD or HOA/POA.
6. **Annual Renewal.** Building Inspector will complete a building & fire safety inspection after the initial first-year application, and subsequent years if there are complaints.

#### PERFORMANCE STANDARDS

Vacation Rentals should look just like any other home and fit in with the neighborhood.

1. **Density.** Vacation Rentals are permitted like other single-family or multi-family Dwellings.
2. **Occupancy.** The number of guests is limited by the number of bedrooms and septic capacity. There may be no more than 2 overnight guests per bedroom, plus 2 other guests. Special events (such as weddings) are only permitted if a Temporary Use Permit can be issued.
3. **Advertisements.** Ads must include the Land Use Permit Number (i.e. VR19-999).
4. **Neighbor Notice.** Notify adjacent neighbors that the property is used as a Vacation Rental.
5. **Rental Notice.** Provide guests listed information prior to their arrival and at the home.
6. **Refuse Disposal.** Garbage must be managed properly.

Full requirements in Section 5.5.6 of the *Archuleta County Land Use Regulations*.

For more information visit the Planning Department webpage at <http://www.archuletacounty.org/93/Planning>, contact the Planning Manager: [Planning@archuletacounty.org](mailto:Planning@archuletacounty.org). Call 970.264.1390 to schedule a Pre-Application Conference.