

Frequently Asked Questions: Nightly Rental License Program

Q: What will the preliminary application process entail?

A: Contact the website management at blt.str.support@govos.com or 888-751-1911 to create a business account. You will need to provide your contact information; phone, email, mailing address, business name, and nightly rental physical address. Once the account is created you will be provided with an account number and access code. Visit the website above, create a profile and using the account number and access code connect your business account to your profile. You will then have access to the online application, where you will upload the supporting documents and complete payment. Once the application, supporting documents and Nightly Rental License fee have been accepted by the Town, Town staff will review the application. If the application and supporting documents are found to be satisfactory, the license will be granted administratively. If there are questions or concerns regarding the application Town staff will contact, you. This process can take up to 10 business days for a final decision. Once the License is issued, a public notice will be sent out to all neighbors within 100 feet of the property notifying them of the approved nightly rental.

Q: What information is required to be submitted?

A: Property information: physical address, legal description, and max occupancy
Owner information: valid contact information (including phone, email address and mailing address)
Property manager information (if other than the owner): valid contact information (including phone, email address and mailing address) and local emergency contact information, who has a permanent residence within 45 minutes of the nightly rental location.
Supporting documentation: annual proof of insurance, annual fire inspection report, site plan showing parking and snow storage, and HOA approval letter (if applicable).

Q: If I use a property manager, am I still required to purchase a nightly rental license?

A: Yes, a Nightly Rental License must be obtained for each structure, dwelling, or dwelling unit that is being rented. However, an additional sales tax license need not be obtained if the Property Manager has already obtained one.

Q: What is required on a site plan?

A: The site plan must depict the layout of the structure showing ingress and egress points, vehicular ingress and egress points, number of parking spots, snow storage equivalent to one-third of the parking area, number of trash receptacles and name of trash company.

This does not have to a complicated engineered drawing, it can simply be a drawing done by hand, or a Google Maps screen shot with the required information written on it.

Q: What are the requirements for parking?

A: All nightly rental properties must allow their guests to park on site. The required number of parking spots can be found here under Group 2:

https://library.municode.com/co/grand_lake/codes/code_of_ordinances?nodeId=CH12LAUSRE_ART2ZORE_12-2-28PAREDEST

If not all guests' vehicles and trailers can be parked on site, they can be parked in Town-designated parking areas and are subject to the same regulations as any other parked vehicle. No parking is allowed on any landscaped areas of a nightly rental, or in the public street or right-of-way adjacent to the nightly rental.

Q: What are the requirements for snow storage?

A: The required snow storage area that must be provided is calculated at thirty-three percent (33%) of the total parking, pathways, and driving areas (including shoulders), which also must be noted on the site plan.

Q: How do I obtain a fire inspection?

A: Property owners can schedule an inspection online at: <https://www.grandlakefire.org/short-term-rental-inspections>.

Q: How often is a fire inspection required:

A: A fire inspection is required annually and should be completed prior to submitting a new or renewing a Nightly Rental License application. The report (not invoice) will only be accepted. It is the responsibility of the property owner, not the Fire Department or Town, to schedule and submit the fire inspection to the town.

Q: Does my HOA require approval?

A: Please contact your HOA for clarification.

Q: How much does a Nightly Rental License application cost?

A: There is a one-time application fee for first time applications of \$165.00. Additionally, there is an annual Nightly Rental License fee required, which is based on occupancy:

1-4 person occupancy: \$600.00

5-8 person occupancy: \$750.00

9+ person occupancy: \$900.00

Q: How long is a Nightly Rental License good for?

A: One year from the issues date

Q: How do I renew my Nightly Rental License?

A: You will renew your license through our online portal. You will receive an email notification when your renewal application is open.

Q: How do I renew my Nightly Rental License?

A: When renewing your application the Town requires valid fire inspection, valid proof of insurance, HOA approval (if applicable). You will need to submit a new site plan if you have made any substantial changes to the property's snow storage, parking, or structure within the last year.

Q: What is required to be posted in the property or advertisements?

A: The Nightly Rental License and the text of sections 7-1-15 and 7-1-16 of the municipal code must be posted in a conspicuous location inside the property. You can find a printout of the municipal code text below labeled "Town Regulations" on the Town website under Nightly Rentals. The local contact information must also be posted, this will also be located on the Nightly Rental License.

All advertisements for nightly rental units must specify the number of parking spaces available, the allowable occupancy, and the nightly rental license number of the property in the description of the unit.

Q: What are the penalties for violating the Nightly Rental municipal code?

A: There is a \$1500.00 fine for any violation of the municipal code, three or more violations within 12 months will result in a 6-month suspension, five or more violations within 12 months will result in the nightly rental license being revoked. You may also be required to appear before the Board of Trustees before a license is reinstated or reissued.

Q: How do I file a complaint regarding a Nightly Rental property?

A: To file a complaint about a Nightly Rental, please visit:

<https://lodging.munirevs.com/complaint/?cityid=1410>

Or call our hotline at (970) 549-2164.

If you would like to remain anonymous, please put "NA" in the Contact Information section.

Q: Is a Nightly Rental License transferable if the property is sold?

A: No, the new owner will need to apply for a new license.

Q: Who do I contact regarding Nightly Rentals?

A: email str@toglco.com or call 970-627-3435