



Short-Term Rental Regulations

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18.1 Purpose. It is the goal of the Town of Snowmass Village to adopt regulations for Short-term rentals to minimize disruptions to the public, health & safety, and welfare of the community by adopting a permit system and regulations in Ordinance No 6, Series 2022.

18.2 Definitions.

Short-Term rental (STR)-is a residential dwelling unit, or any room therein that is rented for less than 30 consecutive days.

18.3 Permit Types.

Anyone who rents their property for less than 30 consecutive days at a time will need a short-term rental permit.

Permit 1: Hotels (ONLY applies to Viewline, Limelight, Wildwood, and Mountain Chalet)-

Hotel/lodge rooms and suites mean a building or portion thereof containing rooms, areas or separate spaces intended for temporary occupancy by guests typically by the day or week, each of which contains sanitation facilities and may contain a small kitchen area. The hotel or lodge generally provides one (1) or more enhanced levels of service, such as:

- a. A level of staffing, amenities, service, or facilities above that customarily found in multi-family dwellings.
- b. Twenty-four-hour front lobby check-in with in-house housekeeping, concierge, room, and maintenance services; and
- c. Standardized fixtures and furnishings with central phone, cable, heating, air conditioning and hot water systems for all units. Accessory use facilities may include associated office space, central laundry or laundry facilities used by the occupants, meeting rooms and similar service/support facilities, none of which shall constitute independent commercial uses.

Permit 2: Multi-Family A- Dwelling, multi-family means a building containing two (2) or more dwelling units sharing vertical and/or horizontal party walls in which each dwelling unit is designated for and used as a dwelling exclusively by one (1) family and their guests. Multifamily dwelling units may be made available for short-term rental. A multi-family dwelling within a proposed development shall be classified as the following:

Multi-family-A means a multi-family dwelling or group of multi-family dwellings located within the same PUD, consisting of at least twenty-five (25) dwelling units and in which the owners of the dwelling units located there are participating in a centralized:

1. Check-in facility
2. Property management program; and
3. Rental management/unit management program

(Provided that the applicant can establish to the Town's reasonable satisfaction that at least sixty-seven percent [67%] of the dwelling units within such dwellings can reasonably be expected to participate in said centralized management program). Does not include multi-family dwellings operated and maintained, in whole or in part, as a hotel/lodge.

Note : You will obtain a permit type 3 if you do not participate in the centralized management program of the complex.

Permit 3: Multi-Family B- This type of permit is required if you do not meet all the requirements for a Multi-family-A or if you do not participate in the centralized management program of the complex.

Permit 4: Single-Family Homes & Duplexes- A single-family home or duplex is an independent residential structure that sits on its own land and is designed to be used as single dwelling unit or in the case of a duplex a double dwelling unit.

18.4 Business License, Permits, and Sales and Lodging Tax.

Permit 1: Hotels - Each hotel is required to obtain (1) business license and one (1) Short-term rental permit for the hotel. License and permits are to be renewed annually. Sales and lodging tax forms and payments are required to be filed monthly and may be paid with one (1) payment per hotel. You must also provide the number of occupied nights on the line provided on the lodging tax form.

Permit 2: Multi-Family A - Each Property Management company or property owner will be required to obtain one (1) business license for their parent company and one (1) Short-term rental permit for each unit that they manage. License and permits are to be renewed annually. Sales and lodging tax forms and payments are required to be filed monthly and may be paid with one (1) payment per complex. You must also provide the number of occupied nights on the line provided on the lodging tax form.

Permit 3: Multi-Family B - Each property owner or property management company will be required to obtain one (1) business license and one (1) Short-term rental permit for each unit managed unless tax remittance and business application are the responsibilities of the property management company, then property owner may fall under the management company's business license. Licenses and permits are to be renewed annually. Sales and lodging tax forms and payments are required to be filed monthly separately per unit. You must provide the number of occupied nights on the line provided on the lodging tax form.

Permit 4: Single-Family Homes & Duplexes - Each single-family home/duplex homeowner will be required to obtain one (1) business license and one (1) short-term rental permit for each property they are renting. License and permits are to be renewed annually. Sales and lodging tax forms and payments are required to be filed monthly per individual property. You must provide the number of occupied nights on the line provided on the lodging tax form. If a property management company manages your home, they can hold the business license.

Sales and lodging tax is due monthly, no later than the 20th of the following month. If you had no rental activity for that month you will still be required to submit a zero-tax form.

The Town of Snowmass Village tax is 12.8 percent and includes the following

- State tax: 2.9%
- Pitkin County tax: 3.6%
- Roaring Fork Transportation Authority tax: 0.4%
- Confluence Early Childhood Development: 0.25%
- Snowmass Village sales tax: 3.5%
- Lodging tax: 35%

**The 3.5% sales tax and 2.4% lodging tax are remitted directly to the Town of Snowmass Village. The remaining 7.15% (state tax, county tax, transportation authority tax, and early childhood) is remitted directly to the State of Colorado.*

18.5 Airbnb and VBRO

Airbnb and VBRO will no longer be remitting sales and lodging tax on your behalf. If you rent using Airbnb and VBRO you will need to now collect your sales and lodging tax and remit to the Town of Snowmass village directly through MUNIREvs. It will be required that you report the number of occupied nights on the line provided on the lodging tax form. Sales and lodging tax will be reported monthly. It is mandatory that you list your Town of Snowmass Village Permit number on your advertising listings. This applies to permit types 3 & 4.

18.6 Maximum Occupancy. This applies to Permit types 3 & 4.

The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer bedrooms, the maximum occupancy would be restricted to two (2) people per legal bedroom plus two (2). Children five (5) and under will not be considered in this bedroom limit.

18.7 Minimum night stay. This applies to [Permit 4](#) ONLY.

Single-family homes and duplexes have a minimum four (4) night stay.

18.8 Major Violations and Fines.

Major violations will consist of:

- Renting your property without an STR permit.
- 2nd conviction or a guilty plea of municipal code violation for noise ordinances or wildlife within a two-year period.
- Life safety violation including smoke and carbon monoxide detectors, or fire extinguishers.
- Providing false information.
- Failure to remit sales and lodging taxes.

1st major violation may result in loss of your STR permit and/or business license for up to two (2) years.

2nd major violation may result in loss of your STR permit and/or business license for up to five (5) years.

18.9 Minor Violations and Fines.

- Occupancy limits
- Parking violations
- Failure to list your Permit number on all advertising listings.
- Recurrent delinquent sales tax filing and or remittance.
- Any administration issues with the permitting.

1st minor violation may result in up to a \$1,000 fine.

2nd minor violation may result in up to a \$1,500 fine.

3rd minor violation may result in major violation and loss of your STR permit and/or business license for up to two (2) years.

18.10 Grievances, Hardships, or Appeals. All grievances, hardships, or appeals may be presented to the Town of Snowmass Village Town Manager or his/her designee for further consideration.

18.11 Permit Rules. Once your short-term rental permit is assigned it must be listed on all your advertising listings. Permits must be displayed in a prominent location inside your property for permit types 3 & 4.

Permits are non-transferrable. Changes will result in termination and revocation of a permit. The new permittee will be required to apply for a new permit.

18.12 Home Inspection. The Town of Snowmass Village has the right to inspect your home/unit subject to the Town's discretion. The Town will give a 24-hour notice of entry unless there is a life safety issue.

18.13 Homeowner's Associations. You must verify that your property is not prohibited by any Homeowner's Association to be able to operate as a short-term rental. You must follow all regulations in place by your Homeowner's association regarding short-term rentals. Always follow the most restrictive regulations.

18.14 Insurance. Your home or unit must be insured for use as a short-term rental and carry liability insurance

18.15 Designated Local Owner Representative. All permit holders must have a designated local owner representative that is available 24/7/365. They must be able to respond to all calls within sixty (60) minutes.

18.16 Complaints. To file a complaint about a short-term rental in your neighborhood you can call the designated Town of Snowmass Village representative or email at:

- **Community Development Code Compliance Manager**
Available 6:30 am-3:00 pm, Monday-Friday
Phone: 970-922-2319
Email: snester@snowmass.gov
- **Snowmass Village Police Department (Non-Emergency)**
Available 3 :00 pm-6 :30 am, Monday-Friday, and all day on weekends
Phone: 970-923-5330

For emergencies, dial 911.

If you receive a complaint against your property, the Town of Snowmass Village designated representative will contact you regarding the complaints and discuss possible actions that can be taken to remedy the issues. See section **18.9 Violations and Fines** for more information.

18.17 Self-Compliance affidavit and Good Neighbor Guidelines

The Self-Compliance affidavit must be uploaded and signed as part of the STR permit application.

The Good Neighbor Guidelines must also be uploaded and signed as part of the STR permit application. The guidelines must be included with your rental agreements and displayed in a prominent location in your unit/home.

18.18 Permit Application Requirements.

Information Required:	Permit Type 1	Permit Type 2	Permit Type 3	Permit Type 4
Unit number/identifier		X	X	X
Physical address of the unit		X	X	X
Owner Name	X	X	X	X
Mailing address of the Owner	X	X	X	X
Phone number of the Owner	X	X	X	X
Email address of the Owner	X	X	X	X
Name of Designated Local Owner Representative	X	X	X	X
Phone number of Designated Local Owner Representative	X	X	X	X
Email address of Designated Local Owner Representative	X	X	X	X
Property Management company name		X	X	X
Property Management company mailing address		X	X	X
Property Management company email address		X	X	X
Property Management company phone number		X	X	X
How long has your unit been listed as an STR			X	X
List of all places where this/these units are advertised	X	X	X	X
Identify the number of bedrooms in the unit		X	X	X
Identify the number of beds in the unit	X	X	X	X
Does your property restrict parking		X	X	X
Identify the number of assigned parking spaces for the unit		X	X	X
Parking permit through hotel or lodge	X	X		
Who is your HOA			X	X
Identify the number of units used for long-term rental	X	X		
Identify the number of units that are non-rental		X		
How many days do you intend to rent per year			X	X
Read and Sign Affidavit		X	X	X
Read and sign the Good Neighbor Guidelines		X	X	X
Business License Fee	X	X	X	X
Permit Fee	X	X	X	X