



Short-Term Rental License Annual License Application

Submittal Requirements and Processing Information

The following must be submitted as part of the annual short-term rental license application:

- ☐ A completed City of Northglenn Short-Term Rental License Application with applicable fees:
 - \$ 175.00 non-refundable license fee for a NEW application; or
 - \$ 150.00 non-refundable license fee for a RENEWAL application; and,
 - \$ 25.00 late fee if application for renewal is not filed by December 1st
 - ☐ A completed License Holder Affidavit
 - ☐ A completed Property Inspection Permit Application
 - ☐ A completed Affidavit - Restriction on Public Benefits
 - ☐ A copy of the property owner's state issued driver's license or identification
 - ☐ Any other documents deemed necessary by the City Clerk's Office for the processing of the application
- 1) The first step in obtaining or renewing a short-term rental license is to submit a completed application, all required attachments, and applicable fees to the City Clerk's Office.
 - 2) Short-term rentals are only allowed in certain locations within the City of Northglenn. If you have questions about your proposed location, please contact the Department of Planning and Development at (303) 450-8741 or (303) 450-8836 to verify that the proposed location meets the zoning and subdivision regulations.
 - 3) You must obtain a State of Colorado Sales Tax License to operate a short-term rental. Visit <https://tax.colorado.gov/how-to-apply-for-a-colorado-sales-tax-license> for more information.
 - 4) You must also obtain a City of Northglenn Business and Sales Tax License. Applications are only accepted on-line. Visit <https://northglenn.munirevs.com> to apply for the license and manage your City sales tax license account. Questions may be directed to the Department of Finance at (303) 450-8729.
 - 5) Upon receipt of a completed application, the City Clerk's Office will verify the property owner of record. The application will then be circulated to all affected departments of the City to determine whether the application is in full compliance with all applicable laws, rules, and regulations.
 - 6) The City Clerk's Office will then e-mail you a property inspection permit. Once you have the permit posted, call (303) 450-8748 to schedule your inspection. Inspections should be requested by 4 p.m. the business day before your desired inspection date.
 - 7) The license term shall be for a period of one (1) year commencing January 1st of each year following the initial license term. An application for renewal shall be submitted not less than thirty (30) days prior to the date of expiration of the existing license, and if such application for renewal is received less than thirty (30) days prior to the expiration date, a late fee shall be assessed.
 - 8) Issuance of a short-term rental license shall not create a continued right to operate a short-term rental property beyond the annual term of the license. All short-term rentals shall be subject to amendments to the Northglenn Municipal Code.
 - 9) Licenses issued pursuant to this Article are not transferable and shall be surrendered upon sale of the licensed property.



City Clerk's Office
11701 Community Center Dr.
Northglenn, CO 80233
303.450.8716

Short-Term Rental License **Annual License Application**

\$175.00 New License Fee; or,
\$150.00 Renewal License Fee; and,
\$25.00 Late Fee if Filed After Dec. 1st

Address of Short-Term Rental: _____

Property Owner: _____

☐ Individual ☐ Corporation ☐ Partnership ☐ Limited Liability Company ☐ Other _____

Please check all that apply:

- ☐ This is my primary residence.
- ☐ I do not live at this property.
- ☐ I live at this residence during part of the year and in another state for part of the year.
- ☐ I will be present and living on the property during rentals.
- ☐ I will not be present during rentals.
- ☐ I will be renting out the entire house.
- ☐ I will be renting rooms within the house.

Property Owner's Mailing Address: _____

Phone Number: _____ E-mail Address: _____

Provide a complete description of the short-term rental property: _____

Number of Bedrooms for Rent: _____ Number of Off-Street Parking Spaces Available: _____

Description of Off-Street Parking: _____

If a Parking Permit is Required, Guest Parking Permit Numbers: _____

Websites Used for Listings: _____

Primary Local Responsible Party Name: _____

Address: _____

Phone Number: _____ E-mail Address: _____

Secondary Local Responsible Party Name: _____

Address: _____

Phone Number: _____ E-mail Address: _____

Estimated Response Time for Property Owner or Local Responsible Parties, if Off-Site: _____



Short-Term Rental License License Holder Affidavit of Inspection

Address of Short-Term Rental: _____

I, _____, certify that I am the owner of the property that is the subject of this application for a short-term rental license. By placing my initials, I hereby acknowledge the following:

- ☐ The rental property must have a posting of the following information in a conspicuous place and manner available to renters:
 - 1) The short-term rental license number;
 - 2) The contact information of the property owner or manager;
 - 3) The contact information for all emergency services;
 - 4) Fire escape routes (if a multi-story building);
 - 5) Method and timing of trash disposal and recycling; and
 - 6) The maximum occupancy of the property that is subject to the short-term rental license.
- ☐ The address number of the rental property must be visible and easy to read from the road to the front of the building.
- ☐ All smoke and carbon monoxide detectors must be in working order and in compliance with Article 5, Chapter 10 of the Northglenn Municipal Code.
- ☐ All fire extinguishers must be present and maintained as required by the International Fire Code, as adopted in Section 10-5-2 of the Northglenn Municipal Code.
- ☐ The exterior and interior of the property must be in good repair and maintained properly.
- ☐ There must be no active hazards present.
- ☐ The property must be pest and vermin free.
- ☐ The property must remain in compliance with the applicable provisions of the City's zoning and subdivision regulations with respect to adopted bulk standards, including, but not limited to, height, setbacks, area, lot coverage, external signage and parking.
- ☐ All listings for the short-term rental property must include the short-term rental license number.
- ☐ The property must not be listed or advertised for rental until a license has been issued.
- ☐ The license term shall be for a period of one (1) year commencing January 1st of each year following the initial license term. An application for renewal shall be submitted not less than thirty (30) days prior to the date of expiration of the existing license, and if such application for renewal is received less than thirty (30) days prior to the expiration date, a late fee shall be assessed.

- ☐ Issuance of a short-term rental license shall not create a continued right to operate a short-term rental property beyond the annual term of the license. All short-term rentals shall be subject to any amendments to the Northglenn Municipal Code, as applicable.
- ☐ A short-term rental license is not transferable and shall be surrendered upon sale of the licensed property.
- ☐ A short-term rental license may be suspended:
- 1) When any money due to the City has not been paid. This includes failure to pay civil penalties, fines, taxes, or any other money owed to the City;
 - 2) When any activity conducted by the licensee, his or her agent, or an occupant of a short-term rental violates any federal, state, or local rule, regulation, or law;
 - 3) Upon failing to comply with the terms and conditions of the license; or,
 - 4) Upon any grounds of suspension provided by ordinance.
- ☐ A short-term rental license may be revoked:
- 1) When it appears that the license was obtained by fraud, misrepresentation or false statements within the application;
 - 2) When it appears that the use of the property as a short-term rental property is a public nuisance as defined by Northglenn Municipal Code or statute or violates any federal, state, or local rule, regulation, or law;
 - 3) Upon failing to comply with the terms and conditions of the license; or
 - 4) Upon any ground of revocation provided by ordinance.
- ☐ It is the responsibility of the property owner to ensure compliance with any applicable homeowners association (HOA) regulations, as applicable.
- ☐ It is the responsibility of the property owner to schedule an inspection of the property. Failure of the property owner to promptly schedule an inspection will result in a delay to application processing.

I swear or affirm that the information provided herein is true and complete to the best of my knowledge and belief. I am familiar with Chapter 18, Article 18 of the Northglenn Municipal Code regulating short-term rentals in the City of Northglenn. I also acknowledge that a business and sales tax license must be obtained in the City of Northglenn and the subject property must be inspected before a short-term rental license will be issued.

Signature: _____ Title: _____ Date: _____

STATE OF _____)
COUNTY OF _____)

Sworn to before me this ____ day of _____, 20____,
by _____.

Notary Public

My Commission Expires: _____

Affidavit - Restrictions On Public Benefits

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(check one)**:

- ☐ I am a United States citizen.
- ☐ I am not a United States citizen but I am a Permanent Resident of the United States.
- ☐ I am not a United States citizen but I am lawfully present in the United States pursuant to Federal law.
- ☐ I am a foreign national not physically present in the United States.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date (MM/DD/YY)



City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233
303-450-8745

****OneStop permits online at
app.communitycore.com****

Permit #: _____
Job Address: _____
Parcel ID: _____ Lot: _____
Subdivision: _____ Block: _____

Description of Work: Short-Term Rental - Life Safety Property Inspection
(Complete highlighted fields only. Form must be signed.)

Property Owner:	Phone:
Job Site Address:	Email: tgillott@northglenn.org
Primary Contractor:	Email:
Contact Name:	Phone:
Sub-Contractor:	Email:
Contact Name:	Phone:
Sub-Contractor:	Email:
Contact Name:	Phone:
Sub-Contractor:	Email:
Contact Name:	Phone:

IMPORTANT – COMPLETE ALL ITEMS AND MARK ALL APPLICABLE ITEMS

Square Footage Main Floor: _____ Add. Floors: _____ Basement: _____ Crawlspace: _____ Covered Porch: _____ Decks: _____ Garage: _____ Other: _____	New or Tenant Finish Only Residential ____ One Family ____ Multi-Family: # of Units: _____ ____ Hotel, Motel, or Dormitory: # of Units _____ ____ Garage: Single _____ Double _____ Attached _____ Detached _____ ____ Carport: Attached _____ Detached _____ ____ Patio: Attached _____ Detached _____ ____ Basement: Partial _____ Full _____ Finished _____ Unfinished _____ ____ Fireplace: Masonry _____ 0-Clearance _____ ____ Other: _____ Residential Only # of Bedrooms: _____ # Full Baths: _____ # ¾ Baths: _____ # ½ Baths: _____	Commercial ____ Shell Only ____ Tenant Finish ____ Remodel/Addition ____ New Building ____ Sign Sprinkler System Provided? Yes _____ No _____ Required? Yes _____ No _____ Occupancy Classification: _____ Construction Type: _____ Separated: _____ Non-Separated: _____	Improvement Type ____ New Building ____ Addition ____ Remodel / Finish ____ Repair/Replacement ____ Fence ____ Roof ____ Other: _____ Construction Type ____ Wood Frame ____ Structural Steel ____ Masonry ____ Other: _____ Notes: Demolition ____ Site Plan ____ State Permit ____ Asbestos Permit Total Value Building Valuation \$ _____ Electrical Valuation \$ _____ Total Fees \$ _____
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Office Staff:

City Official:

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the Municipality and Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The Municipality or its agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit. Buildings **MUST** conform with plans, as submitted to the Municipality. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction. The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the building inspector not less than one day's notice to perform such activities. In the event construction is not commenced within 180 days of issuance of this permit, then the same is automatically void. Cessation of work for a period of 180 continuous days shall also cause this permit to be void. Permits are not transferable.

Signature of Owner/Authorized Agent:

Application Date:

SPONSORED BY: MAYOR PRO TEM ESQUIBEL

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1923
Series of 2019

1773
Series of 2019

A BILL FOR AN ORDINANCE ADDING A NEW ARTICLE 18 TO CHAPTER 18 OF THE NORTHGLENN MUNICIPAL CODE ENTITLED SHORT-TERM RENTAL PROPERTIES

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Northglenn Municipal Code is hereby amended by the addition thereto of a new Article 18 of Chapter 18, establishing licensing regulations for Short-Term Rental Properties, to read as follows:

ARTICLE 18
SHORT-TERM RENTAL PROPERTIES

Section 18-18-1. Intent and Purpose.

(a) It is the intent of the City Council to establish licensing regulations to safeguard the public health, safety, and welfare by regulating and controlling the use and occupancy of short-term rental properties in the City. No property may be used as a short-term rental without the owner first obtaining a license as set forth in this Article 18.

(b) This Article shall apply to short-term rental properties only as defined herein. This Article shall not apply to hotels or other establishments providing lodging for the general public.

(c) This Article shall not supersede or affect any private conditions, covenants, or restrictions applicable to a parcel of property.

Section 18-18-2. Definitions. The following terms used in this Article shall have the meaning set forth below:

(a) *Boarding, Rooming, Lodging House* shall have the same meaning as set forth in Section 11-7-2 of the Northglenn Municipal Code.

(b) *Hotel/Motel* shall have the same meaning as set forth in Section 11-7-2 of the Northglenn Municipal Code.

(c) *Lease* means an agreement or act by which an owner gives to a tenant, for valuable consideration, possession, and use of property or a portion thereof for a definite term, at the end of which term the owner has an absolute right to retake control and use of the property.

(d) *Owner* means the record owner of a dwelling or dwelling unit who intends to lease or who leases the unit as a short-term rental.

(e) *Short-term rental* shall have the same meaning set forth in Section 11-7-2 of the Northglenn Municipal Code

Section 18-18-3. License Required.

(a) A valid license is required for each short-term rental in the City.

(b) Licenses shall be issued by the City Clerk, provided the requirements of this Article are met.

Section 18-18-4. Application/Fee.

(a) Applications shall include the required license fee, and other documents and/or information as required by the City Clerk.

(b) All applicants for a short-term rental licensee shall also be required to obtain a business license prior to any short-term rental license being issued.

(c) All applicants for a short-term rental license shall complete and file with the application a License-Holder Affidavit of Inspection ensuring compliance with Section 18-18-6 of this Article.

(d) The annual license fees under this Article shall be set by separate resolution of the City Council.

(e) Accessory dwelling units, as defined in Chapter 11 of the Northglenn Municipal Code, mobile homes, recreational vehicles, and travel trailers are not eligible for a short-term rental license.

Section 18-18-5. License Term; Transferability.

(a) The license term shall be for a period of one (1) year commencing January 1 of each year following the initial license term.

(b) Issuance of a short-term rental license shall not create a continued right to operate a short-term rental property beyond the annual term of the license. All short-term rentals shall be subject to amendments to this Article.

(c) An application for renewal shall be submitted not less than thirty (30) days prior to the date of expiration of the existing license, and if such application for renewal is received less than thirty (30) days prior to the expiration date, a late fee as determined by separate resolution of the City Council shall be assessed.

(d) Licenses issued pursuant to this Article are non-transferable and shall be surrendered upon sale of the licensed property.

Section 18-18-6. Health and Safety Standards. Each short-term rental property shall be licensed and in compliance with all applicable standards established under this Article as follows:

(a) Each short-term rental property shall have a posting of the following information in a conspicuous place and manner available to renters:

- (1) The short-term rental license number;
- (2) The contact information of the property owner or manager;
- (3) The contact information for all emergency services;
- (4) Fire escape routes (if a multi-story building);
- (5) Method and timing of trash disposal and recycling; and
- (6) The maximum occupancy of the property that is subject to the short-term rental license.

(b) Each short-term rental shall ensure that the address number of the rental property is visible and easy to read from the road to the front of the building.

(c) Each short-term rental shall ensure that all smoke and carbon monoxide detectors are in working order and in compliance with Article 5, Chapter 10 of this Code.

(d) Each short-term rental shall ensure that fire extinguishers are present and maintained as required by the International Fire Code, as adopted in Section 10-5-2 of this Code.

(e) Each short-term rental shall ensure the exterior and interior of the property are in good repair, including, but not limited to, kitchen facilities that are provided, which shall be maintained in good repair.

(f) Each short-term rental shall ensure that there are no active hazards present.

(g) Each short-term rental shall ensure that the property is pest and vermin free.

(h) Each short-term rental shall comply with the applicable provisions of the City's zoning, subdivision, and building regulations with respect to adopted bulk standards, including, but not limited to, height, setbacks, area, lot coverage, external signage, parking, and occupancy restrictions.

Section 18-18-7. Advertising. All advertising for a short-term rental property shall include the short-term rental license number. No property may be advertised for lease until a license has been issued.

Section 18-18-8. Suspension. A license may be suspended:

- (a) When any money due to the City has not been paid. This includes failure to pay civil penalties, fines, taxes, or any other money owed to the City.
- (b) When any activity conducted by the licensee, his or her agent, or an occupant of a short-term rental violates any federal, state, or local rule, regulation, or law.
- (c) Upon failing to comply with the terms and conditions of the license.
- (d) Upon any grounds of suspension provided by ordinance.

Section 18-18-9. Revocation. A license may be revoked by the City:

- (a) When it appears that the license was obtained by fraud, misrepresentation or false statements within the application;
- (b) When it appears that the use of the property as a short-term rental property is a public nuisance as defined by this Code or statute or violates any federal, state, or local rule, regulation, or law.
- (c) Upon failing to comply with the terms and conditions of the license.
- (d) Upon any ground of revocation provided by this Code.

Section 18-18-10. Renewal.

- (a) Upon receipt of a timely renewal application, the City Clerk shall review the application and shall administratively approve renewal of the license, provided that the property has not been in violation of this Article, has not had its short-term rental license suspended, and has not been the subject of a nuisance violation conviction or plea of guilty or no contest.
- (b) In the event the City Clerk determines that the property is being operated in violation of this Article, has had its license suspended in the previous year, or has been convicted in the previous year of a nuisance violation or is subject to a pending nuisance violation, the City Clerk shall deny the renewal application.

Section 18-18-11. Appeal to the City Council.

- (a) In the event the City Clerk determines to suspend, revoke, or determine not to renew a license under this Article, the Owner may appeal the decision of the City Clerk by submitting a written appeal to the City Clerk within ten (10) days of the date of the decision by the City Clerk, which appeal shall then be forwarded by the City Clerk to the City Council.
- (b) The City Council in determining whether to affirm or reverse the decision of the City Clerk shall consider the severity of the violation(s), the culpability of the licensee, any remedial measures taken to prevent future

violations, and the impact on the public health, safety and welfare of the conduct that resulted in the determination to suspend, revoke, or determine not to renew a license.


(c) Review by the City Council of the City Clerk's decision shall be according to Chapter 3, Article 7 of the Northglenn Municipal Code, and the burden of proof shall be on the Owner to show that the City Clerk's decision is not supported by competent evidence.

Section 18-18-12. Violations and Penalties.

(a) It is unlawful for any owner or occupant of a short-term rental property to violate any provision of this Article or any other applicable provisions of this Code.

(b) In addition to the suspension and revocation proceedings pursuant to Sections 18-18-8 and 18-18-9, violations of this Article shall be subject to the penalties set forth in Section 1-1-10 of this Code. Each separate act in violation of this Article, and each and every day or portion thereof during which any separate act in violation of this Article is committed, continued, or permitted, shall be deemed a separate offense. Any remedies provided for in this Article shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law.

INTRODUCED, READ AND ORDERED POSTED this 10th day of June,
2019.


ANTONIO B. ESQUIBEL
Mayor Pro Tem

ATTEST:


JOHANNA SMALL, CMC
City Clerk


PASSED ON SECOND AND FINAL READING this 24th day of June,
2019.


ANTONIO B. ESQUIVEL
Mayor

ATTEST:


JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:


COREY Y. HOFFMANN
City Attorney