



Short-Term Rental (STR) Moratorium Special Exception Request

Moratorium: On May 24, 2022 the Summit County Board of County Commissioners (BOCC) approved a moratorium on the acceptance and issuance of permits or licenses for commercial lodging operations, including STR licenses, in the Neighborhood Overlay Zone in unincorporated Summit County. The moratorium is planned for nine months to allow staff time to propose new regulations to address the increase in STRs in the Neighborhood Overlay Zone and their impact on local workforce housing, as well as to address inconsistencies and conflicts within the Land Use and Development Code (“Code”) regarding commercial lodging operations and short-term vacation rentals.

Moratorium Applicability Details:

1. **Unincorporated Summit County:** This moratorium only applies to the Neighborhood Overlay Zone in unincorporated Summit County, meaning the areas of Summit County that are outside of town boundaries and identified as part of the Neighborhood Overlay Zone in Chapter 4 of the Code. If your property is within the limits of a town, contact the applicable town for more information. To see which jurisdiction your property is located in, use the [Parcel Query Tool](#).
2. **Resort Overlay Zone:** The areas identified as the [Resort Overlay Zone](#) in Chapter 4 of the Code are not subject to the moratorium. If your property is in one of these areas, you do not need to complete this form and you can apply for an STR license through the [Host Compliance Portal](#).

Special Exception: If you are considering a new STR license on a property that is within the Neighborhood Overlay Zone of unincorporated Summit County, there is a moratorium on the acceptance and issuance of STR licenses. However, to account for very limited and unique circumstances the Planning Department will accept an application for a special exception per the terms of [Exhibit A to the moratorium](#). The grant of a special exception approval does not constitute or imply approval of an STR license, it will allow you to submit and, provided all applicable requirements are met, receive approval of an STR license under the current regulations during the moratorium. Please be aware that the current regulations are under consideration and are subject to change.

There are two scenarios under which individuals / entities may request a Special Exception to the moratorium.

1. **Purchaser:** To qualify as a purchaser, you must have been under contract on a property prior to 12:00 a.m. on May 25, 2022.
2. **Property Under Construction:** To qualify as an owner of a property under construction, you must have passed a Foundation Wall inspection from the Building Inspection Department prior to or within 30 days of the enactment of the Moratorium (June 23, 2022).

Submittal Instructions: An application form for this special exception is contained on the following page. You will complete this form and email it with the required supporting documents to str@summitcountyco.gov, with the subject line of “Special Exception Request_Address” (fill in the address) and submit all documents in one email. Once you submit the paperwork, please either fill out attached Payment Form or call 970-668-4150 to remit payment of \$780 for your application to be considered complete. Only complete applications will be reviewed.

You will be notified once staff makes a determination on your application and, if approved, you will apply for your STR license through the [Host Compliance Portal](#). This is not an application for your STR license.

Short-Term Rental (STR) Moratorium Special Exception Request Form

<u>Date:</u>	
<u>Property Location:</u>	
<u>Property Schedule Number:</u>	
<u>Nature of Property Interest Affected</u> (Example: fee interest, quarter share, leasehold, etc.):	
<u>Applicant Name</u> (Must be the owner or future owner under contract):	
<u>Applicant Address</u> (Where the applicant resides):	
<u>Applicant Email:</u>	
<u>Current Owner Name</u> (If the applicant is not yet the owner):	
<u>Owner Address</u> (If the applicant is not yet the owner):	
<u>Form of Current / Planned Ownership</u> (Example: sole or joint ownership, LLC, corporation, etc.):	
<u>Purchase Price for the Property:</u>	
<u>Date of Property Closing:</u>	
<u>Additional Documentation:</u>	<p>Along with this completed form, attach all supporting documentation, including without limitation any of the following:</p> <ol style="list-style-type: none"> 1. Written materials showing the existence of a contract to purchase this property signed and dated prior to May 25, 2022 and all terms and conditions of any such sale; 2. Documentation of an approved foundation wall inspection prior to or through June 23, 2022; 3. Signed and notarized affirmation on following page.



PLANNING DEPARTMENT

970.668.4200 ph
www.SummitCountyCO.gov

0037 Peak One Dr. | PO Box 5660
Frisco, CO 80443

Credit Card/eCheck Authorization Form

Sign and complete this form to authorize Summit County Government to make a one-time charge to your credit card or payment with an eCheck listed below.

By signing this form, you give Summit County Government permission to debit your account for the amount indicated on or after the authorization date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

I _____ authorize Summit County Government to charge my
(Cardholder's Full Name)

credit card account indicated below for a Special Exception application.

This payment is for _____
(Site Address)

Billing Information

Phone # _____ Email _____

Card Details (Please note Credit Card Fee 75 cents plus 2.25%)

Visa MasterCard Discover American Express

Cardholder Name _____
Account/CC Number _____
Expiration Date ____ / ____
CVV ____

Banking Information for eCheck Payment (\$1 fee)

Name on Account _____
Routing Number _____

Account Number _____ Checking Savings

I authorize Summit County Government to withdraw from account indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one (1) time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

SIGNATURE _____ DATE _____

Please send authorization form via secure email to: STR@summitcountyco.gov