



# HIGH-IMPACT SHORT-TERM RENTAL SPECIAL USE PERMIT APPLICATION FORM

The Planning Division is here to assist you with your High-Impact Short-Term Rental Special Use Permit Application (“Application”) pursuant to Special Use Permit (Sec. 5-E-2) in the Unified Development Code (UDC) and to Short-Term Rental Registration (Title 3, Chapter 10) in the Town Code of Ordinances (Town Code). Applications are administratively and legislatively reviewed and approval is required. The Application will be reviewed in accordance with the procedures and requirements outlined in Sec. 5-E-2 in the UDC and Chapter 10, Title 3 in the Town Code.

This publication outlines the High-Impact Short-Term Rental Special Use Permit Application process and submittal requirements.

All submittal items shall be submitted in PDF format in accordance with the Site Development and Permit Decision File Naming Conventions to [permits@wpgov.com](mailto:permits@wpgov.com). Ensure your application is complete by checking each of the required submittal (RS) boxes below.

1 Required Items			
Plan Sheet(s)	RS*	Item #	Submittal Items
	<input type="checkbox"/>	1.	<b>High-Impact Short-Term Rental Special Use Permit Application Form.</b> Executed.
	<input type="checkbox"/>	2.	<b>Land Use Review Application Form.</b> Executed.
	<input type="checkbox"/>	3.	<b>Letter of Authorization.</b> A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
	<input type="checkbox"/>	4.	<b>Report from a Certified Home Inspector.</b> Certifying that the structure meets the requirements of § 3-10-5, <i>Conditions for All Short-Term Rental Units</i> , Town Code, including that there is proper egress from each sleeping area and that compliant smoke and carbon monoxide detectors are installed and are working properly.
	<input type="checkbox"/>	5.	<b>HOA Approval Letter.</b> If property is governed by HOA, a letter from the applicable HOA acknowledging and consenting to the high-impact short-term rental use.
	<input type="checkbox"/>	6.	<b>Proof of STR Registration.</b> If property is already being rented as a short-term rental, proof of current short-term rental registration with the Town’s MUNIRevs system.
	<input type="checkbox"/>	7.	<b>Narrative.</b> Shall include the following: <ul style="list-style-type: none"> <li>A. Project name.</li> <li>B. Street address.</li> <li>C. Name, address, email and telephone number of owner, applicant, HOA, and project manager (as applicable).</li> <li>D. Legal description.</li> <li>E. Zoning district.</li> <li>F. Lot size (acreage and sq. ft.).</li> <li>G. All proposed special uses and confirmation if the proposed special use is subject to any of the specific standards outlined in § 2-B-3(F), <i>Specific Standards for Special Uses</i>.</li> <li>H. Number of dwelling units.</li> <li>I. Number of bedrooms per dwelling unit.</li> <li>J. Size of residential and nonresidential space (sq. ft.).</li> <li>K. Number of existing and proposed off-street parking spaces.</li> <li>L. Justification for how the request complies with the Town’s Comprehensive Plan.</li> </ul>

		<p><b>M.</b> Justification for how the request complies with the review criteria outlined in UDC § 2-B-3(D) and (E), <i>Review Criteria Applicable to All Limited and Special Uses</i> and <i>Review Criteria Applicable to All Special Uses</i> and outlined in Town Code § 3-10, <i>Short-Term Rental Registration</i>.</p> <p><b>N.</b> Present and future effect on public facilities and services such as fire, police, water, sanitation, roadways, parks, schools, etc.</p> <p><b>O.</b> Precise nature of the high-impact short-term rental, its operating characteristics, and measures proposed to make the use compatible with other properties in the vicinity.</p>
	<input type="checkbox"/>	<p><b>8. Project Drawings.</b> Shall contain project name, legal description, date of preparation, north arrow, legend, and vicinity map. Shall be sized ARCH D (24"x36"). Shall be oriented so that north is up.</p>
	<input type="checkbox"/>	<p><b>8A. Site Plan.</b> Shall have a minimum scale of 1"=20'. All elements listed below shall be dimensioned.</p> <p><b>A. Easements, public and private.</b> Type and location. Provide reception numbers on file with the Grand County Clerk and Recorder's Office.</p> <p><b>B. Other improvements.</b> Retaining walls, berms, trash receptacles, trash enclosures, fencing, signage, fire features, water features, hot tubs, pools, affixed barbeque grills, outdoor kitchens, sculptures, etc.</p> <p><b>C. Parking spaces.</b> Dimensioned and counted.</p> <p><b>D. Property lines.</b></p> <p><b>E. Snow storage areas.</b></p> <p><b>F. Street ROW, proposed and existing, public and private.</b> Type, location, and name.</p> <p><b>G. Structures.</b></p> <p><b>H. Traffic circulation patterns.</b> For all adjacent street ROW.</p> <p><b>I. Utilities, proposed and existing.</b> For mains and service lines.</p> <p><b>J. Walkways and paths.</b></p>
	<input type="checkbox"/>	<p><b>8B. Building Elevations.</b> Photos showing the entire front, side, and back profiles of the building(s). See Article 3.A, <i>Lot and Building Standards</i>.</p>
	<input type="checkbox"/>	<p><b>8C. Floorplans.</b> Shall have a minimum scale of 1/8"=1'. All plans shall be black and white, at the same scale, and shall align with one another. Shall include a roof plan. Shall show proposed sleeping areas, points of egress, and locations of smoke and carbon monoxide detectors. The points of egress (including height and width window dimensions) and locations of smoke and carbon monoxide detectors shall be indicated.</p>
	<input type="checkbox"/>	<p><b>9. Traffic Impact Study (TIS) or Traffic Impact Analysis (TIA).</b> As applicable.</p>
	<input type="checkbox"/>	<p><b>10. Ability to Serve Letter.</b> Indicating adequate evidence that a water supply sufficient in terms of quality, quantity, and dependability will be available. Shall be obtained from applicable water and sanitation district.</p>
	<input type="checkbox"/>	<p><b>11. Surrounding Property Owner Mailing for Public Notice Affidavit Form.</b> See Sec. 5-B-8, <i>Public Notice Requirements</i>. Shall be submitted to the Community Development Director no later than eight (8) days prior to the required public hearing or final decision confirming such notification has been provided.</p>
	<input type="checkbox"/>	<p><b>12. Miscellaneous Info.</b> Any other information that may be required for the Planning Commission and Town Council to make an informed decision, as determined by Planning Division staff, i.e., rental history, noise monitoring systems, the responsible agent, a business plan, etc.</p>
	<input type="checkbox"/>	<p><b>13. File Naming Conventions.</b> All Special Use Permit Applications shall be submitted pursuant to the Site Development and Permit Decision File Naming Conventions.</p>
<p>Required Submittal (RS*) = <input type="checkbox"/></p>		

**2** **Process for Approval** – See Sec. 5-E-2, *Special Use Permit*.

**3** **Fees** – See Sec. 5-B-6, *Application Fees*. An invoice will be sent once the planning file has been created.

A. \$150.00

**4** **Applicant's Certification Statement**

I, \_\_\_\_\_, as Applicant and duly representative of the owner, hereby certify that the information included upon the attached submittal items are true and accurate; and that the development of the site will occur in accordance with the submittal items.