



Town of Minturn Application for Short Term Rental Business License

This license is required for short term rentals within the Town of Minturn.

Ord 04 – Series 2017 | MMC 6-7-10 to 6-7-80(c)

License period is April 1 of the current year through March 31 of the following year.

Please print & mail with payment to: Town of Minturn, Attn Deputy Clerk, PO Box 309, Minturn, 81645. OR, pay online at www.minturn.org (Form must still be submitted). If paying by credit card, transaction / processing fees apply. Questions: 970-827-5645 x5, events@minturn.org

PROPERTY OWNER INFORMATION

OWNER NAME		SECONDARY OWNER NAME	
OWNER STREET ADDRESS (INCLUDE CITY, STATE & ZIP)		SECONDARY OWNER STREET ADDRESS (INCLUDE CITY, STATE & ZIP)	
OWNER MAILING ADDRESS (INCLUDE CITY, STATE & ZIP)		SECONDARY OWNER MAILING ADDRESS (INCLUDE CITY, STATE & ZIP)	
OWNER PHONE	OWNER EMAIL	SECONDARY OWNER PHONE	SECONDARY OWNER EMAIL

PROPERTY MANAGEMENT CONTACT INFORMATION (must be physically located within 50 road miles of Minturn)

MANAGEMENT COMPANY NAME (IF APPLICABLE)	PRIMARY MANAGEMENT REPRESENTATIVE
MANAGEMENT STREET ADDRESS (INCLUDE CITY, STATE & ZIP)	MANAGEMENT MAILING ADDRESS (INCLUDE CITY, STATE & ZIP)
PROPERTY MANAGEMENT PHONE	PROPERTY MANAGEMENT EMAIL

PROPERTY INFORMATION

NEW _____ RENEWAL _____ (Check One)

PHYSICAL ADDRESS		
# ON-SITE PARKING SPACES	# BEDROOMS	
YEAR PROPERTY PURCHASED BY APPLICANT	MAX OCCUPANCY (3PPL/BDRM)	ADVERTISED OCCUPANCY

ANNUAL ITEMS TO INCLUDE WITH APPLICATION

- ☐ Proof of 2-year ownership (closing statement)
- ☐ Copy of Colorado Sales Tax License

Code Compliance & Safety Inspection¹

(Call 970-827-5645 x5)

STR License Fee (\$300 PER BEDROOM OR SLEEP AREA)

¹ Reference Article 16 of the Minturn Municipal Code for complete details.

APPLICANT SIGNATURE

I declare under penalty of perjury in the second degree that the statements made in the above application are true and complete to the best of my knowledge.

Authorized Signature

Date

Please print and mail with payment to: Town of Minturn, Attn: Code Compliance, PO Box 309, Minturn, CO 81645. Questions: 970-827-5645 x5

PAY BY CREDIT CARD (Transaction Fees Apply):

FOR OFFICE USE ONLY

NAME ON CARD	DATE PAID	FEE PAID
CARD # (VISA OR MC)	DATE ENTERED	LICENSE #
EXP DATE	CVC	DEPUTY CLERK SIGNATURE

Short Term Rental means any residential property dwelling unit or portion thereof rented for a period of less than thirty (30) consecutive days. Rentals of entire dwelling units, individual rooms, or portions of rooms shall each be considered Short-Term Rentals. MMC 6-7-20

Town of Minturn
P.O. Box 309 ♦ 302 Pine Street
Minturn, CO 81645



Cindy Krieg
Deputy Clerk
970-827-5645 ext. 5
Email: events@minturn.org

Checklist for Short Term Rentals
Please specify if new or renewal

New _____ Renewal _____

- ☐ **Completed STR Application (Required Annually)**
- ☐ **Proof of 2-year ownership (closing statement and/or Eagle County Assessors Report) Proof of 2-year ownership only required upon initial application (not needed for renewals)**
- ☐ **Lodging Tax License (only required upon initial application, not needed for renewals)**
- ☐ **CO Sales Tax License (only required upon initial application, not needed for renewals)**
- ☐ **Code Compliance & Safety Inspection (Required Annually, See Checklist & Contact the Deputy Clerk to schedule your inspection)**
- ☐ **Approved Parking Site Plan Parking Inspection (copy of Assessors report & parking site), Parking Site Plan only required upon initial application, not needed for renewals**
- ☐ **STR License Fee (\$300 PER BEDROOM OR SLEEPING AREA)**

REFERENCING CODES:

Sec. 6-7-40 – License restrictions.

(c) Number of inhabitants. No more than three (3) people per bedroom, including children, shall be permitted to occupy a Short-Term Rental.

Sec. 16-16-20. - Parking required for residential and lodging uses.

MINIMUM ON-SITE (OFF-STREET) PARKING REQUIRED FOR RESIDENTIAL & LODGING USES

Single-family and duplex	2 spaces per dwelling unit for up to 3 bedrooms. 3 spaces for 4 bedrooms and 1 space per each additional bedroom after 4 bedrooms on-site parking
Accessory apartment or dwelling unit	1 space per unit