Festival Short-Term Rental License Affidavit

All Short-Term Rentals (STR) in the Town of Superior are required to have an approved License through the Town. A Festival Rental License may be issued to an owner of a property in Town, permitting STR advertisement and occupancy only during declared special event periods not to exceed 29 days per year. For information on licensing please review the Town's STR webpage at: https://www.superiorcolorado.gov/Government/Departments/Planning-Building/Short-Term-Rentals.

This Affidavit is required to be signed by the owner(s) of each dwelling unit being advertised or occupied as an STR under the ARTICLE X – Short-Term Rentals provisions of the Municipal Code, under penalty of perjury, certifying that it meets the following requirements:

1) That the STR complies with health and safety standards outlined below.
2) That the STR is allowed under any applicable homeowners' association or private covenant terms, when applicable, and has received approval to operate.

The owner further confirms that the STR complies with the following health and safety standards:

1) Buildings, structures and rooms shall not be used for purposes other than those for which they were designed or intended.
2) Roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, all other structural components and all appurtenances thereto shall be capable of resisting any and all forces and loads to which they may be normally subjected and shall be kept in sound condition and in good repair.
3) An operable toilet, sink, and either a bathtub or shower shall be located within the same building, and every room containing a toilet or bathtub/shower shall be completely enclosed by walls, doors, or windows that will afford sufficient privacy.
4) There shall be a sufficient number of trash receptacles to accommodate all trash generated by the occupants.
5) Outdoor fires are prohibited, including without limitation those outdoor fires contained to a fire pit, grill, or outdoor fireplace.
6) Electrical panels shall be clearly labeled.
7) Each unit shall have operational smoke and carbon monoxide detectors as required by all applicable building, health and safety standards adopted by the Town, provide for evacuation routes, and have operational fire extinguishers.

Please initial understanding of the following Festival Short-Term Rental License Rules and Policies:

_____ Each Festival STR License shall be restricted to occupancy during rental dates which the Town Manager has declared a special festival period, plus ten (10) days prior to the beginning of such period's commencement date and ten (10) days following such period's conclusion date.

_____ Use of a dwelling unit as a Festival Short-Term Rental shall occur no more than twenty-nine (29) days per year.

_____ A sign shall be conspicuously posted inside each STR with the license number, the owner's current contact information, an STR code of conduct, and the physical address of the STR, including unit number if applicable.

_____ The owner of *short-term rental* shall provide a telephone number to receive complaints about their STR that will be made publicly accessible on the Town's website. The owner shall resolve urgent, non-emergency complaints regarding their rental unit within sixty (60) minutes, or within thirty (30) minutes if the problem occurs between 11:00 p.m. and 7:00 a.m., including visiting the site if necessary.

_____ Maximum Occupancy. The maximum number of persons allowed to occupy an STR shall not exceed two (2) individuals per bedroom, plus two (2) other individuals.

_____During declared special event periods, a property owner may operate multiple Licensed Festival STRs in Superior, including multiple dwelling units on the same property so long as each dwelling unit complies with STR regulations.

_____ Inspection. The Town Manager may, in the Town Manager's sole discretion, order an inspection of the STR by the Town Manager or its designee certifying that the STR complies with this Article and with all applicable building, health and safety codes adopted by the Town. The Town shall give the owner of the STR twenty-four (24) hours' notice prior to the inspection, using the owner's current contact information.

_____ Every STR shall be continuously insured, with minimum limits of $1,000,000.

_____ Taxes. All applicable taxes and fees for STRs shall be timely collected and remitted.

_____ Violation and penalties. I have read and agree to Sec. 6-10-90 – Violation and penalties of the Short-Term Rental Ordinance of the Town's Municipal Code.

I/we,_____ , attest that I/we are the property owners the property and, hereby agree to comply with all terms and conditions of the Short-Term Rental Ordinance of the Town of Superior, approved August 26, 2024 and amended March 9, 2026.

_____ _____

Owner Signature Date

_____ _____

Owner Signature Date

_____

Address of Property to be used as a Short-Term Rental

Festival Short-Term Rental License Application

Registration: To register for a Festival STR License, please email the following information to **ShortTermRentals@superiorcolorado.gov:**

1. **Application –** A signed Festival STR Affidavit and Application Form is required for each Festival STR operated in the Town of Superior.
2. **Receipt of Application Fee** - A $200 application fee is required for each Festival STR operated in the Town of Superior. The annual Renewal fee is $200. Application fees can be paid at Town Hall either in-person at 124 E Coal Creek Drive or by phone 303-499-3675 ex 100 (see Accounting Code below),
3. **Proof of Insurance** - Documentation shall demonstrate that the STR is continuously insured with a minimum limit of $1,000,000.
4. **Proof of Ownership** - Documentation may include copies of either title, deed, mortgage statement, or County Assessor Property Search results
5. **HOA or Metro District Approval** - If the STR property falls under the jurisdiction of HOA or Metro District covenants, written approval of the STR from the HOA or Metro District is required. (If not governed by an HOA or Metro District, upload a document stating that this requirement does not apply.)
6. **Proof of Tax & Fee Remittance for previous festival** (if applicable) – Receipts and reporting forms.

Application Date: _____
Property Owner Name: _____
Publicly Accessible Phone: _____ (STR complaint line)
Property Owner Email: _____
Festival Rental Address: _____
Rooms in Unit: _____
Dates of Festival Rental: _____
Fee Amount: $200 (per dwelling unit, per festival)* - submit receipt with application
Accounting Code: 10-32-2240 STR Festival Permit (Short-Term Rental)

*Fees can be paid at Town Hall either in-person at 124 E Coal Creek Drive or by phone 303-499-3675 ex 100

Section below to be completed by staff.

License # _____ Approved by _____ Date _____