

SHORT-TERM RENTAL PROGRAM SUMMARY



CITY OF ASPEN

PURPOSE

On June 28, 2022, the City of Aspen passed new short-term rental (STR) regulations via Ordinance 9, Series of 2022. These regulations are intended to protect the health, safety, and welfare of owners, neighbors, and visitors and balance conflicting community needs and interests.

The purpose of this document is to accompany Section 26.530 in the City of Aspen Municipal Code and provide comprehensive program information to STR owners, qualified owner's representatives, and the public about how to operate STRs in the City.

The City of Aspen will begin accepting new STR applications on October 1, 2022.

DO I NEED AN STR PERMIT?

If you rent your property out for periods of less than 30 days at a time, you'll need an STR permit first. Permits are available through the City of Aspen's Community Development Department and are valid for one year. You can renew this permit each year within 14 days of it expiring.

STRs must comply with life safety and operational standards set forth by the Land Use Code and are subject to inspection by the City of Aspen within a 48-hour notice. The permit owner or qualified representative must be present for the inspections.

There are different fees associated with each permit and it is the responsibility of the property owner, property manager, or qualified owner's representative to pay for the annual fees associated with the specific permit.

Ordinance 9, Series 2022 outlines the new requirements in entirety for STR permits.

STR PERMIT TYPES

Lodging Exempt (STR-LE) Permits are issued to lodges and condo-hotels which meet the definition of "lodge" in the Land Use Code; only one permit required per lodge property; no annual limit on number of rental nights.

Owner-Occupied (STR-OO) Permits are issued to owner-occupied residential units where the property is the primary residence of the permittee; annual limit of 120 STR nights; new permits are subject to neighborhood noticing requirements.

Classic (STR-C) Permits are issued to residential properties that are not owner-occupied and are not in lodges. There is no annual limit on number of rental nights. New permits are subject to neighborhood noticing requirements. The following residential zone districts have limitations on the number of STR-C permits that can be issued:

RR: 2 permits; R-3: 1 permit; R-6: 81 permits; R-15: 47 permits; R-15A: 8 permits; R-15B: 12 permits; R-30: 1 permit; R/MF: 190 permits; R/MFA: 12 permits; AH: 9 permits; MU: 39 permits; NC: 1 permit; SCl: 2 permits; SKI: 2

Fees by STR Permit Type

Requirements	Department & Process	STR-LE	STR-OO	STR-C
Business License	Finance; annual renewal	\$150/year	\$150/year	\$150/year
Short-term Rental Permit	Community Development; annual	\$148/ unit/ year	\$394/ year	\$394/ year
Sales & Lodging Tax	Finance; quarterly filings	11.3%	11.3%	11.3%

For more info, visit [aspen.gov/STRs](https://www.aspen.gov/STRs)

Disclaimer: This document is for informational purposes only and does not supersede the regulations set forth in the Land Use Code, Sec. 26.530.

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STR REGULATIONS

PUBLIC NOTICE REQUIRED

Those applying for an STR permit must notify their neighbors that they're applying for a permit via both mail and post notices (Land Use Code, Sec. 26.304.060.E.3.b-c).



PERMITS ARE NON-TRANSFERABLE

Beginning October 1, 2022, STR permits are only valid for both the property and permittee that the permit is issued to. Permits cannot be transferred between any other person, legal entity, or residential address.

WAITLIST

Due to limited STR permit supply, those applying for a new STR-C permit may be added to a waitlist. Permits will be issued to waitlist properties on a first-come-first-served basis beginning October 1, 2022.



LOCAL REPRESENTATION

Permits are only issued to one natural person who has at least 10% ownership interest in the property.



Permit holders must meet the life safety and other requirements as listed in Ord. 9, Series 2022, or designate a qualified owner's representative to act as the property manager.

FINANCIAL RECORDS

STR permit holders must also have a business license and occupation tax return through the City of Aspen Finance Department. Business licenses must be renewed each calendar year. STR permit holders must collect and remit sales and lodging taxes to the City of Aspen, regardless of STR permit type.



WHAT IS MY STR PERMIT TYPE?

IS MY PROPERTY CONSIDERED A "LODGE" (LAND USE CODE, SEC. 26.530.100 USE CATEGORIES)?

YES

You can apply for a STR-LE permit.

NO



MY PROPERTY IS MY PRIMARY RESIDENCE, AND I CAN SUBMIT TWO OF THE FOLLOWING VALID DOCUMENTS INDICATING THAT THE STR IS MY PRIMARY RESIDENCE:

Valid Colorado Driver's License; Valid Motor Vehicle Registration; Voter Registration; Federal or State Income Tax Return; or other legal documentation deemed sufficient by the Community Development Director which is pertinent toward establishing residence

YES

You can apply for the STR-OO Permit.

NO



WHAT IF I WANT TO RENT MORE THAN 120 DAYS?



You can apply for the STR-C Permit.