

# PUBLIC NOTICE AFFIDAVIT

## Community Development Short-term Rental Program



Instructions: This affidavit and the required attachments must be uploaded to MUNIRevs at the conclusion of the public notice period. Incomplete affidavits will not be accepted and will delay permit issuance. For more information about the public noticing requirements for STRs, see the STR Program Guidelines at [aspen.gov/STRs](http://aspen.gov/STRs).

STR Address: \_\_\_\_\_

I, \_\_\_\_\_ (name, please print) being the permittee or qualified owner's representative on the application for a short-term rental permit at the above address, hereby personally certify that I have complied with the public notice requirements of Section 26.304.060.E.3.b-c of the Aspen Land Use Code in the following manner (initial by each):

\_\_\_\_\_*Posting of notice:* By posting of notice, which form was obtained from the Community Development Department, which was made of suitable, waterproof materials, which was not less than twenty-four (24) inches wide and thirty-six (36) inches high, and which was composed of letters not less than one inch in height. Said notice was posted in a conspicuous location at the proposed STR property for at least fifteen (15) days from \_\_\_\_\_ (date of notice start) to \_\_\_\_\_ (date of notice end). **A photograph of the posted notice, of good quality and date stamped if possible, is attached hereto.**

\_\_\_\_\_*Mailing of notice.* By mailing of notice, which form was obtained from the Community Development Department. On the start date of the 15-day notice period listed above, the notice was hand delivered or mailed by first class postage prepaid U.S. mail to all owners of property within three hundred (300) feet of the property for which the STR permit is being applied for. The names and addresses of property owners to which the notice was delivered shall be those on the current tax records of Pitkin County as they appeared no more than sixty (60) days prior to the start date of the 15-day notice period. **A legible copy of the mailing list used for notice is attached hereto.**

Signature of Permittee or Qualified Owner's Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments (required):

- Photograph of the posted notice (JPEG or PDF format)
- Copy of the mailing list used for notice (JPEG or PDF format)