



Short-Term Rental License Annual License Application Checklist

Submittal Requirements and Processing Information

The following must be submitted as part of the annual short-term rental license application:

- A completed City of Edgewater Short-Term Rental License Application with application fee
 - A completed License Holder Affidavit
 - A completed STR History Affidavit (renewals only)
 - A copy of the property owner's state issued driver's license or identification
 - Any other documents deemed necessary by the City Clerk's Office for the processing of the application
- 1) The first step in obtaining or renewing a short-term rental license is to submit a completed application, all required attachments, and applicable fees to the City Clerk's Office.
 - 2) Short-term rentals are only allowed in a **primary residence** within the City of Edgewater, **for no more than 10 days a month and no more than 60 days per calendar year.**
 - 3) You must identify an authorized agent with either a residential or business address within fifty (50) miles of the City of Edgewater, along with a copy of the writing designating the agent to act, in the applicant's absence, as the representative of the applicant on issues related to the short term rental.
 - 4) You must submit a current list of the addresses of all properties located within one hundred (100) feet of the property upon which the licensed premise is situated.
 - 5) You must also obtain a City of Edgewater Sales Tax License. Visit <https://www.edgewaterco.gov/doing-business/sales-use-tax> to apply for the license. Questions may be directed to the Department of Finance via email to ayoung@edgewaterco.com.
 - 6) Upon receipt of a completed application, the City Clerk's Office will verify the property owner of record. The application will then be circulated to all affected departments of the City to determine whether the application is in full compliance with all applicable laws, rules, and regulations.
 - 7) Once you have submitted the application to the City Clerk's Office, a property inspection permit will be required. The Community Development Department will help with this process. Once you have this permit, please call (303) 450-8748 to schedule your inspection. Inspections should be requested by 4 p.m. the business day before your desired inspection date.
 - 8) The license term shall be for a period of one (1) year. Each licensee shall submit to the City, on a yearly basis, an affidavit, signed by the licensee and notarized, attesting to the duration and frequency of the prior year's short term rental history, as well as confirmation of payment of all applicable sales tax.
 - 9) Issuance of a short-term rental license shall not create a continued right to operate a short-term rental property beyond the annual term of the license. All short-term rentals shall be subject to amendments to the Edgewater Municipal Code.
 - 10) Licenses issued pursuant to this Article are not transferable and shall be surrendered upon sale of the licensed property.



Short-Term Rental License Annual License Application

Address of Short-Term Rental: _____

Property Owner: _____

Individual Corporation Partnership Limited Liability Company Other _____

Please check all that apply:

- This is my primary residence.
- I will be present and living on the property during rentals.
- I will not be present during rentals.
- I will be renting out the entire house.
- I will be renting rooms within the house.

Property Owner's Mailing Address: _____

Phone Number: _____ E-mail Address: _____

Provide a complete description of the short-term rental property: _____

Number of Bedrooms for Rent: _____ Number of Off-Street Parking Spaces Available: _____

Description of Off-Street Parking: _____

Websites Used for Listings: _____

Authorized Agent: I, applicant, authorize the following agent, to act in my absence, as my representative on issues related to the short term rental.

Name of Authorized Agent to Act as Representative, in Applicant's absence: _____

Address: _____

Phone Number: _____ E-mail Address: _____

Oath of Application: I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge and belief. I also acknowledge that it is my responsibility and the responsibility of my agents to comply with the provisions of the Edgewater Municipal Code and all Rules and Regulations which govern my Short Term Rental License. I further acknowledge that it is my responsibility to provide the City amendments to this application if any information provided herein changes after the date of application.

Signature: _____ Title: _____ Date: _____



Short-Term Rental License License Holder Affidavit

Address of Short-Term Rental: _____

I, _____, certify that I am the owner of the property that is the subject of this application for a short-term rental license. By placing my initials, I hereby acknowledge the following:

- The rental property must have a posting of the following information in a conspicuous place and manner available to renters:
 - 1) Licensee's contact information;
 - 2) Emergency contact information if the licensee cannot be reached;
 - 3) City of Edgewater noise restrictions;
 - 4) Trash and recycling schedule;
 - 5) Parking restrictions;
 - 6) Water restrictions;
 - 7) Evacuation directions in event of fire or emergency;
 - 8) Location of fire extinguisher; and,
 - 9) City contact information for purposes of complaints concerning the licensed premises.
- The address number of the rental property must be visible and easy to read from the road to the front of the building.
- All smoke and carbon monoxide detectors must be in working order and in compliance with Article 6, Chapter 15 of the Edgewater Municipal Code.
- All fire extinguishers must be present and in working order, as adopted in Section 6-15-50 of the Edgewater Municipal Code.
- The exterior and interior of the property must be in good repair and maintained properly.
- The property must remain in compliance with the applicable provisions of the City's zoning and subdivision regulations with respect to adopted bulk standards, including, but not limited to, height, setbacks, area, lot coverage, external signage and parking.
- The property must not have any private rules or covenants that prohibit the use of the licensed premise as a short term rental.
- The property must not be listed or advertised for rental until a license has been issued.
- The license term shall be for a period of one (1) year. Short-term rentals are only allowed in a **primary residence** within the City of Edgewater, **for no more than 10 days a month and no more than 60 days per calendar year**.
- The licensee shall submit to the City, on a yearly basis, an affidavit, signed by the licensee and notarized,

attesting to the duration and frequency of the prior year's short term rental history, and confirmation of payment of applicable sales tax.

Issuance of a short-term rental license shall not create a continued right to operate a short-term rental property beyond the annual term of the license. All short-term rentals shall be subject to any amendments to the Edgewater Municipal Code, as applicable.

A short-term rental license is not transferable and shall be surrendered upon sale of the licensed property.

A short-term rental license may be suspended:

- 1) When any money due to the City has not been paid. This includes failure to pay civil penalties, fines, taxes, or any other money owed to the City;
- 2) When any activity conducted by the licensee, his or her agent, or an occupant of a short-term rental violates any federal, state, or local rule, regulation, or law;
- 3) Upon failing to comply with the terms and conditions of the license; or,
- 4) Upon any grounds of suspension provided by ordinance.

A short-term rental license may be revoked:

- 1) When it appears that the license was obtained by fraud, misrepresentation or false statements within the application;
- 2) When it appears that the use of the property as a short-term rental property is a public nuisance as defined by Edgewater Municipal Code or statute or violates any federal, state, or local rule, regulation, or law;
- 3) Upon failing to comply with the terms and conditions of the license; or
- 4) Upon any ground of revocation provided by ordinance.

It is the responsibility of the property owner to schedule an inspection of the property. Failure of the property owner to promptly schedule an inspection will result in a delay to application processing.

I swear or affirm that the information provided herein is true and complete to the best of my knowledge and belief. I am familiar with Chapter 6, Article 15 of the Edgewater Municipal Code regulating short-term rentals in the City of Edgewater. I also acknowledge that a business and sales tax license must be obtained in the City of Edgewater and the subject property must be inspected before a short-term rental license will be issued.

Signature: _____ Title: _____ Date: _____

STATE OF _____)
)
 COUNTY OF _____)

Sworn to before me this ____ day of _____, 20____,
 by _____.

 Notary Public
 My Commission Expires: _____



Short-Term Rental License STR History Affidavit

Address of Short-Term Rental (STR): _____

I, _____, certify that I am the owner of the property and have a valid Short Term License for this property.

I hereby acknowledge that over the past year, the duration and frequency of the property being rented, and all payment of applicable sales tax was as follows:

Year: _____

Duration and Frequency of STR activity (dates property was rented):

Sales Tax payments remitted (amount of sales tax collected):

I swear or affirm that the information provided herein is true and complete to the best of my knowledge and belief. I am familiar with Chapter 6, Article 15 of the Edgewater Municipal Code regulating short-term rentals in the City of Edgewater.

Signature: _____ Title: _____ Date: _____

STATE OF _____)
)
COUNTY OF _____)

Sworn to before me this ____ day of _____, 20____,
by _____.

Notary Public

My Commission Expires: _____