

Town of Empire

30 E. Park Ave/PO Box 100, Empire, CO 80438
303-569-2978/ (f)303-569-2282
clerk@empirecolorado.us

Conditional Use Permit – Short-Term Rental check list

NAME: Jimmy Andrews

ADDRESS: 412 East Mountain Avenue

- Applicant submitted short-term rental application Date: 10-6-21 TOE JP
 - Applicant submitted \$250.00 check payable to the Town of Empire Date: 10-25-21 TOE JP
 - Applicant scheduled sight inspection with CC Building Department Date: 4-20-22 TOE JP
TOE submitted payment to the County for sight visit \$100.00 Date: 4-20-22 TOE JP
- Address:** 1111 Rose St, Georgetown, CO 80444 **Hours:** Open 8:00AM · Closes 4:30PM **Phone:** (303) 679-2344 **Email:** dkirkham@clearcreekcounty.us
- Applicant passed sight inspection with County Building Department Date: 4-20-22 TOE KW
 - Owner owns all the property and improvements used for the short-term rental TOE KW
 - Property and improvements are owned by a co-applicant? TOE N/A
 - Applicant has adequate short-term rental liability insurance for the duration of the permit TOE KW
 - Applicant provided proof of approved off-street parking space for each rentable unit or units TOE KW
 - An emergency contact person must be available 24 hours/day and within one hour driving time TOE KW
 - Applicant has adequately posted a list of the rules in a conspicuous place in the rental and provided copies to the Town of Empire including:
 - Contact information for an emergency contact person, available 24 hours and within one hour driving time TOE KW
 - The day of trash pick-up TOE KW
 - Town policies on fires, firearms, dogs, noise, etc. TOE KW
 - A map detailing emergency exits TOE KW
 - A list of House Rules that will be posted TOE KW
 - Contract/Lease agreement TOE N/A
 - Schedule Joint Public Hearing with PC and BOT Date: 5-25-22 TOE JP
~~6-21-22~~
 - Post Public Hearing at least 15 days prior in paper and at property Date: 6-2-22 TOE JP
 - Letter to the adjacent property owners giving notice for Public Hearing Date: 6-3-22 TOE JP
 - Public Hearing Date: 6-21-22 TOE JP
 - Board of Trustees Vote of Approval Date: _____ TOE _____
 - Applicant has received a Town of Empire Business License: Date: _____ TOE _____

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Conditional Use Permit – Short-Term Rental check list

NAME: Dana Ray McWilliam

ADDRESS: 188 East Clear Creek Drive

- Applicant submitted short-term rental application Date: 10-21-21 TOE JP
 - Applicant submitted \$250.00 check payable to the Town of Empire Date: 10-22-21 TOE JP
 - Applicant scheduled sight inspection with CC Building Department Date: 6-3-22 TOE JP
 - TOE submitted payment to the County for sight visit \$100.00 Date: 6-13-22 TOE JP
- Address:** 1111 Rose St, Georgetown, CO 80444 **Hours:** Open 8:00AM · Closes 4:30PM **Phone:** (303) 679-2344 **Email:** dkirkham@clearcreekcounty.us
- Applicant passed sight inspection with County Building Department Date: 6-3-22 TOE JP
 - Owner owns all the property and improvements used for the short-term rental TOE KW
 - Property and improvements are owned by a co-applicant? TOE N/A
 - Applicant has adequate short-term rental liability insurance for the duration of the permit TOE SR
 - Applicant provided proof of approved off-street parking space for each rentable unit or units TOE JP
 - An emergency contact person must be available 24 hours/day and within one hour driving time TOE KW
 - Applicant has adequately posted a list of the rules in a conspicuous place in the rental and provided copies to the Town of Empire including:
 - Contact information for an emergency contact person, available 24 hours and within one hour driving time TOE KW
 - The day of trash pick-up TOE KW
 - Town policies on fires, firearms, dogs, noise, etc. TOE KW
 - A map detailing emergency exits TOE KW
 - A list of House Rules that will be posted TOE KW
 - Contract/Lease agreement - AIRBNB
 - Schedule Joint Public Hearing with PC and BOT Date: 5-25-22 TOE TW
 - Post Public Hearing at least 15 days prior in paper and at property Date: 6-21-22 TOE JP
 - Letter to the adjacent property owners giving notice for Public Hearing Date: 6-2-22 TOE JP
 - Letter to the adjacent property owners giving notice for Public Hearing Date: 6-3-22 TOE JP
 - Public Hearing Date: 6-21-22 TOE JP
 - Board of Trustees Vote of Approval Date: _____ TOE _____
 - Applicant has received a Town of Empire Business License: Date: _____ TOE _____

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Conditional Use Permit – Short-Term Rental check list

NAME: Linda Robertson

ADDRESS: 192 East Clear Creek Drive

- Applicant submitted short-term rental application Date: 6-15-21 TOE JP
 - Applicant submitted \$250.00 check payable to the Town of Empire Date: 10-22-21 TOE JP
 - Applicant scheduled sight inspection with CC Building Department Date: 4-22-22 TOE JP
 - TOE submitted payment to the County for sight visit \$100.00 Date: 4-22-22 TOE JP
- Address:** 1111 Rose St, Georgetown, CO 80444 **Hours:** Open 8:00AM - Closes 4:30PM **Phone:** (303) 679-2344 **Email:** dkirkham@clearcreekcounty.us
- Applicant passed sight inspection with County Building Department Date: 4-22-22 TOE JP
 - Owner owns all the property and improvements used for the short-term rental TOE SR
 - Property and improvements are owned by a co-applicant? TOE SR
 - Applicant has adequate short-term rental liability insurance for the duration of the permit TOE KW
 - Applicant provided proof of approved off-street parking space for each rentable unit or units TOE SR
 - An emergency contact person must be available 24 hours/day and within one hour driving time TOE SR
 - Applicant has adequately posted a list of the rules in a conspicuous place in the rental and provided copies to the Town of Empire including:
 - Contact information for an emergency contact person, available 24 hours and within one hour driving time TOE KW
 - The day of trash pick-up TOE KW
 - Town policies on fires, firearms, dogs, noise, etc. TOE KW
 - A map detailing emergency exits TOE KW
 - A list of House Rules that will be posted TOE KW
 - Contract/Lease agreement TOE N/A
 - Schedule Joint Public Hearing with PC and BOT Date: 5-25-22 TOE JP
 - Post Public Hearing at least 15 days prior in paper and at property Date: 6-2-22 TOE JP
 - Letter to the adjacent property owners giving notice for Public Hearing Date: 6-3-22 TOE JP
 - Public Hearing Date: 6-21-22 TOE JP
 - Board of Trustees Vote of Approval Date: _____ TOE _____
 - Applicant has received a Town of Empire Business License: Date: _____ TOE _____