



1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544
Community Development Department
www.bayfieldgov.org/development

VACATION RENTAL HANDOUT

REQUIRED SUBMITTAL INFORMATION

- ☐ Completed, Signed Land Use Application and Deposit per Adopted Fee Schedule:
www.bayfieldgov.org/development
- ☐ Digital PDFs are preferred for all Applications.
- ☐ Proof of ownership of the property in question (deed and encumbrances) and a notarized letter of authorization for any representative who may act on the property owners' behalf (if applicable)
- ☐ Narrative of the proposed project, including but not limited to the following.
 - ☐ Contact information for local owner or representative
 - ☐ Written understanding of all Vacation Rental requirements in the Land Use Code
- ☐ Site Plan including the location of existing and proposed improvements including structures, roads, driveways, public rights-of-way, easements, parking, loading areas, ditches, utilities, fences, lighting, landscaping, drainage, signage and other significant features (prepared in accordance with Section 3-9 of Bayfield Land Use Code)
- ☐ Adjacent Surrounding Land Owner address list within 200 feet of property

OTHER INFORMATION

Vacation rentals by owner (VRBOs) are allowed within Town of Bayfield limits under certain circumstances. VRBOs that are co-located with a principal residence are considered accessory dwelling units (ADUs) and may be subject to ADU requirements in addition to VRBO development requirements as listed below. All proposed VRBO units require a use by review public hearing before the Planning Commission, VRBO permit, appropriate tax licensing, and current Bayfield business license. All permits and business licensing must be renewed annually. Applicants and their agents will attend a public hearing before the Bayfield Planning Commission. The Commission may require further action by the applicant based on information in the application, staff reports, comments from referral agencies, and public testimony.

- Submit a completed Building Permit application and permit fees, if applicable. The building and development applications may be submitted concurrently. See the Residential Building Permit Application for details.
- Submit completed Bayfield business license application and fees, including all sales tax and lodger's tax license information.
- Submit completed ADU Agreement and fees, if applicable, for recording with La Plata County Clerk and Recorder.
- Submit completed Sign Permit application and fees, if applicable. Signage is allowed only in Town Center and Mill Street districts.
- VRBO permits and Bayfield business licenses are valid for the calendar year in which they are issued and must be renewed annually.
- It shall be unlawful for any person, whether a principal or agent, to lease or operate a vacation rental without first obtaining a vacation rental permit.
- Vacation rental permits shall be granted solely to the applicant and shall not be transferable to any other person or legal entity.
- Vacation rental use shall not be permitted for any residential unit which is deed restricted for affordable housing, long term residential use, primary residential use, or full time residential use.



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LAND USE APPLICATION

Property Owner(s)	Mailing Address
Phone	Email
Applicant (if other than owner)	Mailing Address
Phone	Email

Project Name _____	
Project Address _____	
Parcel Number _____	Parcel Square Footage/Acres _____
Current Zoning _____	Proposed Zoning _____
Current Use _____	Proposed Use _____

PROPOSED APPLICATION TYPE (*See Supplemental Forms Needed for Specific Applications):

- | | |
|--|---|
| <input type="checkbox"/> Subdivision/PUD Sketch Plan | <input type="checkbox"/> Pre-Annexation Agreement* |
| <input type="checkbox"/> Subdivision/PUD Prelim Plan | <input type="checkbox"/> Accessory Dwelling Unit (ADU)* |
| <input type="checkbox"/> Subdivision/PUD Final Plan/Plat | <input type="checkbox"/> Vacation Rental* |
| <input type="checkbox"/> Minor Subdivision (4 or fewer lots) | <input type="checkbox"/> Small Cell Commercial Mobile Radio |
| <input type="checkbox"/> Replat/Vacation/Lot Consolidation | <input type="checkbox"/> Free Standing Commercial Mobile Radio |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Mounted Commercial Mobile Radio |
| <input type="checkbox"/> Rezone | <input type="checkbox"/> Temporary Use Permit* |
| <input type="checkbox"/> Use by Review | <input type="checkbox"/> Recreational Vehicle Permit (7-Days) |
| <input type="checkbox"/> Land Use Code Amendment | <input type="checkbox"/> Sign Permit* |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Floodplain Permit |
| <input type="checkbox"/> Variance/Appeal | <input type="checkbox"/> Other-Please describe below |
| <input type="checkbox"/> Annexation* | |

Project Summary _____

REQUIRED SUBMITTAL INFORMATION:

- ☐ Complete all sections of application. Incomplete applications will be rejected.
- ☐ Digital submittals preferred, email to nkillian@bayfieldgov.org
- ☐ Attach proof of ownership (deed and encumbrances) of the property for proposed development.
- ☐ If the Applicant is not the owner, submit a notarized letter from owner authorizing the process.
- ☐ Submit a project narrative and all required supporting documentation as outlined in the Bayfield Land Use Code (LUC):
https://library.municode.com/co/bayfield/codes/land_use_code?nodeId=LAUSCOTOBACO
- ☐ Submit the appropriate fees and deposits to Town Hall by dropping them off, mailing them or calling in with a credit card. Cash, check or credit cards (except American Express) are all accepted.
- ☐ *Submit Additional Supplemental Forms

ACKNOWLEDGEMENT AND AUTHORIZATION:

I, _____, hereby authorize the Community Development Department to proceed with processing this application under the requirements of the Town of Bayfield Land Use Code (LUC), and acknowledge that the information provided herein is accurate to the fullest extent of my knowledge. I also understand that all engineering fees, attorney fees, legal notices and recordation fees incurred by the Town of Bayfield regarding the above referenced project will be paid by my deposit first and then invoiced to me for reimbursement after the deposit is depleted. I hereby agree to pay these fees in a timely manner. I also understand that if these fees are not paid, I may be subject to appropriate actions taken by the Town to collect these fees as well as delay or denial of the proposed project.

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____