



Planning, Development and Transportation  
Zoning Services  
281 North College Ave.  
P.O. Box 580  
Fort Collins, CO 80522  
970.416.2745  
fcgov.com/zoning/

## Short Term Rental License – Denial Appeal Form

The requested information on this application is required.

Appellant Name: \_\_\_\_\_

Short Term Rental Location (Street Address): \_\_\_\_\_

Appellant’s Address (if different from the Short Term Rental Location): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**General Information:** *List all property owners having a legal/equitable interest in the property (Attach separate sheets if necessary).*

Owner’s Name (s): \_\_\_\_\_

Street Address (if different from Short Term Rental Location): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

In the case of more than one (1) appellant, the appellant listed above shall be the authorized individual to receive, on behalf of all appellants, any notice to be mailed by the City to the appellants under the provisions of [§ 2-543](#) or [2-544](#).

### **SUBMITTAL REQUIREMENTS:**

- 1) The submittal shall consist of an electronic version of this form and additional attached information on a CD or Flash Drive.
- 2) Complete and sign the Short Term Rental License – Denial Appeal Form. Attach any additional information describing the appeal and mitigation factors.
- 3) In the appeal description (page 2 of this application), include the action or decision which is the subject of the appeal, the date it took place, and a specific statement of the reasons for the appeal. All data or documentation upon which the appellant(s) seek to rely must be attached to this form.
- 4) In the case of more than one (1) appellant, the name, address, email, telephone number and relationship of each appellant to the subject of the action or decision being appealed (attached additional sheets if more room is needed).
- 5) Application fee of \$25.

### **Appeal Description:**

The description must include: (1) The action or decision being appealed; (2) The date of such action or

decision; and (3) A specific statement of the reasons for the appeal including how any data or documentation which you are relying upon is related to the appeal. Attach copies of all such data or documentation to this form. (attach additional sheets if more room is needed):

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**CERTIFICATION**

I certify the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge, consent, and authority of the owners of the property (including all owners having a legal or equitable interest in the real property, as defined in Section 1-2 of the City Code; which is the subject of this application) without whose consent and authority the requested action should not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection, and if necessary, for posting a public notice on the property.

**Name (please PRINT):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Submit application and fee to the Development Review Center Located at 281 N College Ave Fort Collins, CO 80524