

Standard Operating Procedures for Residential Vacation Home Waitlist Lottery

The following procedures outline the steps necessary to complete a residential vacation home waitlist lottery application, and if successfully selected, the waitlist and application process to obtain a vacation home business license as outlined in the Municipal Code.

Waitlist Lottery Process

The following outlines the process for residential zoned properties within the Town of Estes Park to apply to the waitlist lottery for future use as a vacation home short-term rental.

Ordinance 18-25: The Board of Trustees approved the ordinance which was effective December 15, 2025 to establish a waitlist lottery system with a cap for those interested in obtaining a residentially zoned vacation home license as they become available. A lottery will be held following the annual renewal period which ends January 31st when there are ten (10) or fewer applications on the waitlist and populate the list up to 30 properties. Properties on the waitlist will be processed up to the residential cap after the annual renewal deadline and throughout the year as licenses become available and once the lottery has been completed, if required per the regulations. The waitlist will be maintained by the Town Clerk's office.

Public Notice: The Town Clerk will issue a public notice with the assistance of the Public Information office for a minimum of two (2) weeks prior to a lottery. The notice will include the general entry requirements and the timeline for applying. Notices will be published through current media platforms used by the Town and on the Town's website at www.estes.org/vacationhomelicensing.

Eligibility: A natural person or up to two (2) natural persons who own a property within the Estes Park town limits at the time a waitlist lottery application is filed. A property may be owned by a corporation, limited liability corporation, a trust, etc. so long as the natural person(s) can demonstrate ownership interest in the entity. Failure to submit sufficient evidence demonstrating the ownership interest (including the interest of each applicant) at time of application shall result in the application being deemed incomplete and ineffective, and therefore, will not be added to the lottery. The Town Clerk's office utilizes the Larimer County Assessor Records to determine ownership.

Waitlist Lottery Application: The electronic application form will be available on the Town's website. No more than one entry shall be made per dwelling unit; any dwelling unit receiving multiple entries is disqualified from the lottery. The following are required for an application to be found complete and qualify for the lottery: complete application submitted by the deadline, payment of the application fee, and any documentation to clearly demonstrate proof of ownership of the property by the natural person(s) listed on the application. Applicants will be notified and have five (5) days to correct deficiencies; failure to provide a complete application shall automatically cause it to be voided.

Lottery Drawing: Each application will be assigned a unique six (6) digit application number through the completion of the online form. The lottery drawing will be held following the cure period utilizing Google Sheets "Randomizing Range" to conduct the lottery drawing. The waitlist will be populated by the successfully selected applications up to the maximum of the cap of 30 in the order drawn. All applicants will be notified of the results of the lottery using the email provided on the application. For those not selected, a list will be maintained in the event the applicant chooses to apply again in future lotteries for the same property. The code provides an additional entry into each consecutive lottery when a new application is submitted so long as it is submitted by the same owners for the same property. The intent is to afford a greater chance of winning.

Waitlist: Upon an opening within the residential vacation home cap, the Town Clerk's office will remove the next property on the waitlist. The natural person(s) will be notified of the opportunity to apply for a vacation home license utilizing the email on file. No other attempt to notify by mail or phone will be completed. It is the responsibility of those natural person(s) on file to maintain an email address with the Town Clerk's office. Upon receipt of the email notification, the vacation home application shall be completed within 14 days of the date of the notice. A complete, valid, and timely application, including all required fees and deposits, must be submitted in order for a registration packet to be issued. All required deadlines associated with the registration packet and application process can be found on the Town's website and are outlined in the registration packet letter. Failure to meet the deadlines associated with the application process shall result in the application lapsing and be voided.

Any additional questions on the lottery process or waitlist should be directed to the Town Clerk's office at townclerk@estes.org.