

### Instructions:

1. Fill out the appropriate information in the form letter, including the name and address of the owner of the proposed short-term rental, the property address, the contact information of the responsible party available for contact 24 hours per day, and maximum number of guests.
2. Create a list of all properties with a residence within 300 feet of the proposed short-term rental property (for help, see the tutorial link on the Short Term Rentals information page of Brighton's website). Save a copy of this list for step 6 below.
3. Print out the number of copies of the letter necessary to notify each residence on the list.
4. Attach a copy of the Complaint Flow Chart (page 3 of this packet)
5. Distribute the letter with attachment to each home on the list in person or by mail.
6. Attach a copy of the distribution list to this instruction sheet and fill out the information below regarding the method by which neighbors were notified.
7. Sign the bottom of the form and submit it to the Municipal Services District as an attachment to your business license application.

I certify that I have provided notice to all properties with a residence within 300 feet of my application for short-term rental as required in Brighton Code using the following method:

☐ Hand delivery

☐ Postal Service delivery

☐ Other method (please specify) \_\_\_\_\_

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Signature

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Printed Name

Date: \_\_\_\_\_

STR Owner: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Dear Neighbor,

This notice is being provided to inform you that I/we have applied for a license for a short term rental at: \_\_\_\_\_. Per 5.19.073 of the Brighton code, the following contact information is being provided as the responsible party available for contact twenty-four hours per day regarding problems/compliance concerns with the rental property:

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

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

(Other Contact Info): \_\_\_\_\_

Included with this letter is a short term rental complaint flowchart, and below is a summary of the requirements for operating this business in Brighton:

- The short-term rental may not be used for Special Events including commercial weddings, concerts, or parties or Commercial purposes not otherwise permitted in the zone.
- Maximum number of guests: \_\_\_\_\_ .
- Minimum rental period is two nights.
- No dogs are allowed.
- Owner is responsible for paying road and driveway snowplow costs. Renter may do light snow removal, if necessary, when no plows are present.
- All trash and recycle containers must remain inside the home or placed in an approved bear and wildlife proof trash container until they are taken to a trash collection point or dumpster to prevent wildlife from scattering trash. No trash or recycling can be left outside the dwelling. Owner shall provide directions on recycling protocols and location of dumpsters to tenants.
- All service providers for short terms rentals including cleaning services shall be required to have snow tires from November 1- April 15.
- There must be a Responsible Party who can respond on site within two hours and be available by telephone, or otherwise, twenty-four hours per day and must be able to respond to inquiries within twenty minutes of receipt of an inquiry.
- Occupants of a short-term rental shall not create excessive noise. Quiet hours are 10 pm-7 am. It is the responsibility of the owner or property manager to prevent nuisance behavior and maintain neighborhood peace and quiet.
- No open fires of any kind except compressed or liquid gas grills, stoves, and pellet fed smokers allowed with proper clearance of flammable materials.

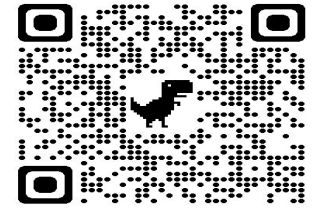
Respectfully,

\_\_\_\_\_

Owner/Manager Name  
\_\_\_\_\_  
Phone: \_\_\_\_\_

## Short Term Rental Complaint

To view this form  
electronically  
scan here



Complaint  
involves **dogs**

Contact property  
owner/manager

Call Unified  
Police  
**(801) 840-4000**

File complaint  
with Granicus.  
Hotline phone  
number:  
**(435) 241-1579**  
Tips portal:  
<https://secure.hostcompliance.com/tips>

Complaint  
involves  
**illegal STR**

If 8:00-5:00  
Call MSD Code  
Enforcement  
At **(385) 468-6700**

File complaint  
with Granicus

Hotline phone  
number:  
**(435) 241-1579**  
Tips portal:  
<https://secure.hostcompliance.com/tips>

Complaint involves a  
**vehicle**

Contact property  
owner/manager

If blocking a public road  
Call Unified Police  
**(801) 840-4000**

To tow a parked vehicle  
in the neighborhood: Call  
Dan Knopp- Silver Fork  
**801-244-0366**.  
Paul Nell- Brighton Area  
Towing **801-403-6186**  
Link: [Towing Companies](#)

File complaint with  
Granicus.  
Hotline phone number:  
**(435) 241-1579**  
Tips portal:  
<https://secure.hostcompliance.com/tips>

Complaint  
involves **noise**

Contact property  
owner/manager

Call Unified Police  
**(801) 840-4000**

File complaint with  
Granicus.  
Hotline phone  
number: **(435) 241-1579**  
Tips portal:  
<https://secure.hostcompliance.com/tips>