



Taos County Planning Department
105 Albright Street Suite H
Taos, New Mexico 87571
Phone: (575)737-6440
Short-Term Rental (STR) Unit
Zoning Clearance Application

Applications can be submitted electronically to str.application@taoscountynm.gov

Section I

Property Owner: _____ Phone number(s): _____
 Parcel Number: _____ Owner Number: _____ Acreage: _____
 Mailing Address: _____
 Email Address: _____

Section II

NOTE: Applicant must be a Natural Person who is either the record title owner of the property or Dwelling Unit, or who has legal authority to act on behalf of a legal business or entity, which is the record title owner of the property or dwelling unit, or if the applicant is not the owner, they must be in any other possessory capacity, such as lessee, sublessee, or mortgagee in possession.

Applicant's Name: _____ Phone number(s): _____
 Mailing Address: _____
 Email Address: _____
 Business Name: _____
 Doing Business As (DBA), if applicable: _____
 Business Type: Sole Proprietor LLC Incorporated Other (describe): _____

Section III

Physical Address of STR: _____
 Applicant's role in renting the Property: Property Owner Lessee or Sublessee Mortgagee in Possession
 Is the STR on the same legal parcel of record as the Applicant's Primary Residence? Yes No
 Type of Residential Dwelling Unit to be used for the STR: Single-Family Home (Main home on property)
 Accessory Dwelling Unit (casita or guest house) Duplex Apartment Multiplex
 Manufactured Home Private bedroom within main house
 Square footage of the STR: _____ Square footage of all Dwelling Units on Property: _____
 Number of Bedrooms in STR: _____ Number of Bathrooms in STR: _____
 Proposed Occupancy of STR: _____ Proposed Number of Parking Spaces for STR: _____
 Describe how the STR was used prior to being converted to a STR (e.g., owner-occupied housing, long-term rental, second home, commercial, storage, etc.): _____

 Estimate of how many days per year the dwelling unit will be used as a STR _____
 How will the STR be used when not being advertised as a STR? _____

Section IV

Name of Local Contact who is available twenty-four (24) hours a day, seven (7) days per week to respond to complaints, emergencies, and other issues pertaining to the operation or occupancy of the Short-Term Rental Unit:

Email Address of Local Contact: _____ Phone Number of Local Contact: _____

Section V

Please indicate the following:

Water Source: Private Well Shared Well Community Water/Mutal Domestic Water Catchment
 Other (Please describe): _____

Waste Water System: Private Septic System Shared Septic System Community Sewer System
 Other (Please describe): _____

Electrical: Kit Carson Electric Cooperative Off-Grid Solar System
 Other (Please describe): _____

Gas/Propane: New Mexico Gas Company Propane (please indicate provider): _____
 Other (Please describe): _____

Section VI

Please check any that may apply (Additional documentation will be requested to verify eligibility):

- You can demonstrate both Primary Residence and ownership of the property for 10 years or longer
- You are able or planning to provide one (1) Dwelling Unit for long-term rent that meets the definitions of "Affordable," as defined by Ordinance 2022-4, The Taos County Affordable Housing Ordinance
- Your proposed Short-Term Rental Unit is located in/on a Commercial Property that included the allowance of STR's as part of the original or amended approval of a Commercial Zoning Clearance Permit, Special Use Zoning Clearance Permit, or Major Development Zoning Clearance Permit, or is within a Legal non-conforming Resort Facility that can be deemed as such by the Taos County Planning Department (proper documentation required)

SUBMITTAL CERTIFICATION

I hereby certify that I have read and examined the information contained on this application and know the same to be true and correct. All provisions of the Taos County Land Regulations will be complied with whether specified herein or not. I understand that failure to include the minimum submittals as referenced in the Short-Term Rental Unit Checklist may result in the delay or rejection of this application.

I also acknowledge that if a Permit is issued pursuant to this application, the terms and conditions of the Permit shall be based on the information provided by the applicant. Changes in the use of the permitted activities that are not consistent with the terms and conditions of the permit or this application may be considered a violation of this permit and may result in the revocation of my Short-Term Rental Unit Permit and its associated Taos County Business License. The applicant hereby declares that all the information provided on this application and any submitted attachments for the purposes of obtaining a permit, are correct and complete. The applicant acknowledges that providing false information to a governmental agency is punishable as perjury in the second degree, as well as being punishable under any other applicable State or Federal Laws.

Print Applicant Name

Applicant Signature

Date

FOR OFFICE USE ONLY

Application Reviewed by: _____ Date: _____

Additional Information Required: _____

Approved

Denied

Comments/Conditions: _____

COST OF PERMIT:

1. The Short-Term Rental Unit Zoning Clearance Application is based on Taos County Resolution 2024-39, as amended. THIS IS A NON-REFUNDABLE FEE.
2. The Application fee of \$100.00 is due at time of submittal. For all emailed submittals, please note that a Planning Department Staff Member will contact you to collect payment, or you may call 575-737-6440 to make a payment over the phone or stop by the Taos County Planning Department to make payment (Monday – Friday, 8am to 4pm).
3. The Owner-Occupied STR Permit Fee of \$400.00 will be due at time of approval of STR Permit, prior to issuance of said permit.
4. The Non-Owner-Occupied STR Permit Fee of \$900.00 will be due at time of approval of STR Permit, prior to issuance of said permit.

The following applications and forms are available on the Taos County Website at at <https://www.taoscounty.org/489/Short-Term-Rental-Ordinance>:

Rural Addressing Verification Form

Application for New Business Registration

Lodging Establishment Application

Requirements for Residential Occupancy (Fire Department Requirements)

Owner Occupied Submittal Checklist

Non-Owner Occupied Submittal Checklist

**OWNER/OPERATOR AFFIDAVIT OF COMPLIANCE
OWNER-OCCUPIED SHORT-TERM RENTAL**

I, _____ [OWNER/OPERATOR'S FULL NAME], being duly sworn, hereby state and affirm as follows:

1. I am the legal owner of the property located at:
Physical Address: _____, City: _____ Zip Code: _____,
Taos County, New Mexico (the "Property"), or I have been granted permission.
2. The parcel of land on which the Short-Term Rental Dwelling Unit sits is the location of my primary residence, as defined in the Taos County Land Use Regulations
3. I intend to operate a Short-Term Rental Unit at the Property.
4. I have read and understand Taos County Ordinance 2024-4 regarding Short-Term Rental Units.
5. I agree to operate the Short-Term Rental Unit at the Property in full compliance with Taos County Ordinance 2024-4 and all other applicable Taos County ordinances.
6. I understand that failure to comply with Taos County Ordinance 2024-4 or any other applicable ordinances, building codes or fire codes, may result in penalties, fines, or revocation of my permit to operate a Short-Term Rental Unit.
7. I affirm that Taos County is not responsible in the event of any issues that may arise as a result of non-compliance with all applicable ordinances, building codes, and fire codes.
8. I affirm that all statements made in this affidavit are true and correct to the best of my knowledge and belief.

OWNER/OPERATOR SIGNATURE: _____

OWNER/OPERATOR PRINTED NAME: _____

STATE OF NEW MEXICO)
) ss.
COUNTY OF TAOS)
)

NOTARY

Subscribed and sworn to before me this _____ day of _____, 20____ by

_____ [OWNER/OPERATOR'S FULL NAME].

_____ [NOTARY'S SIGNATURE]

Notary Public

My commission expires: _____

**OWNER/OPERATOR AFFIDAVIT OF COMPLIANCE
NON-OWNER-OCCUPIED SHORT-TERM RENTAL**

I, _____ [OWNER/OPERATOR'S FULL NAME], being duly sworn, hereby state and affirm as follows:

1. I am the legal owner of the property located at:
Physical Address: _____, City: _____ Zip Code: _____,
Taos County, New Mexico (the "Property"), or I have been granted permission.
2. I intend to operate a Short-Term Rental Unit at the Property.
3. I have read and understand Taos County Ordinance 2024-4 regarding Short-Term Rental Units.
4. I agree to operate the Short-Term Rental Unit at the Property in full compliance with Taos County Ordinance 2024-4 and all other applicable Taos County ordinances.
5. I understand that failure to comply with Taos County Ordinance 2024-4 or any other applicable ordinances, building codes or fire codes, may result in penalties, fines, or revocation of my permit to operate a Short-Term Rental Unit.
6. I affirm that Taos County is not responsible in the event of any issues that may arise as a result of non-compliance with all applicable ordinances, building codes, and fire codes.
7. I affirm that all statements made in this affidavit are true and correct to the best of my knowledge and belief.

OWNER/OPERATOR SIGNATURE: _____

OWNER/OPERATOR PRINTED NAME: _____

STATE OF NEW MEXICO)
) ss.
COUNTY OF TAOS)
)

NOTARY

Subscribed and sworn to before me this _____ day of _____, 20____ by

_____ [OWNER/OPERATOR'S FULL NAME].

_____ [NOTARY'S SIGNATURE]

Notary Public

My commission expires: _____

SHORT-TERM RENTAL PERMIT

PROPERTY OWNER PERMISSION STATEMENT*

Date: _____

Dear Taos County:

I _____ am the owner of _____.
(Property Owner's Name) (Property Address)

I give permission to _____ to operate a Short-Term Rental Unit on a property where I am the owner, or an owner, with the verified physical address of:

Sincerely,

(Property Owner's Name)

NOTARY

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____

MY COMMISSION EXPIRES ON _____

NOTARY PUBLIC

F.R. Bob Romero
Miguel Romer Jr.
Darlene Vigil
AnJanette Brush
Ronald Mascarenas

Brent Jaramillo

District I
District II
District III
District IV
District V

County Manager



RURAL ADDRESSING
PLANNING DEPARTMENT
105 Albright Street, Suite H
Taos, NM 87571
Office: (575) 737-6440
rural.addressing@taoscountynm.gov

Clear All Data!

REVIEW FEE \$10.00 ADDRESSING FEE \$35.00

RURAL ADDRESS APPLICATION

**THIS INFORMATION IS NECESSARY TO OBTAIN TELEPHONE AND POWER SERVICE.
THE INFORMATION IS USED BY EMERGENCY RESPONSE PERSONNEL VIA THE TAOS
COUNTY E-911 SYSTEM.**

PROPERTY CODE NUMBER _____ OWNER NUMBER _____

CURRENT PHONE NUMBER (_____) - _____ - _____

NAME _____ (Last) _____ (First) _____ (Initial)

(Last) (First) (Initial)

CURRENT MAILING ADDRESS:

(Street) (P.O. Box)

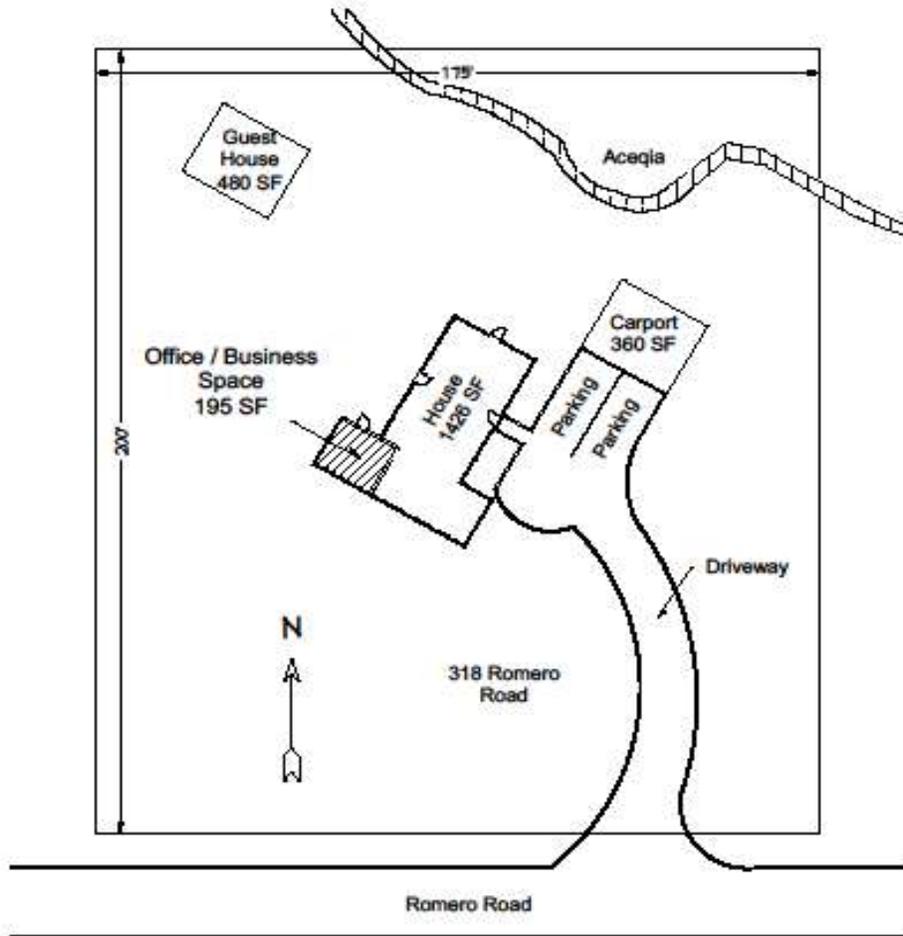
(City) (State) (Zip)

In order to properly process your request, a staff person will determine your address based on the road's official name in the E-911 database adjacent existing house numbers, and/or other relevant data, and the driveway's distance from the beginning of the road. (For example: 1.5 miles will be #150; 0.8 miles is #80.) All odd numbers will be assigned to one side of the road and all even numbers to the other. Please describe how we will find your driveway. (Begin with the closest named road.) Please use back of sheet or separate sheet of paper to draw a sketch if needed. If there is an existing address please provide it below:

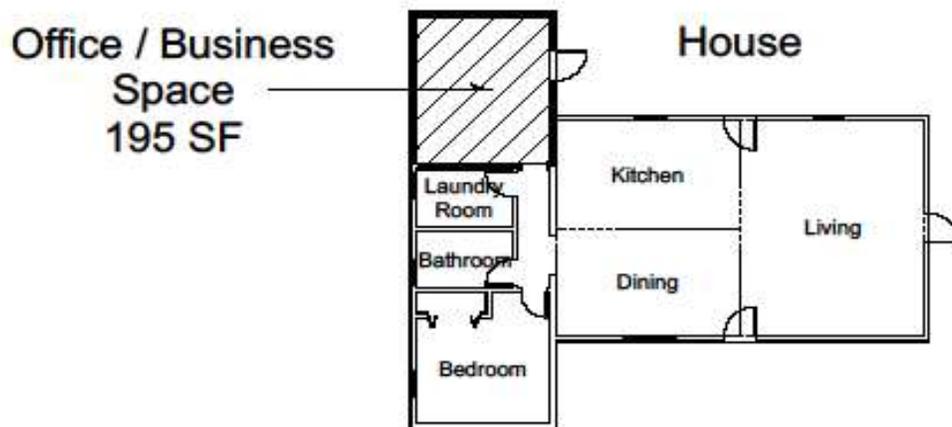
OFFICE USE ONLY

	NUMBER	UNIT TYPE	UNIT	ZIP CODE
NEW ADDRESS \$35	<input type="checkbox"/>			
VERIFICATION \$10	<input type="checkbox"/>	ROAD NAME	LOCAL COMM	
	WUI Y/N ESN	SIGNATURE	DATE	

Site Plan Example



Floor Plan Example



SHORT-TERM RENTAL UNIT ZONING CLEARANCE CHECKLIST

The following submittals are required to receive a Short-Term Rental Unit Zoning Clearance Permit from Taos County. Applications without a completed Rural Addressing Verification will not be accepted. Any other aspects of the that are incomplete will be discovered during the review process and the applicant will be notified in writing of those deficiencies. Applicant's will have fifteen (15) days to resubmit the required documentation, otherwise the application will be considered withdrawn, and a new application and new application fee will be required in order for the STR to be considered for a Short-Term Rental Unit Zoning Clearance Permit. Resubmittals will be reviewed in the order they are received, alongside new applications. Please contact Taos County Planning Department staff with questions regarding the submittals required herein or visit our website at www.taoscounty.org/489/SHort-Term-Rental-Ordinance

REQUIRED SUBMITTALS:

Please read the following general submittal requirements, additional documentation may be required. It is the applicant's responsibility to comply with all codes and ordinances related to the Short-Term Rental Unit Ordinance.

- Completed Short-Term Rental Unit Zoning Clearance Application
- Provide the name, phone number and email address of all of the owners listed on the Warranty Deed
- If the STR applicant is not the sole owner of the property, a notarized letter signed by the other owner(s) consenting to or joining in the application (see Page 6)
- If the property is owned in a trust or the deed is held by an LLC, or some other business, provide documentation showing that the applicant has the authorization to submit this application on behalf of that entity, i.e. articles of incorporation, operating agreement, or trust documents.
- Provide the name, phone number and email address of the applicant including the business name
- If the business is an LLC or Incorporated, provide the Articles of Organization from the New Mexico Secretary of State (<https://portal.sos.state.nm.us/BFS/online/CorporationBusinessSearch>) and/or Operating Agreement to demonstrate that applicant has signing authority for the entity.
- Provide a description of how the STR was used prior to being converted to a STR (e.g. owner-occupied housing, long-term rental, second home, commercial, etc.)
- Provide an estimate of how many days per year the unit will be used as a STR, and a description of what it will be used for the rest of the year
- Provide the name, phone number and email address of the Local Contact who will be available twenty-four (24) hours per day, seven (7) days per week to respond to complaints, emergencies, and other issues pertaining to the operation or occupancy of the STR
- Provide a copy of a valid NM Environmental Department Approved Septic Permit showing the number of bedrooms permitted for the septic system of the property. A copy of the septic permit can be obtained from the NM Environment Department (505)309-2490). Unpermitted septic systems must be permitted prior to submitting this application.
- If the STR is connected to a community sewer system, then provide a will-serve letter from the appropriate community sewer system or a copy of the account billing statement showing the physical address of the proposed STR.
- If the STR shares a septic system with another property owner, provide a shared use agreement (recorded at the Taos County Clerk's Office) along with a signed statement notarized from the other property owner(s) stating no objection to the use of the shared septic system for the STR. (A copy of the Septic Permit from the NM Environment Department is required as listed above)
- Provide a copy of an approved Well Permit from the State of New Mexico Engineer's Office (505-827-6120)
- If the STR is connected to a community water system, then provide a will-serve letter from the appropriate community water system or a copy of the account billing statement showing the physical address of the STR

- If the STR has a rainwater, gray water, and/or black water catchment system, a copy of the completed permit showing all inspections or a certificate of completion giving the authority to operate the system by the New Mexico Construction Industries Division, the Office of the State Engineer and/or the New Mexico Environment Department. A letter from an approved water hauler (on company letterhead) indicating they will provide water to the STR when needed (must have the physical address of the STR) will also be required.
- If the STR is connected to a shared well, then provide a copy of the shared use agreement (recorded at the Taos County Clerk's Office) along with a signed statement from the other property owner(s) stating no objection to the use of the shared well for the STR; or provide proof that an individualizing meter has been installed to track water usage specific to the STR. (A copy of the Well Permit from the NM Engineer's Office is required as listed above)
- Provide a copy of the Kit Carson Electric bill showing the physical address of the STR, or a copy of the finalized Permit obtained for the installed PV Solar System
- Provide a copy of the NM Gas Company bill showing the physical address of the STR, or if the unit is connected to propane a will-serve letter or proof-of service from the company providing service to the STR will be required
- Rural Addressing Application - please fill out and email to rural.addressing@taoscountynm.gov, along with your site plan that shows the location of the STR on the property, and the property assessment or notice of valuation for the property. Once these forms have been accepted and reviewed someone will email you the rural address verification documents which must be included with your submittal package. In person submittals are also accepted although emailed submittals are preferred. (Addressing Division 575-737-6445)
- Provide a site plan showing a north arrow; property lines; all existing structures and their square footage; legal access (easement) onto the subject property; a parking plan showing all parking for the STR (parking must be onsite or in a designated off-street space and guests cannot bring more cars to the STR than the number of parking spaces provided); any acequias, rivers, arroyos, fences, driveways, walkways, sidewalks, retention ponds, etc.; indicate the physical address; a floor plan for the structures proposed as a STR; additional information may be required **NOTE: The site plan does not have to be to scale, but it must be an accurate description of your proposal** (see Page 8)
- Provide a copy of the current warranty deed as recorded in the Taos County Clerk's Office. (575-737-6380)
- Current Copy of Property Assessment (Copy can be obtained from Taos County Assessor's Office 575-737-6360).
- Provide a copy of the receipts from the Taos County Solid Waste Department showing that the STR's account is paid up-to-date (575-737-6337)
- Provide a copy of the receipts from the Taos County Treasurer's Office showing that the STR's property account is paid up-to-date (575-737-6340)
- If there are any outstanding zoning or building code violations on the property where the STR is proposed, all violations must be addressed with the Taos County Planning Department prior to the approval of a Short-Term Rental Unit Zoning Clearance Permit and the issuance of a Taos County Business License
- Provide pictures of all outside lighting fixtures showing compliance with the Taos County Night Sky Protection Act, Ordinance 2006-9, as amended.
- Completed Taos County Business Registration Application and a copy of a State of New Mexico Tax Identification Certificate. Please note that the NM Tax ID Certificate address must match the address of the STR, as verified by the Rural Address Verification. The NM Taxation Identification Certificate Application can be found at <https://www.tax.newmexico.gov/fill-print-go/> and the form is entitled ACD-31015.
- Completed Lodging Establishment Application that can be found on the Taos County Website at <https://www.taoscounty.org/489/Short-Term-Rental-Ordinance>

- A fire inspection report, as completed by a representative from the Authority Having Jurisdiction at the location of the STR. If you are unsure of what fire district the STR is located, this can be determined as part of your Rural Address Verification. Because there are differences in how each fire district authority is handling these inspections, if the fire inspection is the only thing keeping your application from being submitted, the Planning Department will accept the application and grant the STR Permit conditionally, given that a fire inspection will be conducted at a later date, at the discretion of the appropriate fire jurisdiction. Please note that a failed fire inspection could result in revocation of the Short-Term Rental Unit Zoning Clearance Permit. (A copy of the Requirements for Residential Occupancy for the Fire inspection can be obtained on the Taos County Website at <https://www.taoscounty.org/489/Short-Term-Rental-Ordinance>)

ADDITIONAL SUBMITTALS FOR OWNER OCCUPIED APPLICANTS

- If the applicant is the property owner a signed and notarized affidavit stating that the STR is Owner-Occupied and serves as the Owner/Operator's Primary Residence, as defined in the Taos County Land Use Regulations, and that the Owner/Operator agrees to operate the STR in compliance with this Ordinance and all other applicable County Ordinances. (See Page 4 of the Short-Term Rental Unit Zoning Clearance Permit Application Packet)
- Proof of primary residence, i.e. a copy of the applicant's driver's license, state issued identification card, or voter registration card, which demonstrates that the physical address at which the applicant resides is the same as the proposed STR, or is on the same legal parcel of record

ADDITIONAL SUBMITTALS FOR NON-OWNER OCCUPIED APPLICANTS

- If the applicant is not the property owner a signed and notarized affidavit stating that the STR Owner/Operator agrees to operate the STR in compliance with this Ordinance and all other applicable County Ordinances. (See Page 5 of the Short-Term Rental Unit Zoning Clearance Permit Application Packet)