

Estate Sale Permit Application: One-Day Estate Sale

The Town of Columbine Valley allows a one-day Estate Sale in two cases: (1) Upon the death of a property owner or (2) when the property owner is vacating the property to relocate to other housing for the purpose of obtaining assistance with daily living and/or healthcare.

To obtain a free permit for an Estate Sale, complete this form and email it to bzapata-diaz@columbinevalley.org. Please include proof of HOA notification as noted below, and if you are using an agent, include a copy of the Agent Liability Insurance.

ESTATE SALE DETAILS

- Estate Sale Address: _____
- Estate Sale Date: _____
- Responsible Party/Heir Name: _____
- Responsible Party Email & Phone Number: _____
- Agent Name (if applicable): _____
- Agent Email, Phone Number, and Website: _____

ACKNOWLEDGMENT

Type your initials after each Estate Sale provision. I understand:

- The sale is limited to a single day from 9 a.m.–5 p.m. _____
- I may only sell only items currently on the property and may not bring additional items for sale. _____
- No presale or on-site viewing may occur prior to the sale. _____
- The HOA must be notified a minimum of two weeks prior to the sale. _____
- Signage is limited to a single 18x18-inch sign; no directional signage is allowed. _____
- Each day a violation of these provisions occurs shall be deemed a separate offense and punishable as provided in Section 12 of Article I of the Zoning Code. _____

TIMEFRAME (OFFICE USE)

- Date Permit Issued: _____
- Permit Issued By: _____
- Date of Columbine Valley Police Notification: _____
- Date of Town Administrator Notification: _____

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