

## 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](mailto: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. \_\_\_\_\_
- A copy of the Agent Liability Insurance is included if needed. \_\_\_\_\_
- 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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