

## **If you wish to apply for a Hosted Short-Term Rental Permit:**

Please visit :

<https://ecode360.com/44466212?highlight=hosted,hosted%20rental,rental,rentals&searchId=6981686101893283#44466217>

Hosted Short Term Rental rules, regulations and process.

### **You will need:**

1. A filled-out Planning Department Main Application form, including a detailed project description that covers:
2. What rooms in the home or ADU will be used for the rental
3. Contact information for the host
4. How many parking spots are available- (on-street parking is prohibited)
5. All necessary fees and a filled-out fee agreement form (included in the application packet)
6. Provide proof of ownership of the property (deed).
7. Copy of homeowner insurance policy
8. Name address and contact information for all owners of record.
9. -An exterior site plan prepared on an 8.5” x 11” piece of paper showing where the required off-street parking will be located, the emergency access to the dwelling unit being used as a short-term rental and where the trash receptacles will be on the property (must not be seen from the street).  
-An interior site plan prepared on 8.5 x 11 piece of paper showing where the bedrooms, bathroom(s), kitchen, windows and doors are.
10. Completed Transient occupancy tax registration form for the subject property. (the Planning Department will supply)
11. A copy of the rules, regulations and information that will be posted in a prominent place within six-feet of the front door of the short-term rental and included in all advertisements for the short-term rental.

### **Your rules shall include:**

- Outdoor amplified sound is prohibited.
  - Quiet hours shall be from 9:00 p.m. to 7:00 a.m.
  - Pets (if applicable) shall be secured on the property at all times. Continual barking or other nuisances created by unattended pets are prohibited
  - Outdoor fires are prohibited
12. Picture of lighted address number.

13. A verified list of the names and addresses of the owners of all property within three hundred feet of the exterior boundaries of the property proposed for the short-term rental as shown on the last adopted tax role of the County (upon request on the application, the Planning Department will provide)
14. A Planning Department issued neighborhood acknowledgment form signed by each resident within 300-feet of the proposed hosted rental. If the applicant is unable to obtain the required signatures, the applicant shall provide proof of his/her reasonable attempts to gather those signatures.

For your own protection, it is also recommended that you make sure the residential dwelling you will be using for a short-term rental meets all applicable building and safety and environmental health department requirements; be sure to use a reputable rental agency; and check your homeowner's insurance policy to ensure you are covered for your rental business.