

SHORT TERM RENTAL PERMIT APPLICATION

New Short Term Rental Application Renewal of Previously Issued Permit

Planning Applications are filed with the Planning Division. Only applications with all required information and submittal items as listed below will be accepted. Please contact the Planning Division regarding any questions with the requirements prior to submitting an application. Email questions to planning@srcity.org. If you do not have access to email, please call 707-543-3200 and select option 2.

Submittal: This Short-Term Rental Permit Application may be submitted 1) via e-mail at permitsubmittal@srcity.org, or 2) in person at 100 Santa Rosa Avenue, Room 3, by making an appointment on line at SRcity.org/gless. Please note, in-person appointments are available between 8:00 AM and 12:00 PM, Monday-Friday. (You may also forgo this application and submit online through the [Santa Rosa Citizen Access Portal](#) - this application is not necessary for the online process.)

Short-Term Rental Information

Short-Term Rental Permit
Number (for renewals only):

Short Term Rental Name (if applicable):

Site Address:

Assessor's Parcel Number:

Zoning District:

Rental Unit Type:

Property Owner Information

Name:

Mailing Street Address:

Unit #:

City:

State:

Zip Code:

Phone Number:

Alternate Phone Number:

Email Address:

Agent Information (Required if different from Property Owner)

Name:

Mailing Street Address:

Unit #:

City:

State:

Zip Code:

Phone Number:

Alternate Phone Number:

Email Address:

Local 24-hour Contact – See ordinance for additional information

Check if same as Property Owner:

Check if same as Agent:

Name:

Mailing Street Address:

Unit #:

City:

State:

Zip Code:

24-Hour Phone Number:

Email Address:

Short Term Rental Application Information

Transit Occupancy Tax Account Number:

Is the Short-Term Rental Hosted or Non-Hosted? Select Non-Hosted if the Short-Term Rental will be used for both Hosted and Non-Hosted activities. **NOTE: The City is currently not accepting applications for NEW Non-Hosted Short-Term Rentals. Visit srcity.org/str for more information.**

A hosted short-term rental is defined as a short-term rental where the owner lives and sleeps in the dwelling unit, or lives and sleeps in another legal dwelling unit on the same parcel, one of which is the owner's principal residence, throughout the short-term rental period.

Number of bedrooms proposed for short-term rental use			
Parking spaces for short-term renters (at least 9 x 19 feet)		Off-street	On-street
Calculated maximum number of short-term renters based on bedroom count: (The overall maximum number of short-term renters allowed is 10, excluding children less than 3 years of age.)	(#bedrooms x 2 persons/room)		

Required Documents:

All required documents must comply with the City of Santa Rosa’s [Universal Digital File Standards](#). By checking each box below, you are indicating that the document(s) have been prepared and submitted for this application.

- Floor Plan.** Include project name and address, identify all rooms, show locations of windows, doors, and required smoke alarms, carbon monoxide alarm(s), and fire extinguisher(s) in compliance with [Interior Fire Guidelines for Short-Term Rentals](#). Include a legend. Staff will verify that the number of bedrooms included on the application matches County Assessor's Records. Only the number of bedrooms recognized in County Assessor Records will be permitted for short-term rental use.
- Site Plan.** Include project name and address. Identify all existing buildings and other on-site structures including decks, pools, fences. Show and provide dimensions for existing garage(s), driveways, and off-street parking spaces available for short-term rental use. If one on-street parking space will be used to meet minimum parking requirements, show its location and dimensions. Identify the location of paved sidewalks.
- Grant Deed.** Provide a County Assessor recorded Grant Deed if property ownership or the manner in which title is held has changed within the prior two-year period.
- Approved Final Inspection.** For new construction, a copy of building permit with an approved final inspection from the City of Santa Rosa Building Department.
- TOT and BIA Payment Receipts** for the prior year (for Permit Renewal).
- Copies and status of any Notice of Violation(s) or Administrative Citation(s)** received within the prior 12-month period, and receipt(s) for related payment(s).

Evidence of Principal Residency in two forms and signed affidavit (for New and Renewal Hosted Short-Term Rentals): Please provide the following:

- 1) Two forms of proof of principal residency which may include any of the following: a driver's license or California state identification card, pay-stub from current employer, Voter registration card, motor vehicle registration, insurance bill, tax documents showing the residential unit as the person’s residence, or utility bill for water or electric/gas services (you may only use utility bills as one form of residency confirmation; cable television, cell phone or internet provider bills do not qualify); and
- 2) Signed Hosted Short-Term Rental Applicant’s Affidavit.

Required Verifications: By checking each box below, you are indicating compliance with the following statements.

- If short-term rental location is subject to Covenants, Conditions, and Restrictions (CC&Rs), I have verified that short-term rental activities are allowed.
- There are no open Code Enforcement cases at this location.
- If the parcel is not served by City sewer, I have verified that the number of bedrooms proposed for short-term rental use is equal to the number of bedrooms listed in County’s septic system records for the property.
- Any structure or room to be used for short-term rental activities has received an approved final inspection from the City of Santa Rosa Building Department or the County of Sonoma’s Permit Sonoma Department.
- The unit to be used for short-term rental activities is not included in the list of units in Zoning Code Section 20-48.040(A)(4), including that the unit is not income-restricted affordable housing and is not an ADU.

PROPERTY OWNER'S CONSENT

I declare under penalty of perjury that I am the owner of said property or have written authority from property owner as the owner's agent to file this application. I certify that all the submitted information is true and correct. I understand that misrepresentation of any information included on or with this application may lead to application denial and/or invalidate any approval of this application. I certify that I have read and understand Chapter 20-48 of the City Code entitled Short Term Rentals and agree to comply with all provisions contained therein.

Property Owner Signature:

Print Name:	Date:
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ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Santa Rosa legally binds me in the same manner as if I had signed in a non- electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Santa Rosa, is considered to be the true, accurate and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree to not contest the admissibility or enforceability of the City of Santa Rosa's electronically stored copy of this or any other document(s).

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/Digital Signature Disclosure.

Signature:	Date:
Title:	Relationship to Project:

PLEASE NOTE THAT ALL E-MAILS, CORRESPONDENCE, AND DOCUMENTS SUBMITTED ARE CONSIDERED TO BE PUBLIC RECORDS AND ARE SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT

HOSTED SHORT-TERM RENTAL APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a. The undersigned is the owner or authorized agent of the owner of this property.
- b. The information presented is true and correct to the best of my knowledge.
- c. **Hosted Short-Term Rental Disclosure.** I understand and affirm that as a Hosted Short-Term Rental applicant that the Host will be living and sleeping in the Dwelling Unit or living and sleeping in another legal Dwelling Unit on the same parcel, which is the Host's principal residence, throughout the Short-Term Rental period.

Pursuant to Zoning Code Section 20-48.030(F), a "host" is defined as a natural person or persons who is/are the owner of record of residential real property, as documented by a deed or other such evidence of legal ownership, who offers their residence, or a portion thereof, as a Short-Term Rental. Host includes a personal or family trust whose beneficiaries consist solely of natural persons, but does not include residences or condominiums owned as a timeshare, limited liability partnership, corporation, or other business entity, or any fractional ownership of six or more interests. Host is synonymous with Owner and Operator.

Pursuant to Zoning Code Section 20-48.030(N), "principal residence" is defined as the place where one resides for more than one-half of the year.

- d. **Owner/Agent Authorization.** If the Applicant is not the Property Owner, both the Property Owner and Applicant must sign this affidavit. By signing this affidavit, the Property Owner authorizes the Applicant listed in this application to act as the Property Owner's agent on all matters in connection with this Short-Term Rental Application.

PROPERTY OWNER:

Owner's Signature

Date

Owner's Name (printed)

APPLICANT: SAME AS ABOVE

Applicant's Signature

Date

Applicant's Name (printed)

Title (Architect, etc.)