



To: Trinidad Short-Term Rental Owner
Date: Wednesday, November 01, 2017
From: Dan Berman, City Manager
Re: **Issuance of 2017-2018 Short-Term Rental (STR) License**

Your 2017-2018 application to operate a Short-Term Rental (STR) has been reviewed and approved by the City. It meets the compliance standards and requirements defined in the amended STR Ordinance 2016-03, certified by the Coastal Commission on June 06, 2017.

Your license is valid from October 01, 2017 through January 31, 2019.

A complete copy of the application is enclosed with your license. Please refer to it for OWTS permit and Insurance Certificate expiration dates, and other documents that may be useful for the 2019 renewal. Also note that site and floor plans may not be accepted in 2019 if they aren't to scale, are not legible, or were identified this year as needing improvement.

OWTS & Proof of Insurance must be kept up to date: Septic System Permits and Proof of Insurance certificates must be kept up to date during this license period. Should they expire, you may risk having your permit temporarily suspended until current records are approved and updated by the City.

Contact Information must be kept up to date: The City must be notified immediately if information regarding your Local Contact Person (LCP) changes.

By accepting an STR License, owners agree to act in good faith to resolve disputes with neighbors arising from the use of a dwelling as an STR. They are obligated to appoint a Local Contact Person that is able to respond to, or in applicable cases resolve a situation that is disturbing to a neighbor or resident within 30 minutes.

The Ordinance requires neighbors within 300 feet of a licensed STR to be notified by the City of the operating STR, the Local Contact Person (LCP), and 24-hour contact number. A letter was sent to all Trinidad residents that serves as notification, and provides guidance regarding the process for addressing legitimate complaints that may arise at an STR including, but not limited to; parties that exceed the permissible occupancy, excessive noise, or activities that are not common or consistent with residential uses.

The complete Short-Term rental Ordinance is available for download at www.trinidad.ca.gov

If you have questions regarding your permit, please contact City Manager Dan Berman at 707-677-3876, or City Clerk Gabriel Adams at 707-677-0223 between the hours of 9am-2pm Monday-Friday.