



To: **Vacation Rental Owners, Operators, & Managers.**

Date: Friday, December 06, 2018

Re: **Short-Term Rental Permit Renewal**

You are receiving this letter as the owner or operator of a Short-Term Rental (STR) within the City of Trinidad, as your **license will expire on January 31, 2019.**

STR Ordinance 2016-03 was certified by the Coastal Commission on June 06, 2017. The ordinance requires that a STR License must be obtained from the City for each individual Short-Term Rental.

An application to renew your license is included with this letter. All material must be submitted in its entirety in order to be accepted **by 2:00 pm on Monday, January 14, 2019.** Copies of your application and inspection materials were mailed with your 2018 license at issuance.

You are encouraged to complete and return the application promptly; as staff will be processing applications in the order they are received. Upon processing your application, an annual inspection will be scheduled with our Building Inspector. If you have any questions, please contact the City at 707.677.0223.

OWTS & Proof of Insurance must be kept 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 license 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 Contract Person (LCP) changes.

Site and Floor Plans: May not be accepted in 2019 if they are not to scale, not legible, or were identified this year as needing improvement.

Feel free contact me with any questions at 707.677.0223 or cityclerk@trinidad.ca.gov.

Sincerely,

Gabriel Adams
City Clerk



2019 STR APPLICATION CHECKLIST

Vacation Rental Name: _____

Property Street Address: _____

Property Manager: _____

Owner: _____

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH YOUR 2019 STR APPLICATION:

- Annual Renewal Fee:** \$300.00
- Site Plan:** Of entire property drawn to scale showing and labeling all structures, including those not associated with the STR, OWTS location and off-street parking spaces.
- Floor Plan:** Drawn to scale showing bedrooms & total square footage.

Please note: If the STR is not the entire property, then the floor plan must indicate the portions of the home that will be used as a VDU and any areas of the home that will be "shared use" between the STR guests and long-term tenants or owners.

- Proof of Insurance:** Proof of General Liability Insurance covering STR use of your property in the amount of \$1M combined single limit.
- Documentation of Primary Residence (Homeshare and Resident STRs only):** Proof that the STR is the homeowner's primary residence (> 50% of the year) in the form of a County tax exemption form.
- Acknowledgement:** Signed and dated STR License Acknowledgement
- Rental Agreement:** Copy of Rental Agreement addressing all requirements of STR Ordinance.
- Good Neighbor Contract:** As an attachment to the main rental agreement/contract, or included within it.
- Local Contact Person & 24/7 Emergency Contact Number:** Phone number included on the application. Must live within 25 miles/30 minutes of STR, and be prominently displayed inside the STR.
- OWTS Permit:** A copy of your current OWTS permit. OWTS renewals and fees are due three months prior to expiration of your current permit. At that time, a new owner questionnaire, renewal fee and inspection report by a licensed contractor are generally required along with any other requirements as noted on your previous permit.
- Sign compliance:** If your STR has exterior signage to alert the public that a rental exists at that location, please provide a photo of the sign along with dimensions.

Ordinance 2016-03, 17.56.190(6.26)M,10: A single sign, legible from the property's street frontage, and no greater than 3 square feet in size, may be attached to the STR structure or placed immediately adjacent to the front of the STR structure. The purpose of the sign is to notify the public that the structure is or contains a STR. The sign must provide 24-hour emergency telephone contact number for complaints and a business telephone number for persons seeking information on the STR.

APPLICATION NOTES:



2019 SHORT-TERM RENTAL LICENSE APPLICATION

Operation of a Short-Term Rental (STR) in the City of Trinidad requires a STR License which must be renewed annually. This license application form, when fully completed and signed below by an authorized City staff person, shall serve as your STR license for 2019. Please review the new STR Ordinance (2016-03) and contact City staff if you have any questions.

Inspections will be scheduled as soon as the applications are received and processed. All STR's must complete the process and have a permit secured by February 01, 2019, so please return the application materials as soon as possible.

Type of Rental: (check one) Full-time STR Homeshare STR Resident STR

Homeshare STR - Homeowner rents out no more than one bedroom in their primary residence and is present on site between the hours of 10PM to 7AM while rented as an STR.

Resident STR - operates less than 60 nights per year, must be the owner's primary residence, the owner does not have to be living at the property while the dwelling is rented as an STR

STR 'Marketing Name' i.e. 'Trinidad Cottage': _____

STR Street Address: _____

Property Management Company: _____

Property Manager & Phone Number: _____

Property Manager Email: _____

Local Contact Name and 24-Hour Contact Number: _____

(This number will be shared with neighbors of the STR and placed on the City website)

Property Owner(s): _____

Owner Mailing Address: _____

Owner Phone Number: _____

Owner Email: _____

Number of Bedrooms*: _____ * Only include bedrooms that are part of the STR

Total Interior Square Footage: _____ **Total Property Square Footage:** _____

Number of Off Street Parking Spaces: _____ *(Include Site Plan showing parking locations)*
(Off-Street = fully located on private property – not on street or alley public right of way)

Maximum Number of STR Occupants Proposed: _____
(Generally two occupants per bedroom in UR zoning and 2 per bedroom plus 2 in other zoning, see Ordinance 2016-03)

Number of Long Term Renters/Owner sharing the property with STR guests: _____
Indicate if anyone else will be residing at the property while in use as a STR

Marketing Sites Used: *(VRBO, Airbnb, etc.)* _____

Annual Renewal Fee: \$ 300

The renewal fee is due with this License Renewal Application by **January 14, 2019**. Please make check payable to: **City of Trinidad, P.O. Box 390, Trinidad, CA 95570.**

Additional Required Information

The following documents should be included with this completed application:

- 1) Completed STR Application Checklist
- 2) Rental agreement in use for the STR
- 3) Current OWTS Permit
- 4) Proof of Insurance
- 5) Site and Floor Plans

Certification & Acknowledgement

I hereby certify under penalty of perjury that:

- 1) I am the owner, or an authorized agent of the owner, of the STR described in this application, and;
- 2) The information included with this application is true and correct, and;
- 3) I will operate this Short-Term Rental in accordance with the rules and regulations defined in Ordinance 2016-03 of the City of Trinidad.
- 4) I understand that the owner/manager could be held responsible for the behavior of their occupants and visitors in accordance with section 17.56.190 (6.26).E 1.d.

Signature: _____ **Date:** _____

Print Name and Title: _____

Indicate if you are the Property Owner, or Agent? _____

<u>Official Use Only</u>	
License No: _____	Issue Date: _____
Maximum Occupancy: _____	Zoning Designation: _____
OWTS Expiration: _____	

SITE PLAN

**Site Plan does not need to be professionally prepared, but must be roughly to scale and show all structures, OWTS placement and available off street parking for the STR.*

FLOOR PLAN

**Floor Plan does not need to be professionally prepared, but must be roughly to scale and clearly illustrate the number of bedrooms. If the STR is only part of the home, please clearly indicate what part of the home comprises the STR and any shared areas between the STR and long term residents.*