



SHORT TERM RENTAL PERMIT APPLICATION

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 Planning Division regarding any questions with the requirements prior to submitting an application. Email questions to Planning@srcity.org, or call 707-543-3200.

Submittal Information: Short-term Rental Permit Applications are accepted in City Hall, Room 3, from 8:00 AM until Noon Monday - Friday. You must make an appointment for your visit online at SRCity.org/QLess.

Short-Term Rental Information (Required)

| | |
|---|---------------------------|
| Short Term Rental Name (if applicable): | |
| Site Address: | Assessor's Parcel Number: |
| Zoning District: | Rental Unit Type: |

Property Owner Information (Required)

| | | |
|-------------------------|-------------------------|-----------|
| 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 (Required)

| | | |
|----------------------------------|-------------------------|-----------|
| 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 (Required)

| | | |
|--|--|-----------|
| Transit Occupancy Tax Account Number: | | |
| Is the Short-Term Rental Hosted or Non-hosted? | (Short-Term Rentals used for Hosted and Non-hosted activities are considered Non-hosted) | |
| For proposed Non-hosted Short-Rentals: | Visit srcity.org/str to check for overconcentration. | |
| Bedrooms for short-term renters (must be at least 70 SF): | @ 70-100 SF | @ 100+ SF |
| * Maximum number of short-term renters allowed is: | Maximum Renters (@ 70-100 SF + @ 100+ SF)* | |
| Parking spaces for short-term renters (at least 9 x 19 feet) | Off-street | On-street |

* A maximum of 1 renter is allowed per 70-100 SF bedroom, and a maximum of 2 renters are allowed per 100+ SF bedroom.

The overall maximum number of short-term renters allowed is 10, excluding children 3 and under.

Required Documents (ALL required documents must comply with the City's [Universal Digital File Standards.](#))

Check each box below to indicate that required documents have been prepared and submitted for this application.

- Floor Plan** [Include project name and address, show and provide dimensions and area(s) of bedrooms, show windows and doors, show locations of smoke alarms, carbon monoxide alarm(s), and fire extinguisher(s). **NOTE: Each bedroom's area must be at least 70 Square Feet (SF). Maximum number of renters for a bedroom 70-100 SF = 1 person, and Maximum number of renters for a bedroom 100+ SF = 2 persons.**]
- Site Plan** [Include project name, address, and north arrow. Show 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. Show the location of any proposed on-street parking that will be used to meet minimum parking requirements and the location of paved sidewalks where existing. **NOTE: The minimum dimensions of a single parking space are 9-feet wide x 19-feet deep.**]

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 of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application. I also certify that I have read each of the requirements.
- 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:

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:

Complete Application Checklist (ALL required documents must comply with the City's [Universal Digital File Standards.](#))

- My **Short-term Rental Site Information** is correct.
- My **Property Owner Information** is correct.
- My **Local Agent Information** (if different from Property Owner) is correct.
- My **Local 24-hour Contact Information** is correct.
- My **Short-term Rental Application Information** is correct.
- For Non-hosted: I am at least 1000 feet from another existing or proposed Non-hosted rental.
- I have included a **Floor Plan** with my application submittal.
- I have included a **Site Plan** with my application submittal.
- The Property Owner Consent section is completed and signed by the Property Owner.
- The Electronic/Digital Signature Disclosure section is completed and signed by the applicant.

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