

NON-HOSTED SHORT-TERM RENTAL OVERCONCENTRATION REQUIREMENT

Policy

Effective December 4th, 2021, newly proposed **Non-Hosted** short-term rental locations must be at least 1,000 feet from the property line of any other existing or proposed **Non-Hosted** short-term rental. Hosted short-term rentals are not subject to an overconcentration requirement.

Definitions

- **Hosted Short-Term Rental.** A short-term rental where the host lives and sleeps in the dwelling unit or in another legal dwelling unit on the same parcel throughout the short-term rental period.
- **Non-Hosted Short-Term Rental.** A short-term rental where the host does not live and sleep in the dwelling unit throughout the short-term rental period.
- **Existing Non-Hosted Short-Term Rental.** A **Non-Hosted** short-term rental that has been issued a Short-Term Rental Permit for a **Non-Hosted** short-term rental use.
- **Proposed Non-Hosted Short-Term Rental.** A **Non-Hosted** short-term rental for which a Short-Term Rental Permit application for a **Non-Hosted** short-term rental use is pending review.
- **Distance/Measurement.** Compliance with the **Non-Hosted** short-term rental overconcentration policy is verified by measuring from the property line of a potential **Non-Hosted** short-term rental site to the property line(s) of the nearest existing or proposed **Non-hosted** short-term rental(s). This distance must be at least 1000 feet.
- **Permit Search Tool.** An online resource provided by the City that maps existing or proposed Short-Term Rental Permit applications.
- **1000 Foot Buffer.** A buffer (line) drawn on the Permit Search Tool map that is 1000 feet from each property boundary line of any parcel that has an existing or proposed **Non-Hosted** short-term rental.

Important!

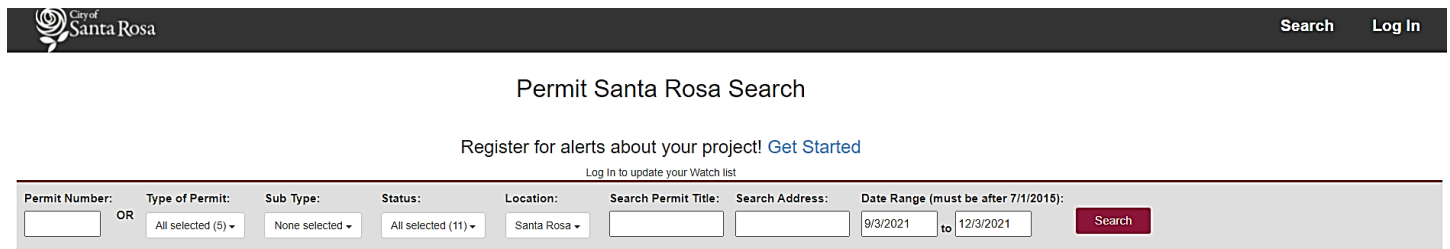
An application submitted for a **Non-Hosted** short-term rental that is located within 1000 feet (see measurement definition above) of an existing or proposed **Non-Hosted** short-term rental (as defined above) will be denied.

Evaluate your project's compliance with the Overconcentration Policy

Use the City's Permit Search Tool to determine if your property might be within 1000 feet of another existing or proposed **Non-Hosted** short-term rental. Where permit activity is indicated, permit issuance or permit application status and other related information can be found by clicking on individual map pins (see below).

Visit the [City of Santa Rosa Permit Search Tool](https://ws.srcity.org/PWMaps/PermitSearch.aspx) online to review locations of existing or proposed **Non-Hosted** Short-Term Rentals. Overall Short-Term Rental Permit activity can also be viewed with the Permit Search Tool.

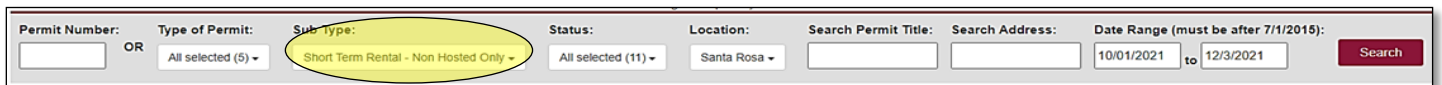
<https://ws.srcity.org/PWMaps/PermitSearch.aspx>



How to Use the Permit Search Tool

1. Set Permit Search Tool to Non-hosted Short Term Rental Permit Activity

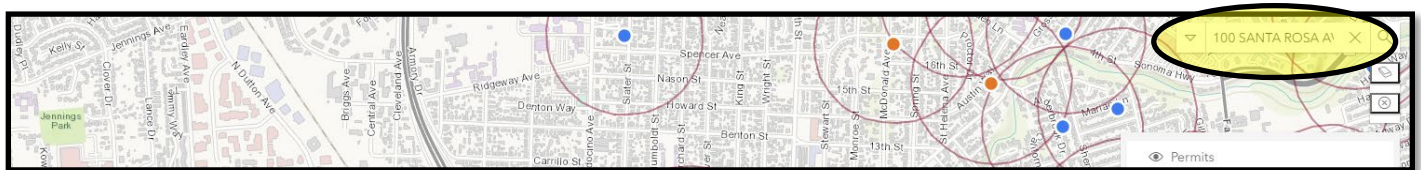
- Top Menu > Select Sub Type = Short Term Rental – Non Hosted Only
- Action: Click on Search button
- **Helpful Hint: Do NOT select or enter any other search criteria**



The Permit Search Tool will identify locations of ALL existing or proposed **Non-Hosted** Short-Term Rental Permit applications in the City. Parcels with an existing or proposed **Non-Hosted** Short-Term Rental are surrounded by a 1000-foot buffer (line). (NOTE: You can also check the status of any Short-Term Rental Permit application by clicking on a map pin at that location.)

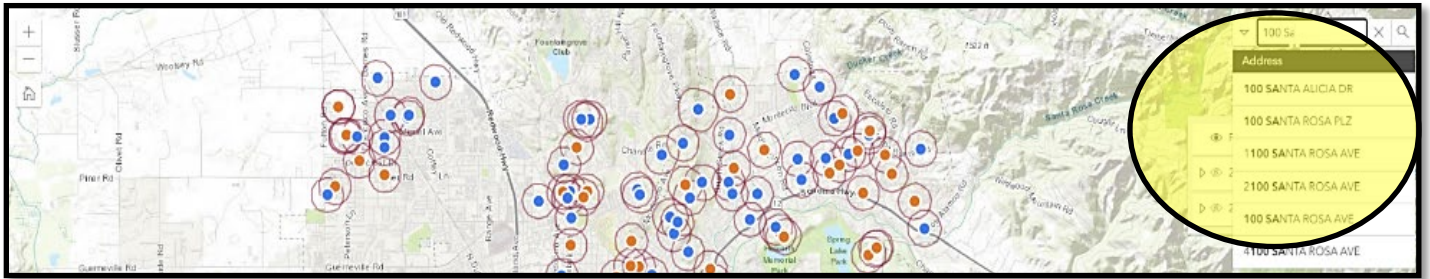
2. Find your project location

- In the Permit Search Tool map: Use the Find APN/Address search tool
- Action: Enter your Street Number and Street Name (do not include the street suffix such as Dr, Place, etc.) or Assessor Parcel Number (APN)
- Action: Click on Search icon or press enter to zoom to your project location



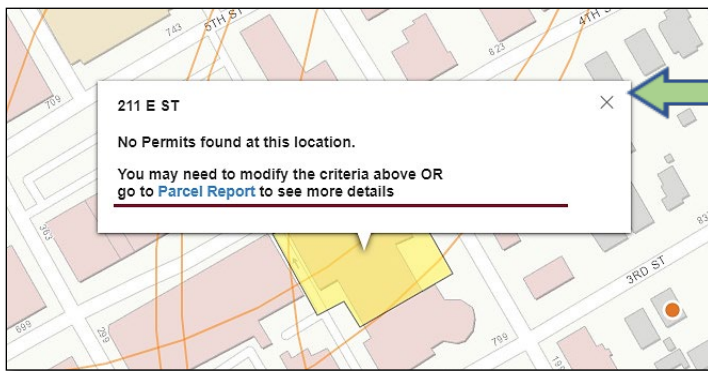
- **Helpful Hints: If you are having trouble retrieving your address, try entering only your Street Number and the first few letters of the Street Name, and then select from the results provided. Numbered streets should not be spelled out (e.g., use 2nd vs Second).**

- **Action:** After selecting your preferred address, click on the Search button or press enter to zoom to your project location.



3. Establish Project Location

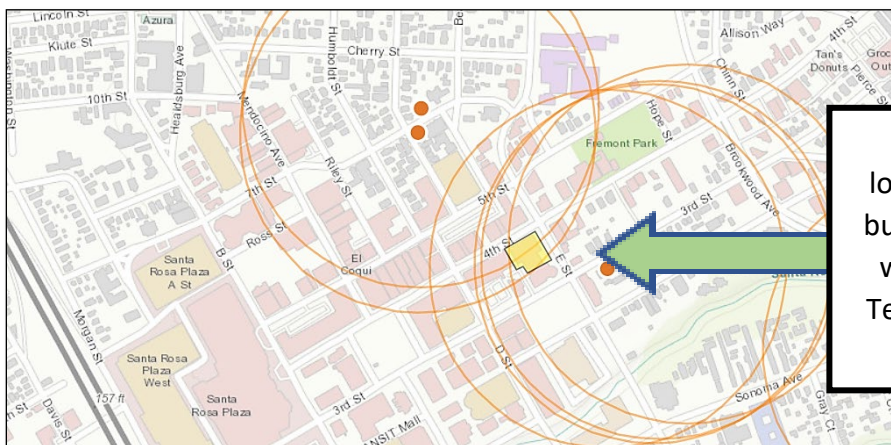
- The Permit Search Tool will reorient the map to your parcel which will appear highlighted.
- **Close the popup window** (which provides general permit information for your parcel).



Exit out of the popup window which provides general permit information for your parcel

4. Evaluate for Proximity to other Non-Hosted Short-Term Rentals

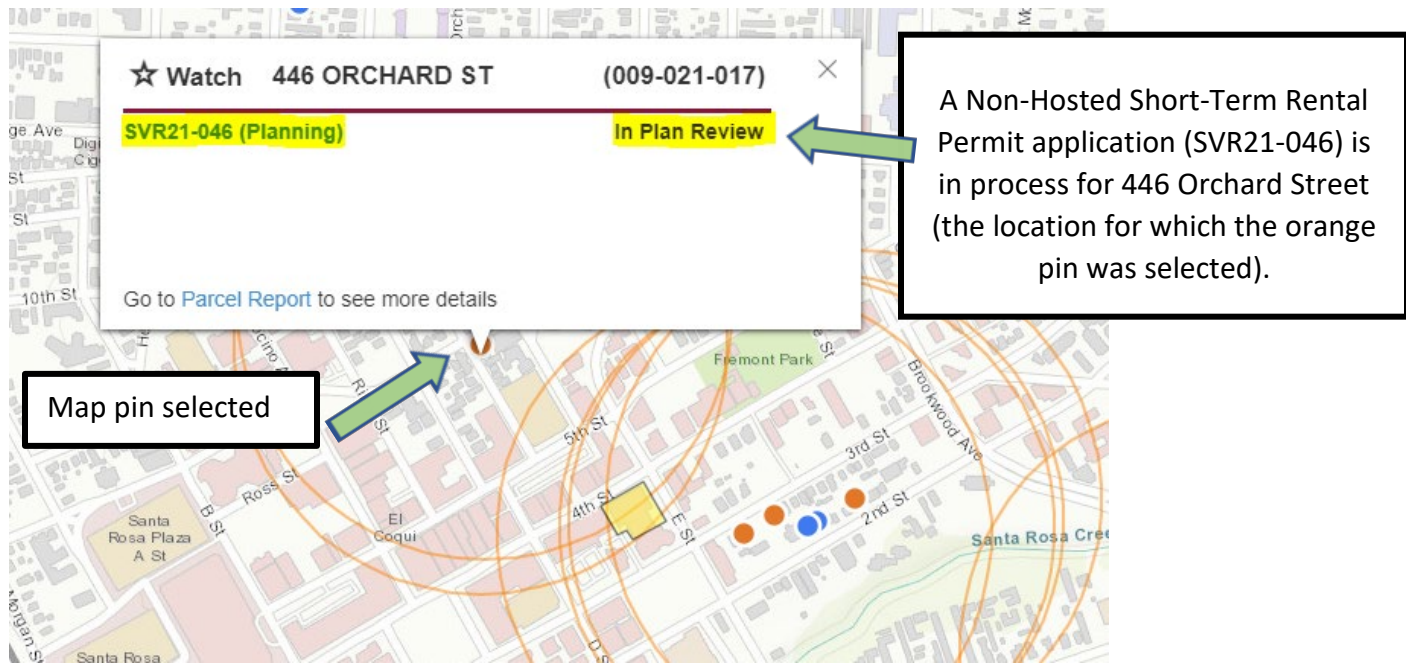
- **Zoom the map out on the map** to determine if any part of your highlighted parcel is within the 1000-foot buffer of another existing or proposed **Non-Hosted** short-term rental site.



The highlighted parcel is located within the 1000-foot buffer of several locations for which a Non-Hosted Short-Term Rental Permit has been issued or is pending.

5. Learn more about an existing or proposed Non-Hosted Short-Term Rental Permit application.

- Action: Click on any map pin(s) within a buffer(s) that touches or encircles your highlighted parcel
- Action: Select the “SVR” permit option to determine the Short-Term Rental Permit status



Reminder!

An application submitted for a **Non-Hosted** short-term rental location that is within 1000 feet of an existing or proposed **Non-Hosted** short-term rental will be denied.

6. Monitor existing or proposed Non-hosted Short-Term Rental Permit activity.

- Action: Click on the “Watch” Star to register for status updates for permits at any location.

