



City of Sebastopol

VACATION RENTAL

ADMINISTRATIVE PERMIT CHECKLIST

Introduction

Vacation rentals are the rental of a private residence for periods of 30 days or less. The City has specific procedures and regulations pertaining to Vacation Rentals which qualify for Administrative Review. The types of vacation rentals that qualify for Administrative review are:

- Hosted Vacation Rentals (no limit on number of days),
 - Definition: 2 bedrooms maximum, owner must reside onsite in a bedroom not rented out.
- Non-Hosted Vacation Rentals (limit of 30 days or less per year), and
 - Definition: No limit on bedrooms available for rent, owner is not required to live on-site, limited to **only** 30 days of rentals per year (TOTAL).
- Vacation Rentals of Accessory Dwelling Units (ADUs) built *prior* to July 1, 2017.
 - Definition: Accessory Dwelling Units are independent dwelling units located on a Single-Family or Duplex property. There is no limit to rental days.
 - Accessory Dwelling Units built *after* July 1, 2017 are intended to be maintained as permanent housing stock and are not permitted to be used for Vacation Rentals except with an approved Conditional Use Permit.

For all other Vacation Rental types see the Vacation Rental Conditional Use Permit Checklist.

Note: If the property is in *unincorporated* territory (most of the 95472 Sebastopol zip code is unincorporated), you are in the jurisdiction of the County of Sonoma, and should contact the Permit Sonoma (PRMD) at 707-565-1900 regarding all requirements, or see the Permit Sonoma web site.

PROCEDURE:

There are noticing, review procedures, and fee requirements associated with operating a Vacation Rental. Be sure to review submittal requirements listed below--incomplete applications cannot be processed.

REQUIRED APPLICATION MATERIALS CHECKLIST:

To file an application for a Vacation Rental, submit the following application materials (one copy of all)

1. Completed Master Planning Application Form-----
2. Written Statement. Description of the site and the proposed project, including:-----
 - a. Number of rooms proposed to be rented
 - b. Maximum number of overnight occupants (for Hosted Rentals - include details on which room the owner will stay)
 - c. Site Design - what rooms or buildings will be utilized for the rental
 - d. Parking- where will the parking be accommodated for the guests
 - i. Hosted rental: one off-street parking space for the renter, in addition to the two required off street parking spaces required for the single-family residence. For a total of 3 spaces.
 - ii. Non-hosted rental: one off-street space for each sleeping or guest room.
 - e. How the Vacation Rental will adhere to Noise limits

- f. Contact information. NOTE: either the owner or an authorized agent shall be available by telephone at all times when the vacation rental is rented, 24 hours per day.
3. Signed copy of Acknowledgement & Agreement Form -----
 4. Labeled photographs of existing property -----
 5. Site Plan, including the following-----
 - a. Location of proposed Vacation Rental on site
 - b. Outdoor entertaining areas
 - c. Other structures of note on site (garages, pools, hot tubs, studios etc.)
 - d. Location of parking for renters and for host (if applicable)
 6. Floor Plan showing room(s) or structure(s) intended to serve as the rental (this may be included in site plan, if legible) see below example-----

Note: Once a vacation rental permit has been approved, a copy of the permit listing all applicable standards and limits and identifying contact information for the owner or authorized agent, including a phone number at which the owner or authorized agent can be reached 24 hours per day, shall be posted within the vacation rental property. These standards shall be posted in a prominent place within 6 feet of the front door of the vacation rental, and shall be included as part of all rental agreements.

The City shall provide mailed notice of permit issuance to property owners and immediate neighbors of the vacation rental unit using a 300-foot property radius owner mailing list, this is included as part of the application fee.

Sample Site Plan:

