



## TEMPORARY SHORT TERM VACATION RENTAL RENEWAL APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on how to renew your Temporary Short Term Vacation Rental Permit. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to renew your permit. The more thorough and complete the application submitted to the Town, the better we are to serve you and help you achieve your goals.

Included are the **TEMPORARY SHORT TERM VACATION RENTAL RENEWAL APPLICATION**. Should you have any questions, please contact the Planning Division at 760-369-1265 ext. 310. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Drive off of Yucca Trail and Indio, north of the Monterey Business Center. You may visit our website for additional information at: <http://www.yucca-valley.org/departments/planning.html>

### **What is a Temporary Short-Term Vacation Rental Renewal Permit?**

Temporary Short Term Vacation Rentals are regulated by Chapter 5.40 of the Town of Yucca Valley Municipal Code. A Temporary Short-Term Vacation Rental Renewal Permit request is to allow the short term rental of a single-family dwelling unit and to ensure compliance with the rules and regulations contained within the Town's Development Code. The Short Term Vacation Rental Permit shall be renewed every two (2) years.

### **Who approves the Temporary Short-Term Vacation Rental Renewal Permit?**

The Temporary Short Term Vacation Rental Renewal Permit application is reviewed and approved by the Director of Community Development. The Director may forward a recommendation to the Planning Commission.

### **How is the renewal application processed?**

Temporary Short Term Vacation Rental Renewal Permits are approved based upon compliance with the standards in Chapter 5.40 of the Yucca Valley Development Code. Upon the submittal of the application payment of fees, the Temporary Short Term Vacation Rental Renewal Permit request will be reviewed by Planning Division staff.

In accordance with Government Code Section 65943, ***the Town has thirty (30) days within which to notify an applicant, in writing, that an application is complete or that additional materials will be required.***

Town of Yucca Valley  
Community Development Department  
Planning Division  
58928 Business Center Drive  
Yucca Valley, CA 92284  
760 369-1265 ext. 310 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)

**What Happens after Staff’s Decision?**

After review of the renewal material, staff will provide written notification to the applicant of approval or denial.

**What are “Conditions of Approval”?**

If the application is approved, the Temporary Short Term Vacation Rental Renewal Permit will contain a list of conditions regulating the operation of the short term vacation rental.

**Fees**

\$ 965.00 Permit Fee (bi-annual)

\$ 340.00 Compliance Monitoring Fee (bi-annual)

\$ 41.00 Business Registration renewal see separate application (annual)

\$1,302.00

**Did you make any changes to the Short Term Vacation Rental?**

Yes – please complete the application below.

No – please sign and date below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Renewal Submittal Requirements**

- Completed renewal application.
- Certification of insurance coverage for the structure as a short-term vacation rental, vacation rental, hosting, or similar wording.
- Nuisance response plan, which shall include the information as the attachment within the application and will require the applicant to update the information for the property. Please use the chart in Ordinance No. 304, at the bottom of page 7.
- Property Owners List, required by Ordinance No. 304 - A list of all property owners, 300' radius map, and mailing addresses of properties within 300 feet of the exterior boundaries of the property in question. This information shall be provided on 1 set of adhesive mailing labels, for example Avery 5160. This list will be used for public notification. The surrounding property owner information may be obtained from San Bernardino County Assessor's, they will prepare the 300 feet radius map and provide a mailing list of the surrounding property owners. A County Assessor's office is located at 63665 29 Palms Highway in Joshua Tree. The general telephone number for the Assessor's office is 760-366-1420 or 909-387-8307.

### **Please Note:**

Planning applications must be submitted in-person by appointment only. Incomplete applications may be rejected. Mailed-in applications are not accepted and will be returned. The Town does not consider electronically submitted materials to be a formal submittal and therefore review under the Permit Streamlining Act would not begin until hard copies are received.

Temporary Short Term Vacation Rental Permit applications are accepted in-person and by appointment only on Tuesday through Thursday between 7:30AM to 9:30AM and between 1:30PM to 3:00PM.

Please call 760-369-1265 extension 310 to schedule an appointment.



# Temporary Short Term Vacation Rental Renewal Application

Date Received
By _____
Fee _____
Case # _____

## General Information

**APPLICANT** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**REPRESENTATIVE/AGENT** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**LOCAL CONTACT PERSON** \_\_\_\_\_

*Note: Local contact person must be capable of responding in-person within 30 minutes.*

Local Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

24 Hour Phone \_\_\_\_\_ Email \_\_\_\_\_

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**Project Information**

Business Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_

Webpage: \_\_\_\_\_

Internet Listing Site and Listing Number: \_\_\_\_\_

Internet Listing Site and Listing Number: \_\_\_\_\_

Internet Listing Site and Listing Number: \_\_\_\_\_

HOA Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Square Footage of TSTVR: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Square Footage of Each Bedroom: \_\_\_\_\_

Maximum Number of Daytime Guests: \_\_\_\_\_

Maximum Number of Overnight Guests: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

**Disclosure Statement**

This portion of the application must be fully completed and signed by the applicant. If not fully completed and signed, the application will be deemed incomplete.

Address of subject property: \_\_\_\_\_

Cross street: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

The Applicant is a:

- Limited Liability Company (LLC)
- Partnership
- Corporation
- None of the above

**Information for LLC, Partnership, Corporation**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

State of Registration \_\_\_\_\_

**Managing member(s), General Partner(s) officer(s)**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

The Owner is a:

- Limited Liability Company (LLC)
- Partnership
- Corporation
- None of the above

**Information for LLC, Partnership, Corporation**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

State of Registration \_\_\_\_\_

**Managing member(s), General Partner(s) officer(s)**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

## Nuisance Response Plan – 1234 Main Street, Yucca Valley, CA 92284

### Property Owner Information Update with your information

**Name:** Jane and John Doe

**Mailing Address:** 2678 University Avenue, Berkley, CA 94704

**Phone Number:** 987.654.3210

**Email:** jjdoe@icloud.com

### 24-Hr “Local Contact Person” Information Updated with your information

**Name:** Peter Pan

**Mailing Address:** 54679 Main Street, Yucca Valley, CA 92284

**Phone Number:** 321.045.6789

**Email:** ppan@icloud.com

**Maximum Overnight Guests:**

**Bedrooms:**

**Designated On-Site Parking:**

Update with your information

### Response Plans for Nuisance Complaints & Violations

#### 1) Excessive Loud Music, Noises, and/or Parties

- a. A noise-monitoring device (i.e., NoiseAware) installed in communal areas and a Ring security camera installed in the front property will aid in verifying and/or detecting whether a violation took place.
- b. If loud disturbances are reported through a nuisance complaint, the Local Contact Person, or Owner, will notify the occupants immediately (*and within 15 minutes*) by phone or app message of the initial complaint.
  - i. The occupants will be reminded of the 10pm-7am quiet hours policy along with the Town’s “Good Neighbor” rules. A warning will be issued that a repeat violation could result in (but not limited to) immediate termination of their reservation.
  - ii. If another violation is reported and verified, the occupants will be asked to vacate the premises and their stay will be terminated.
  - iii. If necessary, the Local Contact Person will arrive on-site *within 30 minutes* to diffuse the situation in-person or evict the occupants if required.
- c. Owner will contact the complainant(s) via phone call, email, or mailed to communicate that timely corrective action has taken place. The incident will be logged including date and time of response, and any recorded data from the monitoring devices mentioned above will be saved.

**Note:** Although the current regulations allow eight (8) occupants for a 3-bedroom home, we will reduce the number to six (6) guests to discourage loud parties.

Update above items that are highlighted



## Nuisance Response Plan – 1234 Main Street, Yucca Valley, CA 92284

### 2) Trash-related Issues

- a. Windblown trash or litter will be located and disposed of properly by the cleaning crew after each turnover. If windblown trash or litter is reported through a complaint, the Local Contact Person will be notified to visit the problem area and dispose of it properly within 30 minutes.
- b. If trash cans are found to be placed out on non-collection days, the Local Contact Person will be notified to place it back in the property.

### 3) Night Sky & Lighting Violations

- a. Outdoor lighting shall be fully shielded so that light is emitted along a horizontal plane and within a lumen-level determined by the town ordinance.
- b. If lighting on the property violates the ordinance during a guest stay, or is reported to disturb a neighbor, the Local Contact Person, or Owner, will notify the occupants within 15 minutes of the call to shut off the lights. If necessary, the Local Contact Person will visit the property within 30 minutes to remedy the issue.
- c. If lighting is found to be non-compliant, a local electrician will be notified to repair, replace, or remove the light fixture(s) to conform with city standards.

### 4) Trespassing

- a. If the occupants are reported to have trespassed onto another private property, the Local Contact Person, or Owner, will notify the occupants immediately (and within 15 minutes) of the violation and instruct them to leave the trespassed premises. If an in-person visit is necessary, the Local Contact Person will arrive on property within 30 minutes.
- b. If a second trespassing violation occurs, the occupants will be asked to vacate the premises.
- c. Security camera footage will aid in determining whether a violation took place.

### 5) Maximum Number of Overnight Guests and Vehicles **Update highlighted items below**

- a. The property is a **three (3)** bedroom single family home. The maximum number of overnight guests shall be limited to **six (6)**.
- b. There are **four (4)** designated on-site parking spaces located in the front area of the property.
- c. If the total number of overnight occupants and/or vehicles is found to exceed the maximum allowed, the occupants will be notified by the Local Contact Person, or Owner, to reduce the number of guests and/or vehicles on the premises.
- d. Occupants will only be allowed to park on premises and in designated areas. If occupants' vehicles are reported on public right of way, they will be notified to re-park on premises immediately.
- e. If necessary, the Local Contact Person will visit the property within 30 minutes of complaint to address the issue in person.