



2017-2018 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 2017-18. 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 October 01, 2017, 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 **September 15, 2017**. 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.*