



To: STR Owners/Property Managers

Date: Monday, December 21, 2020

From: Eli Naffah, Trinidad City Manager

Re: **2021 STR License Applications**

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While you have just received the 2021 STR License Application to operate an STR, the City would like to recognize the hard work owners and property managers alike have done throughout the COVID-19 pandemic.

While the moratorium in place is undoubtedly impacting business operations, the City has high hopes that with the COVID-19 vaccine being distributed all operations will be able to resume soon.

City staff understands there will be questions regarding when the restrictions will be lifted, but rest assured that we will be in communication with you when new information is available. We will lift the restrictions as soon as feasibly possible.

Due to the closures (except for Essential Workers), the City is cutting this year's license fees in half to \$150.00.

Thank you for your patience. If you have any questions regarding the Moratorium, please contact City Manager Eli Naffah at [citymanager@trinidad.ca.gov](mailto:citymanager@trinidad.ca.gov) or Administrative Assistant Angela Zetter at [azetter@trinidad.ca.gov](mailto:azetter@trinidad.ca.gov).

A handwritten signature in blue ink, appearing to read "Eli Naffah", is positioned above the typed name and title.

**Eli Naffah**  
City Manager  
City of Trinidad

# 2021 SHORT-TERM RENTAL APPLICATION CHECKLIST



Rental Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Property Manager: \_\_\_\_\_

Owner: \_\_\_\_\_

**THE FOLLOWING MUST BE INCLUDED WITH YOUR 2021 STR LICENSE RENEWAL APPLICATION:**

- Annual Renewal Fee: \$150.00 for 2021 only
- Application (2-pages, complete & signed).
- Proof of Insurance: Proof of \$1M General Liability Insurance.

For renewal applications, **check the “N/C” box if there are no changes to the current documents listed below**, on file with your prior year application. The City will use them as reference during the 2021 application review and inspection process. **However, if there have been changes** to any of these documents (floor & site plan, signage, etc.) you must submit updated information along with your checklist and application.

<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>SITE PLAN:</b> Of entire property drawn to scale showing and labeling all structures, including those not associated with the STR, OWTS location and off-street parking spaces
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>FLOOR PLAN:</b> Drawn to scale showing bedrooms & total square footage. <i>Please note: If the STR is not the entire property, then the floor plan must indicate the portions of the home that will be used as a STR and any areas of the home that will be "shared use" between the STR guests and long-term tenants or owners.</i>
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>RENTAL AGREEMENT:</b> Copy of Rental Agreement addressing all requirements of STR Ordinance.
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>GOOD NEIGHBOR CONTRACT:</b> Attached to the main rental agreement or included within it.
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>LOCAL CONTACT &amp; 24/7 EMERGENCY CONTACT:</b> Phone number included on the application. Must live within 25 miles/30 minutes of STR, and be prominently displayed inside the STR.
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>OWTS PERMIT:</b> A copy of your current Septic Permit. OWTS renewals and fees are due three months prior to expiration of your current permit. At that time, a new owner questionnaire, renewal fee and inspection report by a licensed contractor are generally required along with any other requirements as noted on your previous permit
<input type="checkbox"/> N/C	<input type="checkbox"/>	<b>SIGN COMPLIANCE:</b> If your STR has exterior signage to alert the public that a rental exists at that location, please provide a photo of the sign along with dimensions

*Ordinance 2016-03, 17.56.190(6.26)M,10: A single sign, legible from the property's street frontage, and no greater than 3 square feet in size, may be attached to the STR structure or placed immediately adjacent to the front of the STR structure. The purpose of the sign is to notify the public that the structure is or contains a STR. The sign must provide 24-hour emergency telephone contact number for complaints and a business telephone number for persons seeking information on the STR.*

**APPLICATION NOTES:**

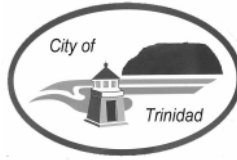
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## **2021 SHORT-TERM RENTAL LICENSE APPLICATION**

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 2021. 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 have all their application materials submitted and an inspection scheduled on or before **February 01, 2021**, 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: \$ 150** \*For 2021 only\*

The renewal fee is due with this License Renewal Application by **JANUARY 15, 2021**. Please make check payable to: **City of Trinidad, P.O. Box 390, Trinidad, CA 95570.**

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**Additional Required Information**

The following documents should be included with this completed application:

- 1) Completed STR Application Checklist
- 2) Updated Proof of Insurance
- 3) Current OWTS Permit or renewal information if your permit will expire by March 01, 2021.

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**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?** \_\_\_\_\_

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**Official Use Only**

**License No:** \_\_\_\_\_ **Issue Date:** \_\_\_\_\_

**Maximum Occupancy:** \_\_\_\_\_ **Zoning Designation:** \_\_\_\_\_

**OWTS Expiration:** \_\_\_\_\_

**City Approval:** \_\_\_\_\_

# 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.*