

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
707-677-0223

Cheryl Kelly, Mayor
Gabriel Adams, City Clerk



To: **Short Term Rental Owners, Operators & Managers**

Date: November 13, 2023

From: Jennifer Hakenen

Re: **Short Term Rental Permit Process Renewal - 2024**

You are receiving this letter as the owner or operator of a Short-Term Rental (STR) within the City of Trinidad, as your **license will expire on January 31, 2024.**

STR Ordinance 2016-03 was certified by the Coastal Commission on June 06, 2017. The ordinance requires that a STR License must be obtained from the City for each individual Short-Term Rental.

An application to renew your license is also attached in this email. If you would like to receive a paper packet, please respond by email and one will be mailed to you. All material must be submitted in its entirety to be accepted **by 2:00pm on Wednesday, January 10, 2024.**

You are encouraged to complete and return the application promptly as staff will be processing applications in the order they are received. Upon processing your application, an annual inspection will be scheduled with our Building Inspector. [Please note the Application Checklist and Application must be fully completed, including square footage, parking spaces, and proposed occupants by the owner or operator before submission. Incomplete applications will be returned this year to the applicant.](#)

OWTS & Proof of Insurance must be kept up to date: The City must be notified immediately if information regarding your Local Contact Person (LCP) changes. **Note:** You do not need to submit proof of OWTS. It is already on file with the City.

Site and Floor Plans: *May* not need to be resubmitted if no changes have been made and *if* Building Inspector does not identify plans as needing improvement. All site and floor plans must be drawn to scale, showing total square footage and bedrooms.

Enclosed is a copy of the Site Visit Inspection form the Building Inspector will be using during your annual inspection. This is strictly for your information only. You **do not** need to do anything with this form. ***Please note this year the inspection will include verification and accessibility of site plan parking spaces.***

As a reminder the enclosed application as well as the forms listed on the Site Visit Inspection form can also be found on the city website at www.trinidad.ca.gov

If you have any questions, please contact Jennifer Hakenen at 707-677-0133 or jhakenen@trinidad.ca.gov

2024 SHORT-TERM RENTAL APPLICATION CHECKLIST



Rental Name: _____

Street Address: _____

Property Manager: _____

Owner: _____

THE FOLLOWING MUST BE INCLUDED WITH YOUR 2024 STR LICENSE RENEWAL APPLICATION:

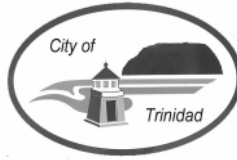
- Annual Renewal Fee: \$300.00
- Application (2-pages, complete & signed).
- Proof of Insurance: [Proof of \\$1M General Liability Insurance.](#)

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 2024 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"/>	SITE PLAN: 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"/>	FLOOR PLAN: 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"/>	RENTAL AGREEMENT: Copy of Rental Agreement addressing all requirements of STR Ordinance.
<input type="checkbox"/> N/C	<input type="checkbox"/>	GOOD NEIGHBOR CONTRACT: Attached to the main rental agreement or included within it.
<input type="checkbox"/> N/C	<input type="checkbox"/>	LOCAL CONTACT & 24/7 EMERGENCY CONTACT: 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"/>	OWTS PERMIT: A copy of your current OWTS (Septic) Permit is on file, you do not need to submit a copy with this application. A valid OWTS Permit is required to operate an STR. Prior to permit expiration, a questionnaire, renewal fee and inspection report by a qualified service provided are generally required along with any other requirements as noted on your previous permit.
<input type="checkbox"/> N/C	<input type="checkbox"/>	SIGN COMPLIANCE: 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.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:



2024 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 2024. Please review the new STR Ordinance (2022-02) and contact City staff if you have any questions. *Application must be fully completed, including square footage, parking spaces, and proposed occupants by the owner or operator before submission. Incomplete applications will be returned this year to the applicant.*

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, 2024**, 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 **JANUARY 12, 2024**. 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) Updated Proof of Insurance

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? _____

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.*