

City of San Clemente

Application for STLU Operating License

Community Development Department. 910 Calle Negocio, San Clemente, California 92673



San Clemente Municipal Code (3.24) requires a Short-term Lodging Unit (STLU) Operating License for every STLU, including each unit in a Short-term Apartment Rental (STAR) other than a hotel. A fee of \$105 must accompany this application. Please fill out all applicable spaces.

Contact Information			
STLU Property Address			
Property Owner Name			
Property Owner Mailing Address			
Property Owner Phone Number			
Property Owner Email			
Property Manager Name			
Property Manager Mailing Address			
Property Manager Phone Number			
Property Manager Email			
*Emergency Contact Phone Number			
STLU Information			
Square Footage of STLU		Number of Bedrooms	
Maximum Number of Overnight Renters **		Number of Legal off-street Parking Spaces	
Does the property have a valid STLU Zoning or STAR Permit?	Yes No***	STLU Zoning or STAR Permit Number	
Is the Property Governed by an HOA?	Yes No	Name of Governing HOA	
Is the STLU Advertised on the web?	Yes	Website Address	
	No	Website Listing Number	

*24 hour emergency contact number required per STLU Condition #5, as required by San Clemente Municipal Code (SCMC).

**Max Overnight Renters as required in SCMC 17.28.292.C.11, or contact the Planning division at (949) 361-6183.

*** No STLU operating license shall be issued for an STLU unless (1) the STLU is permitted under the requirements of Title 17 of SCMC or (2) the STLU is a legally established nonconforming use under Subsection 17.72.060(F).

In addition to a completed application, STLU owner/applicant must provide the following documentation at the time of submittal:

- Site plan of the property showing the layout of the home, including the bedrooms and bathrooms.
- Diagram or photograph showing the number and location of designated, legal off-street parking spaces.
- Fee Schedule: Please include the seasonal rates being charged for the STLU.
- If governed by a HOA, written approval by the HOA's governing body of the proposed STLU use.

Each STLU owner/applicant, upon conditional acceptance of their application, shall have 30 days to submit the following signed documentation outlined in "Condition 10" of the STLU Conditions listed on the next page of this application.

- Signed Certification of Property Owner Notification Form

Note: Other information may be required, as necessary, to assure compliance with the City STLU-permit conditions.

STLU, or STAR, owners must comply with all STLU Operating License conditions, including the following:

1. The STLU, or STAR, owner shall, by written agreement with the renter, limit overnight occupancy of the unit to, at most, the maximum number of renters approved in the STLU Operating License, or the requirements specified in SCMC 17.28.292.C.11, whichever is less.
2. STLU renters and their guests shall not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this code or any state or federal law or regulation, including, but not limited to, those pertaining to noise, disorderly conduct, the consumption of alcohol, or the use of illegal drugs. The STLU owner shall ensure compliance with this provision.
3. All parking shall be provided on site and any parking spaces used to calculate the maximum number of renters and guests for an STLU, including STARS, shall be maintained so that they are unobstructed and accessible at all times during a short-term rental.
4. Upon notification that an STLU renter or a renter’s guest has violated items 1-3 above, the STLU owner shall promptly notify the renter of the violation and take such action as is necessary to prevent a recurrence. It is not intended that the owner act as a law-enforcement officer or place himself or herself in harm’s way.
5. The STLU owner shall provide a 24-hour emergency contact who will respond on-site, if requested, within 30 minutes to complaints about the condition, operation, or conduct of STLU renters or their guests.
6. The STLU, or STAR, owner shall comply with all applicable codes regarding fire, building construction and safety, and all other relevant laws, regulations and ordinances. The City’s failure to inspect STLUs does not constitute a waiver of its right to perform future inspections.
7. The STLU, or STAR, owner shall post a copy of the permit and a copy of house rules that comply with the conditions set forth in this section in a conspicuous place in the STLU.
8. An STLU may only be used for overnight lodging. It shall not be used for a wedding, bachelor or bachelorette party, or other party, conference, or any other similar event.
9. Architectural Treatment. The exterior architectural appearance of any building utilized as an STLU, including any accessory structures, shall be maintained in a residential character and shall be architecturally compatible with the neighborhood in which it is located. No building shall be constructed or altered, nor shall the operation of the STLU or STAR be such that the structure may be recognized as serving a nonresidential use either by color materials, construction, lighting, signage, landscaping, or by other similar effects.
10. Each STLU, or STAR, owner shall, upon conditional issuance of any STLU permit or upon any approved change to an existing STLU permit, provide written notice to the Finance and Administrative Services Director and to all neighboring property owners (within a radius of 300 feet of the STLU property) the following information:
 - a. The names of the STLU owner and of the STLU operator (if not the owner), including telephone numbers at which those parties may be reached on a 24-hour basis.
 - b. The City’s Code Enforcement telephone number by which members of the public may report violations of this chapter.
 - c. The maximum number of renters that are permitted to stay in the unit.
 - d. The total number of legal off-street parking spaces at the property available for the STLU, or STAR.
11. An STLU permit is valid for 12 months from the date issued. A new STLU permit must be applied for and secured each year to continue to operate. The notice requirements in item 10 above must be satisfied each year with each new permit issuance or change.
12. The STLU owner shall timely comply with section SCMC 3.24.070. The owner shall timely submit the filing whether or not the STLU was rented during the reporting period and transient occupancy tax was collected.
13. Insurance. All STLU owners shall obtain and maintain vacation rental property insurance that covers the commercial lodging use of the site. Proof of insurance shall be provided to the Community Development Director or his or her designee. Proof of insurance for use of property as an STLU must also be resubmitted each year.
14. The Finance and Administrative Services Director may request access to an STLU or to records related to the use and occupancy of the unit for the purpose of inspection or audit to determine that the objectives and conditions of this chapter are being fulfilled. On such request, the STLU owner shall provide access to the Director during normal business hours.

I,		STLU Owner/Property Manager
of		STLU Property Address

declare under penalty of perjury under the laws of the State of California, that the information that I have provided in this application is true and correct. I also acknowledge receipt and notice of the standard STLU conditions set forth above and agree to abide by these requirements, as well as all others imposed by the San Clemente Municipal Code and by state and federal law and regulation.

Signature

Date