



City of San Clemente

Application for Short Term Lodging Unit Permit

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

San Clemente Municipal Code (3.24) requires an STLU permit for every short-term lodging unit other than a hotel. A fee of \$105 must accompany this application. Please fill out all applicable spaces.

Contact Information			
STLU Property Address	123 Main Street San Clemente, CA, 92672		
Property Owner Name	Mr. Smith		
Property Owner Mailing Address	456 1st Street San Clemente, CA, 92673		
Property Owner Phone Number	(949) 361-8200		
Property Owner Email	PropertyOwner@san-clemente.org		
Property Manager Name	Mr. Jones		
Property Manager Mailing Address	7890 Palm Ave San Clemente, CA, 92672		
Property Manager Phone Number	(949) 361-8200		
Property Manager Email	PropertyManager@san-clemente.org		
*Emergency Contact Phone Number	(949) 361-8201		
STLU Information			
Square Footage of STLU	2500'	Number of Bedrooms	4
**Maximum Number of Overnight Renters	10	Number of off-street Parking Spaces	2
Do you have an existing Vacation Rental (VR) Permit?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Current VR permit Number	SC12345
Is the Property Governed by an HOA?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Name of Governing HOA	N/A
Is the STLU Advertised on the web?	Yes <input checked="" type="radio"/>	Website Address	vrbo.com
	No <input type="radio"/>	Website Listing Number	#12345

* 24 hour Emergency contact number required per STLU Condition #5

**Max Overnight Renters = (Number of bedrooms x 2) + 2.

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,
- 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 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 determined necessary to assure compliance with the City STLU-permit conditions.

STLU owners must comply with all STLU-permit conditions, including the following:

1. The STLU owner shall, by written agreement with the renter, limit overnight occupancy of the STLU to, at most, the maximum number of renters approved in the STLU permit.
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. STLU renters and their guests shall only utilize the designated, legal off-street parking spaces (i.e., they may not park on the street); they may not have more vehicles at the STLU property than the number of designated, legal off-street parking spaces; and the STLU owner shall give notice to renters and contractually bind them to observe this requirement in a written rental agreement.
4. Upon notification that an STLU renter or a renter’s guest has violated item 2 or 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 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 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. Advertising.
 - a. All advertising for an STLU shall include the City-issued STLU permit number.
 - b. Owner shall notify City as to each and every publication, website, or other advertising forum where owner’s STLU is advertised.
 - c. No on-site exterior signs may be posted advertising an STLU.
 - d. The City website will include a list of all currently-permitted STLUs. Owner shall ensure that the City has current and accurate information throughout the term of the permit. Owner shall inform the City of any change to information on the permit application within 10 business days of the change. A failure to timely report a change is a violation of the permit condition.
10. Each STLU 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 maximum number of vehicles that are allowed to be parked at the property.
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. 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,	Mr. Smith	STLU Owner/Property Manager
of	123 Main Street	STLU Property Address
	San Clemente, CA, 92672	

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