



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

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HOW TO MAKE AN APPLICATION FOR A VACATION RENTAL

Starting August 29, 2011 and continuing for 90 days, until November 28, 2011, the County will accept applications for *existing* vacation rentals (i.e., those that were in operation as vacation rentals before April 5, 2011) anywhere in the unincorporated portion of the County, including the Live Oak Designated Area (LODA).

If you have an *existing* vacation rental anywhere in the unincorporated portion of the County and you do not apply during the 90 day period from August 29th through November 28th, your rental will be considered a **new** vacation rental. **This is critical if your existing vacation rental is inside the LODA** (click [here](#) for a map of the LODA). You may not be able to obtain a permit as a **new** vacation rental inside the LODA because of the limitation on vacation rentals per block, which may have been met or exceeded by permits issued for *existing* vacation rental applications made during the 90 day period. Outside of the LODA, there are no such limitations; the main difference outside of the LODA between applying for a permit for your *existing* vacation rental within the 90 day period or waiting until after and being considered a **new** vacation rental is that your application could be subject to a public hearing.

Also starting on August 29, 2011, but with no end date, the County will accept applications for **new** vacation rentals anywhere in the unincorporated portion of the County **EXCEPT** in the LODA. No applications for **new** vacation rentals inside the LODA will be accepted until after November 28, 2011.

Please follow these steps to make your vacation rental application:

1. Either download the Vacation Rental Permit Application packet from the Planning Department website (<http://www.sccoplanning.com/>) or pick one up at the Planning Department (4th Floor, 701 Ocean Street, Santa Cruz). There are two packets, one for *existing* vacation rentals and one for **new** vacation rentals; be sure to use the correct one!
2. Review the entire application packet including the list of required information at the end of the application packet.
3. If you have questions about completing the application or the requirements, call the Zoning Information line from 1:00 p.m. to 4:00 p.m., Monday through Friday, at (831) 454-2130 or drop by the Planning Department to talk to a planner at the Zoning Counter. Applications with significant deficiencies cannot be accepted.
4. Complete the application form.
5. If the property owner will not be present at the time of submittal, complete the owner-agent form on Page 4 of the application packet or, if you are a property manager, include a copy of the property management agreement. If there is more than one parcel involved and the parcels have separate owners, a separate

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owner-agent form or management agreement will be required for each parcel. If you need additional owner agent forms, you may copy the blank owner agent form contained in the application packet.

6. Create one copy of your site plan and one copy of your floor plan to go with your application (see the brochure “Measuring Your Vacation Rental and Drawing Scaled Plans” available on line at <http://www.sccoplanning.com/>).
7. Be sure that you have the name, address, and telephone of the 24 hour contact person; a copy of your rental/lease agreement; and the appropriate Transient Occupancy Tax documentation from the Treasurer-Tax Collector.
8. Review the list of required information to make sure you have all of the material for your application submittal. We recommend that you make a copy of the entire application form and required material for your records.
9. **All applications must be made in person.** Remember to check the Planning Department website (<http://www.sccoplanning.com/html/permitcntrs/location.htm>) for our business hours to ensure that we are open when you want to submit your application. If you are making an application for up to two vacation rentals, you do not need to make an appointment to submit your application(s), but you still must apply in person. Bring in your completed application with all required supporting material to the Planning Department General Information Desk (GID) on the 4th floor of the County Building. Staff will review your application and, if all the required information and material is there, take in the application. At that time you will pay the required fee. Please bring your payment in the form of a check or cash (we do not accept credit cards at this time). **We recommend that you do not make out your check ahead of time.**
10. If you are making applications for more than two vacation rentals, you **must** make an appointment to submit the applications. Please call (831) 454-3252 to schedule an appointment for your submittals. Bring your payment in the form of a check or cash (we do not accept credit cards at this time). We recommend that you do not make out your check ahead of time.