



# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

701 OCEAN STREET, 4<sup>TH</sup> FLOOR, SANTA CRUZ, CA 95060  
(831) 454-2580 FAX: (831) 454-2131

## Vacation Rental/ Hosted Rental Waitlist Request Form

### Property Owner Information:

Owner Name(s): \_\_\_\_\_

Site Parcel Number (if known): \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

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

### Wait List Requested:

- Vacation Rental  
 Hosted Rental

The Vacation Rental Wait List applies to the three Designated Areas within the County: Live Oak Designated Area (LODA), Seacliff/Aptos/La Selva Designated Area (SALSDA), and Davenport/Swanton Designated Area (DASDA). The Hosted Rental Wait List applies both in the Designated Areas and County-wide. The List shall be maintained and administered by the Planning Department. Permits shall be issued on a first-to-apply, first-to-be-eligible basis. Permit eligibility shall be reviewed and permits issued (if available) twice per year on June 1st and December 1st.

To submit a Wait List Request, please complete this form and email it to: [vacation.eplanreview@santacruzcounty.us](mailto:vacation.eplanreview@santacruzcounty.us) for review and signature. **Applications will not be accepted without signature.** Following receipt of signature, please drop off the completed form with the cashier during Planning Counter business hours, or mail it, along with the annual Wait List Fee (\$145.00 check made out to the County of Santa Cruz) to:

County of Santa Cruz  
Planning Department  
Attn: Vacation Rental Processing  
701 Ocean Street, Room 400  
Santa Cruz, CA 95060

\* Please note, Wait List requests are non-transferrable. Change of ownership or change of site address shall render the Wait List request null and void.

Application reviewed and approved by: \_\_\_\_\_ (Planning Staff)