



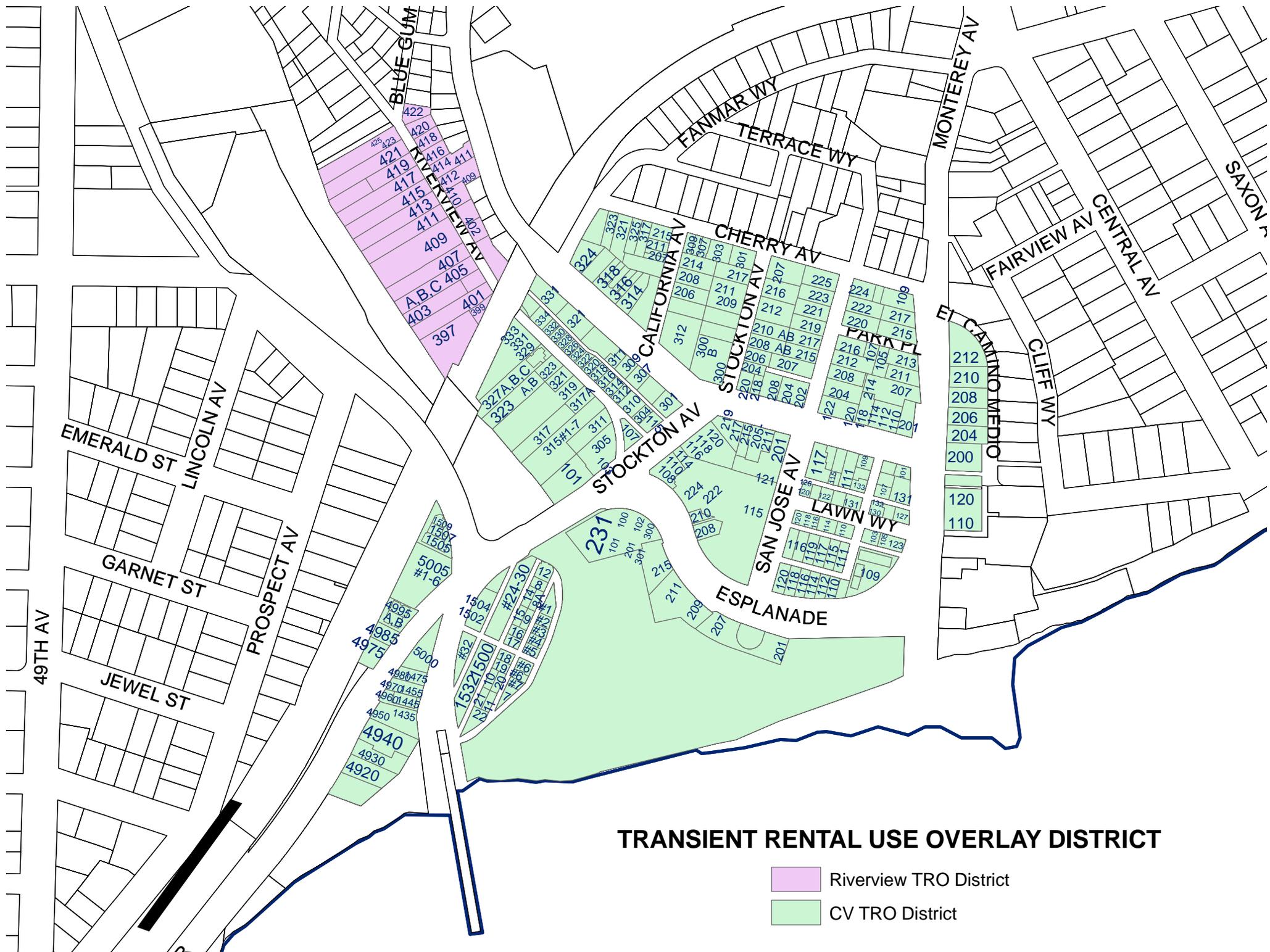
## **CITY OF CAPITOLA**

### **TRANSIENT RENTAL PERMIT PROCESS**

The City of Capitola allows transient rentals to operate within the Transient Rental Overlay (TRO) Zone with the required permits. A transient rental is defined as occupancy for hire of real property or portion thereof for a period of less than thirty consecutive calendar days (§17.03.068). All transient rentals operating within the TRO are required to have a business license, a use permit, and a transient occupancy certificate. The following documents are required to obtain the permits.

#### **SUBMITTAL REQUIREMENTS**

1. Complete Transient Rental Use Permit Application.
2. Complete a Business License Application.
3. Complete Transient Occupancy Certificate Application.



**TRANSIENT RENTAL USE OVERLAY DISTRICT**

- Riverview TRO District
- CV TRO District

## Capitola Municipal Code

### Chapter 17.19 TRO—TRANSIENT RENTAL USE OVERLAY DISTRICT

#### 17.19.010 Purpose and definition.

The TRO—transient rental use overlay district is an overlay district. This means that all regulations of the underlying basic zoning district (R-1 or R-M) are applicable to any property located in the TRO district, except that transient rental use, as defined in Section 17.03.686 may be allowed pursuant to Section 17.19.020. (Ord. 708 § 3 (part), 1991)

#### 17.19.020 Use permits.

Properties in TRO districts may apply for conditional use permits to operate as a transient rental use. In addition to such conditions as may be imposed pursuant to Chapter 17.60 (conditional use permits), all such permits shall be subject to the following standard conditions:

- A. The maximum number of persons that may occupy the unit shall be determined by the planning commission and may not be exceeded.
- B. Adequate parking (as determined by the planning commission), whether on site or by Pacific Cove parking permit, must be provided.
- C. The conditional use permit holder must designate a person who has authority to control the property and represent the landlord. This “responsible person” must be available at all reasonable times to receive and act on complaints about the activities of the tenants.
- D. A business license and transient occupancy tax registration must be obtained.
- E. Only one sign per unit, not to exceed one square foot in size, shall be permitted to advertise the transient rental.
- F. No unit may be rented unless the renter is provided, in writing, with a statement of the conditions (such as is provided in subsection A of this section) which are applicable to the renter and his or her guests, and the renter agrees, in writing, to comply with those conditions.
- G. Permits issued under this section shall expire within one year. No permit holder shall have a vested right to a renewal permit.
- H. If there is a history of the permit holder or his or her tenants violating the permit’s conditions, the permit shall not be reissued for a least one year following its expiration date, unless good cause is shown. The revoking authority may establish a longer period before which another application may be filed. (Ord. 708 § 3 (part), 1991)



Permit # _____
Date _____

## TRANSIENT RENTAL PERMIT APPLICATION

**1. Property Address:** \_\_\_\_\_  
 (Attach list for multiple properties)

**2. Property Owner Information:**  
 Name: \_\_\_\_\_  
 Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**3. Applicant Information:**  
 Name: \_\_\_\_\_  
 Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**4. Parking Information:**  
 Number of Onsite Parking Spaces: \_\_\_\_\_  
 Number of Pac Cove Parking Passes: \_\_\_\_\_  
 Pac Cove Parking Pass ID#: \_\_\_\_\_

**5. Dwelling Information:**  
 Number of Bedrooms: \_\_\_\_\_  
 Square footage of Home: \_\_\_\_\_  
 Occupancy #: \_\_\_\_\_

**6. Responsible Person:**  
 Name: \_\_\_\_\_  
 Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 18 yrs of age (D.O.B): \_\_\_\_\_

FOR OFFICIAL USE ONLY				
	Name	Approved	Denied	
Planning Dept.		<input type="checkbox"/>	<input type="checkbox"/>	Permit #:
City Manager		<input type="checkbox"/>	<input type="checkbox"/>	
Business License #				



Permit # _____ Date _____
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Transient Rental Uses, as defined in Section 17.03.686, on properties located within the TRO Transient Rental Overlay District, are subject to the following minimum standard conditions, and any additional conditions, as determined by the Community Development Director or Planning Commission:

**“Standard Conditions of Approval”**

- 1) Property must be located within the TRO overlay district.
- 2) Transient occupation registration is required for each transient rental unit. A business license and transient occupancy tax registration must be obtained from the City. The business license shall be renewed annually.
- 3) Permit holders must submit transient occupancy tax report and payment monthly.
- 4) Two parking spaces are required per rental unit. Parking may be on site or within Pacific Cove parking lot with proof of permits. Parking spaces must be maintained for exclusive use by guests during their stay.
- 5) The property owner must designate a person who has the authority to control the property and represent the owner. This responsible person must be available at all reasonable times to receive and act on complaints about the activities of the tenants.
- 6) A maximum of one sign per structure, not to exceed one square foot in size, is permitted to advertise the transient rental.
- 7) Each unit must post the transient occupancy permit in a visible location within the unit. The transient occupancy permit will include a permit number, maximum occupancy, conditions of approval, and an area in which to write the contact information for the responsible party.
- 8) If the unit is advertised on the internet, the first line of the posting must include the official permit number for City reference.
- 9) No permit holder shall have a vested right to a renewal permit. If there is a history of the permit holder or tenants violating the permit’s conditions, the permit may be revoked consistent with Section 17.60.120 (Permit Revocation) After a permit is revoked, the permit holder may reapply for a new permit one year after the revocation, or for a greater time period as established by the Community Development Director.



Permit # _____
Date _____

**Applicant Responsibility**

The applicant is responsible for the truth of all statements contained in this application. The application should not be signed unless the applicant has read it thoroughly and is sure of its truthfulness.

“The undersigned APPLICANT is a person (such as an owner, lessee, optionee) who has, or is intending to acquire the property rights necessary to be the leasor of the subject property if it is rented as a transient rental unit. I believe this application contains all the information required by the City of Capitola for a Transient Rental Use Permit. I hereby state that the foregoing statements and all the data, information, and the evidence submitted herewith are, in all respects, to the best of my knowledge and belief, true and correct and I understand that if the application contains erroneous information, regardless of whether or not the error was intentional, the permit may be revoked at any time. I agree to comply with and perform all conditions for the permit in the event that it is granted and I undertake the activity thereby permitted. I will promptly provide to the responsible person access to, or copies of all transient rental leases. I have reviewed this application myself and I am aware of its contents.”

Applicant’s Name (print) \_\_\_\_\_  
Applicant’s Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Owner Authorization**

I hereby authorize the above named contact person to act as my agent in all matters pertaining to this application.

Property Owner Name (print) \_\_\_\_\_  
Property Owner Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Responsible Person**

Responsible Person: “The property owner has provided written authorization for me to represent the applicant in dealing with tenants in his/her absence. I have accepted that responsibility. I have reviewed and understand the above “STANDARD CONDITIONS.” I understand that other conditions controlling the transient rental use may be added if and when the City approves the application.”

Responsible Person Name (print) \_\_\_\_\_  
Responsible Person Signature \_\_\_\_\_  
Date \_\_\_\_\_