



City of Capitola
**VACATION RENTAL
PERMIT APPLICATION**

Application # _____
Filing Date _____
Total Fee _____
Received by _____

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: _____

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



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Vacation Rental Uses, as defined in Section 17.160, on properties located within the VRU Vacation Rental Use Overlay District, are subject to the following development and operation standards:

17.40.030 Development and Operation Standards

1. Vacation rentals in Capitola are prohibited outside of the -VRU overlay zone.
2. Transient occupation registration is required for each vacation 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 monthly to the city a completed transient occupancy tax report and payment of all tax owing.
4. One parking space is required per vacation rental unit. Parking may be on site or within the Beach and Village Parking Lot 1 or 2 with proof of permit, if eligible. The on-site parking space 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 twelve inches by twelve inches in size, is permitted to advertise the vacation rental.
7. Each unit must post the vacation rental permit in a visible location within the unit. The vacation rental permit will include a permit number, the development and operations standards of this section (this subsection E), and space 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 vacation rental permit number for city reference.
9. No permit holder shall have a vested right to a renewed 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 17.156.110 (Permit revocation). After a permit is revoked, the permit holder may reapply for a new permit one year after the revocation. The community development director may deny an application based on previous code enforcement issues. A decision by the community development director is appealable to the planning commission.
10. All vacation rental units shall have smoke detectors and carbon monoxide detectors.
11. Accessory dwelling units may not be used for vacation rentals.



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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 lessor 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 _____

CITY OF CAPITOLA

