



SHORT-TERM RENTAL PERMIT RENEWAL APPLICATION

Planning Department
1572 Railroad Ave.
St. Helena, CA 94574
(707) 968-2659

For additional information, zoning & documents please visit us on the web at: <http://www.cityofsthelema.org>

Property Owner/Applicant Information -- Please Type or Print

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Email _____

NOTE: Attach contact information for all additional property owners to the application. In the case of a partnership, all general and limited partners must be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors must be identified.

Property Information

Address of the Proposed Short-Term Rental Unit _____
Is your business license current? Yes No TOT payments current? Yes No
Number of bedrooms available for use by short-term rental occupants _____
Number of on-site parking spaces available for short-term rental occupants _____

Local Contact Person Information

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Cell Phone _____
Email _____

NOTE: The local contact person must be available 24 hours a day to accept telephone calls and respond physically to the short-term rental within 30 minutes when the unit is rented and occupied.

Office Use Only – Do Not Write in this Area

File/Permit Number _____ Date Application Received _____ Received by _____
APN _____ Zoning _____
Renewal Fee: \$2,250 Total Paid (w/ PHN & LABELS) _____

I, _____, hereby file this application for a short-term rental permit renewal. I certify that I am the owner of the property on which the short-term rental use is proposed, and that I understand the permit, if granted, shall not be transferable.

I certify that I have received and inspected a copy of all regulations pertaining to the operation of a short-term rental unit, and I agree to abide by the rules and regulations contained in the St. Helena Municipal Code and City Council resolutions, as they may be amended from time to time.

I further certify that the property manager identified in this application will be available twenty-four hours a day to accept telephone calls and will respond physically to the short-term rental within thirty minutes when the unit is rented and occupied.

I hereby authorize employees of the City of St. Helena to enter upon the subject property, as necessary, to inspect the premises and process this application.

In the event the City is required to take legal action to enforce any of the terms and conditions of this application, the property owner(s) agree(s) to pay to City reasonable attorney fees and costs incurred in such action.

I, the owner and the applicant, will defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense. I have also reviewed the requirement to disclose the complete list of partners and/or shareholders.

I hereby certify that all of the statements made and supporting documentation provided in this application are true, accurate and authentic to the best of my knowledge, information and belief, and further, I understand that knowing and willful misstatements or misrepresentations will result in a denial of the application.

Property Owner's Signature: _____ Date: _____

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CHECKLIST FOR FILING A COMPLETE SHORT-TERM RENTAL PERMIT APPLICATION

Each application must contain the following information. Incomplete applications will not be scheduled for review by the planning director or the Planning Commission.

- APPLICATION FORM**, with all property owners' signatures, including all parties holding a title interest.
- PROOF OF OWNERSHIP** of the subject property, in the form of a property tax bill, title documents, or listing on the most recent assessor's parcel roll.
- SITE PLAN** indicating the location of at least two on-site parking spaces available for use by the short-term rental occupants, and **FLOOR PLAN** indicating the number and location of bedrooms proposed to be used by the short-term rental occupants. Plans should be on plan sheets up to 11" x 17" and need to be clear and easy to understand, but do not need to be prepared by a professional designer.
- APPLICATION FEE** of \$2,250 made payable to the City of St. Helena.
- *PUBLIC HEARING NOTICE FEE** of \$400 made payable to the City of St. Helena.
- *MAILING LABEL PREPARATION FEE** of \$200 made payable to the City of St. Helena.

**May not apply.*

Upon receipt of a complete application, the planning department will verify any complaints on the subject property over the two years of the permit and will confirm that the operator has a current city business license and has submitted and paid all required TOT. If, for any reason, the planning department determines that the applicant hasn't complied with all provisions of the STR ordinance, the planning director may revoke the permit or choose to take the applicant before the planning commission for consideration. Applications will be reviewed in the order in which they are completed and determined ready for review.