



SHORT TERM RENTAL APPLICATION

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

FILE NUMBER _____

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

PLEASE TYPE OR PRINT

Project Name _____

STR Site Address _____

APN _____

LOCAL CONTACT PERSON INFORMATION

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

OWNER INFORMATION

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

NOTE: Additional property owner(s) and/or applicant(s) information (name, address, phone number, email, and signature) shall be attached to the application. In the case of partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

OFFICE USE ONLY

Related files _____

General Plan _____

Zoning _____

Application Fee \$ _____

Public Hearing / Mailing \$ _____

Total Fees Received \$ _____

Received by _____

Staff Notes:

I, _____, hereby file this application for a short-term rental permit and agree to pay any and all processing fees imposed by the St. Helena Municipal Code and City Council Resolution(s), or as they may be amended from time to time.

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

We, 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. We have also reviewed the requirement to disclose the complete list of partners and/or shareholders.

Date: _____ **Owner's Signature:** _____

Date: _____ **Owner's Signature:** _____

PROCESSING FEES:

- | | | |
|--------------------------|-----------------------|---------|
| <input type="checkbox"/> | Short Term Rental | \$2,250 |
| <input type="checkbox"/> | Public Hearing Notice | \$600 |
-

REQUIREMENTS FOR A COMPLETE SHORT TERM RENTAL APPLICATION:

The following list is not exhaustive, some applications may require additional information. Consult with a planning staff member to determine whether additional materials are required for your project.

Incomplete applications will not be accepted.

*Note: 4 sets of reduced size plans (11" x 17"), digital copy (CD or USB) of the plan set, and digital copies (CD or USB) of each of the items listed below are required. Plans should be clear and legible but do not need to be prepared by a design professional.

- APPLICATION FORM** - with all property owner's signatures, including all parties holding a title interest.
- WRITTEN STATEMENT** - signed and dated, explaining the details and reasons for the Short Term Rental as requested.
- PROOF OF SUBJECT PROPERTY OWNERSHIP** – can be in the form of property tax bill, title documents, copy of grant deed, the most recent Assessor's Parcel Roll, etc.
- SITE PLAN** - existing fully dimensioned and scaled drawings showing, at a minimum, the location of at least two on-site (off-street) parking spaces available for use by the short-term renters, parcel boundaries, and location of structure(s).
- FLOOR PLAN** - drawings of all existing floor plans showing, at a minimum the number and location of bedrooms proposed to be used by the short-term renters.