



ZONING COMPLIANCE REVIEW – ACCESSORY SHORT-TERM RENTALS

APPLICATION PROCESS

STEP 1

INITIAL CONSULTATION

Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application. All Zoning Compliance Review applications must incorporate the ordinance requirements of the San Joaquin County Development Title (Title 9) to insure that off-site and on-site infrastructure meets the minimum requirements of the County. Accessory Short-Term Rentals are subject to the requirements of Development Title Section 9-409.030 (attached).

STEP 2

APPLICATION SUBMITTAL

FEE	A list of current fees is available at the Community Development Department (Planning Counter) and on the Community Development Department website. The following forms of payment are accepted: cash, credit card (processing fee of \$1.35 or 2.29% [whichever is greater] applies), debit card (processing fee of \$1.35 applies) and check (made payable to San Joaquin County Treasurer).
FORM	Three (3) copies of the completed application with signatures from all owners
SITE PLAN	Three (3) 8½ x 11 copies
DEED	One (1) copy of the recorded deed(s) of the property
APPLICATION COMPLETE	The Community Development Department will review the application for completion. Pursuant to Government Code §65943; 14 California Code of Regulations §§ 15060(a), 1510, the Community Development Department will notify the applicant in writing within 30 days from the date of submittal whether the application is deemed complete for processing.
NUISANCE RESPONSE PLAN	One (1) copy of the Nuisance Response Plan
STEP 3	
<u>APPLICATION PROCESSING</u>	
REVIEW	Zoning Compliance Review applications are reviewed by the Zoning Administrator (Development Title Chapter 9-802 Common Procedures)
STEP 4	
<u>APPROVAL AND ADDITIONAL PERMITS</u>	
TIMING	Zoning Compliance Review applications are approved for a period of thirty-six (36) months from the date of approval. All requirements must be fulfilled within this thirty-six (36) month period, or the Zoning Compliance Review will expire.
ADDITIONAL PERMITS	Approved projects may be subject to additional permitting requirements.



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COMMUNITY DEVELOPMENT DEPARTMENT
ZONING COMPLIANCE REVIEW –
ACCESSORY SHORT-TERM RENTALS

FILE NUMBER: _____

Change in Use:	<input type="checkbox"/>
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Owner Information	Applicant Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:
Applicant's Representative Information	
Name:	
Mailing Address:	
Phone:	
Email:	

Project Description <i>(Attach additional sheets as necessary)</i>
How many bedrooms are located within the proposed short-term rental?

Nuisance Response Plan
Nuisance Response Plan provided: Yes <input type="checkbox"/> No <input type="checkbox"/>

Property Information			
Assessor Parcel Number	Property Address	Property Size	Williamson Act Contract (Y or N)



**COMMUNITY DEVELOPMENT DEPARTMENT
ZONING COMPLIANCE REVIEW –
ACCESSORY SHORT-TERM RENTALS**

FILE NUMBER: _____

On-Site Parking

Full-size Parking Spaces (Number)		Compact Parking Spaces (Number)		ADA Parking (Number)		Total Parking Spaces (Number)	
Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed

SERVICES

Water

Public <input type="checkbox"/>	Service Provider:
Private <input type="checkbox"/>	Existing Well <input type="checkbox"/>

Wastewater Disposal

Public <input type="checkbox"/>	Service Provider:
Private <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>

Storm Drainage

Public <input type="checkbox"/>	Service Provider:
Private <input type="checkbox"/>	Existing On-site Retention Pond <input type="checkbox"/>

Existing Roads

Road Name	Right-of-Way Width	Pavement Width



FILE NUMBER: _____

AUTHORIZATION SIGNATURES

ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION

I, the Owner/Applicant/Agent agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards and commissions (collectively "County") as follows:

1. INDEMNITY:

A. From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");

B. For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.

C. Except as to the County's sole negligence or willful misconduct.

2. DEFENSE:

A. The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.

B. In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.

C. If the County reasonably determines that having common counsel presents such counsel with a conflict of interest, or if I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.

I, further, certify under penalty of perjury that I am (check one):

- Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or
- Legal agent (attach proof of the owner's consent to the application of the properties involved in this application) and have been authorized to file on their behalf, and that the foregoing application statements are true and correct.

Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____



SITE PLAN CHECKLIST

*(Site plans must contain all applicable information contained in this checklist)
Incomplete site plans will not be accepted*

SITE PLAN FORMAT:

The site plan shall include the following;

- Size: 8½" x 11"
- North arrow pointing towards the top of the page
- Location and names of all streets and easements bordering on the property with access details
- All property lines or boundary lines of the parcel with dimensions
- Vicinity map showing the location of the property in relation to surrounding streets

PROJECT DETAILS:

- Identify and label all existing and proposed structures with dimensions, square footage, distances from other structures and property lines, and addresses
- Identify the location, dimensions and surface material of all existing and proposed parking and driveways

SERVICES:

Well: *(Contact the Environmental Health Department at 209-468-3420 for well regulations)*

- Identify and label existing and proposed private water wells on-site

Wastewater Treatment: *(Contact the Environmental Health Department at 209-468-3420 for questions regarding wastewater regulations)*

- Identify and label existing and proposed private wastewater treatment systems

Storm Drainage: *(Contact the Department of Public Works at 209-468-3000 for questions regarding stormwater regulations)*

- Identify and label existing and proposed storm drainage facilities



9-409.030 ACCESSORY SHORT-TERM RENTALS (“HOME-SHARES”)

- (a) **Permit required.** A Zoning Compliance Review is required to establish or operate a short-term rental in the unincorporated area of the county subject to Chapter 9-803, Zoning Compliance Review.
- (b) **Term and renewal.** A short-term rental permit shall be valid for one year from the date the application was approved, unless it is revoked sooner.
 - (1) An application for renewal must be filed with the Community Development Department at least 30 calendar days before the permit expires. If any of the documentation or information supplied as part of the application process has changed since the permit was approved, the applicant must submit updated information and documentation with the application for renewal.
- (c) **Short-term rental regulations.** An applicant with an approved permit for a short-term rental shall comply with all of the following regulations while operating a short-term rental.
 - (1) No more than one short-term rental may be operated on a property.
 - (2) A residential dwelling unit located within a building that contains five or more dwelling units may not be operated as a short-term rental.
 - (3) A short-term rental may not be rented for more than a cumulative total of 180 days in a calendar year.
 - (4) The overnight guest occupancy of a short-term rental may not exceed two persons per bedroom, plus two additional persons. Children under the age of twelve are not counted towards the total number of guests.
 - (5) A short-term rental with three or fewer bedrooms for rent must include at least one off-street parking space available for use by guests.
 - (6) A short-term rental with four or more bedrooms for rent must include at least two off-street parking spaces available for use by guests.
 - (7) The required off-street parking spaces must be located on the same lot as the short-term rental but may be located within the lot's setback area.
 - (8) The maximum number of guest vehicles permitted at a short-term rental is equal to the number of off-street parking spaces available for use by guests.
- (d) **No signs.** No sign or writing visible from the exterior of the short-term rental indicating that the dwelling unit or areas on the property is available for rent pursuant to this Chapter may be posted anywhere on the property where the short-term rental is located.
- (e) **Posting of permit information.**
 - (1) A permittee shall provide a copy of the short-term rental permit, business license, and all applicable regulations and standards in a conspicuous place in the rental unit.
 - (2) In any advertisement for a short-term rental, the permittee shall specify the short-term rental permit number, business license number, maximum occupancy, maximum number of vehicles allowed, and the applicable quiet hours at the short-term rental. For the purposes of this subsection, "advertisement" means any method used to solicit interest in the short-term rental, including but not limited to internet-based listing or hosting services.
 - (3) A Nuisance Response Plan shall be submitted with the application and provided on-site during rental periods, and for the 24 hours prior to and after each rental period. The Nuisance Plan shall provide a method of contacting the property owner, applicant or an alternative person that is a responsible party and can address concerns raised by nearby businesses and/or residents that will likely be significantly impacted by noise, amplified sound, traffic, odor, dust, or light from the event.
- (f) **Rental records.** A permittee shall keep written rental records that document the following information:
 - (1) All dates on which the permittee rented the short-term rental to one or more guests;
 - (2) The overnight guest occupancy on each date; and
 - (3) The rent paid to permittee for each night of lodging.(c) A permittee shall provide a copy of the required rental records to the County with any application to renew the short-term rental permit or upon request, but not more than 2 times per calendar year.
- (g) **Prohibited Uses.** The following are prohibited:
 - (1) Short-Term rentals for other than lodging services. Examples include rental of pools, spas, garages, and backyards.
 - (2) Special events applied for, organized by, promoted by, or otherwise involving tenants of a Short-Term Rental. Property owners are not excluded from applying for a Zoning Compliance Review for special events when the unit is not being rented as a Short-Term rental, but the two uses cannot overlap.



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NUISANCE RESPONSE PLAN

FILE NUMBER: _____

DATE FILED: _____

Project Type

Type of Application Associated with the Nuisance Response Plan (*please attach*):

- Special Event
- Short-Term Rental
- Other (explain):

Property Information

Assessor Parcel Number(s)	Property Address	Property Size	Williamson Act Contract (Y or N)

CONTACTS

(Listed contacts must be available for the times given, or a revised Nuisance Response Plan must be submitted. A maximum of 4 contacts may be listed.)

Contact #1

Available during the following times:

- 7 AM to 10 PM
- 10 PM to 7 AM
- 24 HRS
- Weekends Only (Friday 10 PM to Sunday 10 PM)

Name:

Mailing Address:

Phone:

Email:

Contact #2

Available during the following times:

- 7 AM to 10 PM
- 10 PM to 7 AM
- 24 HRS
- Weekends Only (Friday 10 PM to Sunday 10 PM)

Name:

Mailing Address:

Phone:

Email:

Contact #3

Available during the following times:

- 7 AM to 10 PM
- 10 PM to 7 AM
- 24 HRS
- Weekends Only (Friday 10 PM to Sunday 10 PM)

Name:

Mailing Address:

Phone:

Email:

Contact #4

Available during the following times:

- 7 AM to 10 PM
- 10 PM to 7 AM
- 24 HRS
- Weekends Only (Friday 10 PM to Sunday 10 PM)

Name:

Mailing Address:

Phone:

Email:



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