TEMPORARY SHORT TERM VACATION RENTAL APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on how to apply for a Temporary Short Term Vacation Rental Permit. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. Included are the **TEMPORARY SHORT-TERM VACATION RENTAL APPLICATION, BUSINESS LICENSE APPLICATON, AND TRANSIENT OCCUPANCY TAX PERMIT APPLICATION**. Should you have any questions, please contact the Planning Division at 760-369-1265 ext. 310. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Drive off of Yucca Trail and Indio, north of the Monterey Business Center. You may visit our website for additional information at:
http://www.yucca-valley.org/departments/planning.html

What is a Temporary Short-Term Vacation Rental Permit?

Temporary Short Term Vacation Rentals are regulated by Chapter 5.40 of the Town of Yucca Valley Development Code. A Temporary Short Term Vacation Rental permit request is to allow the temporary short term vacation rental of single-family dwelling units and to ensure compliance with the rules and regulations contained within the Town's Development Code. The Temporary Short Term Vacation Rental Permit is valid for a maximum four (4) year period and expire on the date of expiration listed on the permit. Permit renewal application shall be applied for and evaluated by the Town consistent with this Chapter. No renewal application can be processed if it has expired prior to the permit renewal application being filed with the Town.

Who approves the Temporary Short Term Vacation Rental Permit?

The Temporary Short Term Vacation Rental application is reviewed and approved by the Director of Community Development.

How is the application processed?

Temporary short term vacation rental Permits are approved based upon compliance with the standards in Chapter 5.40 of the Yucca Valley Development Code. Upon the submittal of the required materials and payment of fees, the Temporary Short Term Vacation Rental Permit request will be reviewed by Planning Division staff.

In accordance with Government Code Section 65943, ***the Town has 30 days within which to notify an applicant, in writing, that an application is complete or that additional materials will be required.***

Town of Yucca Valley
Community Development Department
Planning Division
58928 Business Center Drive
Yucca Valley, CA 92284
760 369-1265 ext. 310 Fax 760 228-0084
www.yucca-valley.org

The processing of the application includes the review of the submitted information, notification to all surrounding property owners pursuant to Chapter 5.40 of the Development Code and a written analysis of the project.

What Happens after Staff's Decision?

After review of the application material, staff will provide written notification to the applicant of approval or denial and will provide notification to surrounding property owners of the decision.

It is important to know that if an application is approved, that approval does not become final for ten (10) calendar days. During this time, the decision may be appealed pursuant to Chapter 9.81 of the Yucca Valley Development Code. The appeal may be filed by the applicant or anyone requesting that the Planning Commission reconsider the decision. The appeal will be scheduled to be heard by the Planning Commission, which may affirm, modify, or overturn staff's action.

What are "Conditions of Approval"?

If the application is approved, the Temporary Short Term Vacation Rental Permit will contain a list of conditions regulating the operation of the short-term vacation rental.

What are the Fees?

Fees Due at Application Submittal

$	973.00	Permit Fee (every 4 years)
$	74.00	Business Registration Application (annual renewal $51.00)see separate application
$	28.00	Application Transient Occupancy Tax Permit-see separate application
$	350.00	Compliance Monitoring Fee (every 4 years)

$1,425.00 Total Fees - Please submit 1 check.

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Submittal Requirements

- Completed application.
- Site plan of the property identifying the location of all structures, on-site parking, pools, spas, or similar elements installed or constructed on the property. This can simply be a Google aerial map listing the structures on the property.
- Notarized Acknowledgment: Please use the word document located on the Town's website at The document must be notarized.
- Certificate of Insurance showing coverage for the structure as a short-term vacation rental, vacation rental, hosting, or similar wording.
- A nuisance response plan, which shall include the required information. Please use the nuisance response plan word document on the Town website at and update only the highlighted information on the word document. Please use the chart in Ordinance No. 312, at the bottom of page 8 and continuing on page 9.
- 300' Radius Map and Property Owners List, required by Ordinance No. 312, - A list of all property owners, 300' radius map listing APNs for each property, and mailing addresses of properties within 300 feet of the exterior boundaries of the property in question. This information shall be provided on 1 set of adhesive mailing labels, for example Avery 5160. This list will be used for public notification. The surrounding property owner information may be obtained from San Bernardino County Assessor's, they will prepare the 300 feet radius map and provide a mailing list of the surrounding property owners. The general telephone number for the Assessor's office is 909-386-9961 or darnetta.harris@arc.sbcounty.gov.
- Business Registration application for the Town of Yucca Valley.
- Transient Occupancy Tax permit application for the Town of Yucca Valley.
- Acknowledgment of receipt and inspection of a copy of the Good Neighbor Brochure.

Please Note:

Planning applications must be submitted in-person by appointment only. Incomplete applications may be rejected. Mailed-in applications are not accepted and will be returned. The Town does not consider electronically submitted materials to be a formal submittal and therefore review under the Permit Streamlining Act would not begin until hard copies are received.

Temporary Short Term Vacation Rental Permit applications are accepted in-person and by appointment only on Tuesday through Thursday between 7:30AM to 9:30AM and between 1:30PM to 3:00PM.

Please call 760-369-1265 extension 310 to schedule an appointment.

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Temporary Short Term Vacation Rental Application

Date Received _____
By _____
Fee _____
Case # _____

General Information

TEMPORARY SHORT TERM RENTAL PROPERTY

Business Name: _____

Property Address: _____

Assessor Parcel Number: _____

APPLICANT _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email _____

PROPERTY OWNER _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email _____

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REPRESENTATIVE/AGENT _____

Mailing Address _____

City _____ State_____ Zip _____

Phone _____ Cell Phone _____ Email _____

LOCAL CONTACT PERSON _____

Physical Address _____

City _____ State_____ Zip _____

24 Hour Phone _____ Email _____

Distance to Property _____ Minutes to Property _____

Local contact person must be capable of responding in-person within 30 minutes. Local contact must be available 7 days a week/24 hours.

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Project Information

HOA Contact Person: _____ Phone: _____

Square Footage of TSTVR: _____

Number of Bedrooms: _____

Square Footage of Each Bedroom: _____

Maximum Number of Daytime Guests: _____

Maximum Number of Overnight Guests: _____

Applicant Signature: _____

Property Owner Signature: _____

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Disclosure Statement

This portion of the application must be fully completed and signed by the applicant. If not fully completed and signed, the application will be deemed incomplete.

Address of subject property: _____

Cross street: _____

Name of Applicant _____

The Applicant is a:

- □ Limited Liability Company (LLC)
- □ Partnership
- □ Corporation
- □ None of the above - proceed to next page.

Information for LLC, Partnership, Corporation

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email _____

State of Registration _____

Managing member(s), General Partner(s) officer(s)

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email _____

The Owner is a:

- □ Limited Liability Company (LLC)
- □ Partnership
- □ Corporation
- □ None of the above - proceed to next page.

Information for LLC, Partnership, Corporation

Name _____

Mailing Address _____

City _____ State_____ Zip _____

Phone_____ Cell Phone _____ Email _____

State of Registration _____

Managing member(s), General Partner(s) officer(s)

Name _____

Mailing Address _____

City _____ State_____ Zip _____

Phone_____ Cell Phone _____ Email _____

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SURROUNDING PROPERTY OWNERS LIST CERTIFICATION
(To be submitted with application)

I,_____ , certify that on _____ the attached property owners list was prepared by _____ pursuant to the requirements of the Town of Yucca Valley. Said list is a complete compilation of the owner(s), applicant(s) and representative of the subject property and all owners of surrounding properties within a radius of_____ feet from all exterior boundaries of the subject property and is based on the latest equalized assessment rolls of the San Bernardino County Assessor's Office dated_____ . I further certify that the information filed is true and correct to the best of my knowledge; I understand that incorrect and erroneous information may be grounds for rejection or denial of the development application.

Signed:_____

Print Name:_____ Date:_____

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www.yucca-valley.org

WHAT ELSE SHOULD I KNOW?

Please keep in mind that you may be cited or fined by the Town, or even evicted by the owner, for creating a disturbance or for violating other provisions of the Town's Short Term Vacation Rental Ordinance.

The surrounding neighbors have been given a 24-hour number to call should they need to file a complaint. The owner or agent you are renting from will be able to answer any questions that you may have.

Enjoy your stay!

_____

Welcoming Owner/Agent Name:

_____

Owner/Agent Phone Number:

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Community Development Dept.
58928 Business Center Drive
Yucca Valley, CA 92284
760-369-6575
www.yucca-valley.org

GOOD NEIGHBOR BROCHURE

FOR SHORT TERM VACATION RENTALS

TOWN OF YUCCA VALLEY

WELCOME TO YUCCA VALLEY

Yucca Valley is the gateway to Joshua Tree National Park and the economic hub for the Morongo Basin. Our base elevation at 3300 feet has all the beauty of the low desert, with the seasonable benefits of being part of the high desert.

Come and explore our antiques in Old Town, our art galleries, our High Desert Nature Museum, and our one-of-a-kind night skies and clean air. When it comes to recreation, we offer something for everyone! Yucca Valley is located minutes away from the Johnson Valley's world-famous off-road vehicle area, as well as all the hiking and equestrian trails in and around Joshua Tree National Park--not to mention fantastic rock climbing.

WHAT YOU NEED TO KNOW

This brochure is intended to highlight a few ways you can be a good neighbor and to inform you of The Town's Short Term Vacation Rental guidelines during your stay.

Please do not create excessive noise or disturbances or engage in disorderly conduct.

Consider how you would want your neighbors to behave in your own neighborhood back home.

Chances are your Yucca Valley neighbors will expect the same of you.

A little consideration goes a long way. We ask you to please observe the following Town of Yucca Valley Rules and Regulations for Vacation Rentals.

NOISE

No device that produces or reproduces any sound shall be used outside or be audible from outside the short term vacation rental unit between the hours of 10PM and 7AM.

Please, don't bring the speakers outside and crank up the music, even if you think everyone will enjoy it.

If your neighbors can hear music, you are in violation of the Town Ordinance.

OVERNIGHT HOURS are between 10PM and 7AM.

Please consider moving indoors after 10PM.

If you choose to be outside, please be considerate of the neighbors and use indoor voices.

Please remember our neighborhoods are quiet, surrounded by mountains and voices can easily carry.

So please, keep the noise down and be considerate of the neighbors. You may be on vacation, but other occupants in homes around your vacation home may not be.

GUESTS

Please abide by the OCCUPANCY limits in the chart below. Day Time occupancy is between 7AM and 10PM.

Number of Bedrooms	Total of Overnight* Occupants and Vehicles	Total Daytime* * Occupants (Including Number of Overnight Occupants) and Vehicles
0 - Studio	2	8
1	4	8
2	6	8
3	8	12
4	10	16
5	12	18
6	14	20

ALL PARKING for the short term vacation rental unit between shall be located on site. Parking in the public right of way is not permitted.

TOWN OF YUCCA VALLEY

57090 Twentynine Palms Hwy, Yucca Valley, CA 92284

(760) 369-7207

BUSINESS REGISTRATION APPLICATION

Business Name: _____

Type of Business: _____

Bus. Location/ Physical Address: _____ *(Street)*

_____ *(City State Zip)*

Mailing Address: *(if different from above)* _____ *(Street)*

_____ *(City State Zip)*

Description of Business:

(Complete questionnaire on next page.)

Phone: _____

Start Date: _____

Ownership Type: _____

(e.g., sole proprietor, partnership, corporation, etc.

Email: _____

State License No.: _____

State License Expiration: _____

Owners, Partners, or Corporate Officers

Owner 1 Name: _____

Address: _____ *(Street)*

_____ *(City State Zip)*

Title: _____

Phone No.: _____

Mobile No.: _____

Owner 2 Name: _____

Address: _____ *(Street)*

_____ *(City State Zip)*

Title: _____

Phone No.: _____

Mobile No.: _____

New Business Registration

Complete both pages of this application and return it with your $74.00 fee payment to the address at the top of this form.
Make checks payable to: ***Town of Yucca Valley***.

REGISTRATION FEES DETAIL

Registration Fee	$ 70.00
State CASp Fee	$ 4.00
Total Amount Due	***$ 74.00***

NOTICE: Under Federal and State law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx

The Department of Rehabilitation at www.rehab.cahwnet.gov

The California Commission on Disability Access at www.ccda.ca.gov

For Town Office Use Only

☐ Cash ☐ Check #: _____

☐ Credit Card Auth #: _____

Date and Initials of Staff taking payment: _____

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

X _____

Signature of Owner or Representative Date

TOWN OF YUCCA VALLEY
57090 Twentynine Palms Hwy, Yucca Valley, CA 92284
(760) 369-7207

DESCRIPTION OF BUSINESS QUESTIONNAIRE

1. Please describe your business in detail. _____

_____

2. Do you manufacture a product? _____

If yes, please describe product manufactured. _____

_____

3 .Do you sell a product? _____

If yes, what product/products do you sell? _____

_____

_____

4. Is the business location address at a residential property? _____

If yes, are customers visiting the location? _____

If yes, in what part of the house is the business activity occurring?

_____

If you answered yes to question 4, please contact the Planning Division to obtain additional information regarding your business.

The Planning Division can be reached by telephone at 760-369-6575 x317
to schedule an appointment in their office located at
58928 Business Center Drive, Yucca Valley, CA 92284

Town of Yucca Valley
Transient Occupancy Tax Guidelines
For Short-term Vacation Rentals

Short-Term Vacation Rental Definition

A short-term vacation rental is a detached single-family residential unit constructed and permitted for residential dwelling purposes and may include residential accessory structures containing habitable space that were constructed pursuant to the Building Codes in effect at the time of their construction. A short-term vacation rental does not include a duplex, condominium, tent, recreation vehicle, teepee, or any other type of structure, vehicle, or facility which was not constructed and permitted as a detached, habitable, single-family residential unit or as a habitable residential accessory structure.

Required Permits and Filings

The required permits and filing for all short-term vacation rentals located within the Town limits are as follows:

1. Short-term vacation rental permit required to be renewed every four (4) years
2. Transient Occupancy Permit
3. Business Registration required to be renewed annually
4. Transient Occupancy Tax Returns (Quarterly or Annually, see below)

Transient Occupancy Tax Return filing requirements

All short-term vacation rentals are subject to Chapter 3.24 of the Town Municipal Code regarding Reporting and Remitting, Delinquency, Fraud, Failure to Collect and Report Tax and Revocation of Permit. Non-compliance with the Town's Municipal Code Chapter 3.24 may be punishable as a felony or misdemeanor.

The Tax Administrator has determined that Transient Occupancy Tax Returns for Short-term vacation rentals are due 30 days after the end of the calendar quarter. The coverage period and due dates are as follows:

Rental Receipts Collection period	Due Date of Return
January- March	April 30th
April – June	July 31st
July – September	October 31st
October – December	January 31st

Voluntary Collection Agreement Exception

Owners renting exclusively through a platform that has a Voluntary Collection Agreement in place with the Town can elect to file a return annually on a calendar year basis, due by January 31. Currently, only AIRBNB has such an agreement in place. If the host utilizes any other platform site (VRBO, HomeAway, etc) a quarterly return with payment is required.

Application for Short-term Vacation rental permits

Forms for application can be picked up at Town Hall, the Community Development Office or can be found on our website at www.yucca-valley.org. However, all required permits and registrations must be returned to the Community Development Office located in the Monterey Business Center at 58928 Business Center Drive.

If you have any questions, or need further clarification on specific line items, please contact

Jordan Gumbish, Tax Administrator/Finance Manager
jgumbish@yucca-valley.org
760-369-7207 ext 229

Town of Yucca Valley
Short Term Vacation Rental
Transient Occupancy Tax
Registration Permit Application

Listing Name of Property:_____
Business Name (if any): _____
Address of Listing: _____
Site Property Listed on:_____
Primary Contact Name: _____
Phone Number: _____

Name of Owner: _____
Address of Owner: _____
Primary Contact Name: _____
Phone Number: _____

Name of Operator: _____
Address of Operator: _____
Primary Contact Name: _____
Phone Number of Operator: _____

Date of Ownership: _____

Enclose $28.00 for the permit fee.
Please make your checks payable to the Town of Yucca Valley.
Your permit will remain in effect until there is a change of ownership.
Change of ownership, disposal or suspension of business must be reported immediately to the Tax Administrator, 760-369-7207 ext. 229.
57090 Twentynine Palms Hwy, Yucca Valley, California 92284

_____ _____
Signature & Title Date