



# MINOR USE PERMIT

(VACATION HOME SHORT TERM RENTAL)

## SUPPLEMENTAL APPLICATION INFORMATION

Attached are the filing forms and instructions for submitting a complete Minor Use Permit application for a Vacation Home Short Term Rental. A Minor Use Permit provides a process for reviewing uses and activities that may be appropriate in the applicable zone, but whose effects on a site and surroundings cannot be determined before being proposed for a specific site. Minor Use Permits may be approved by the Community Development Director; however, the Community Development Director may choose to refer the Minor Use Permit application to the Planning Commission for hearing and decision.

The following items shall be submitted for a Minor Use Permit (STR) application:

### A. Application Checklist:

- One completed copy of [Universal Planning Application](#).
- One signed copy of [Vacation Rental Home Standards Compliance Agreement](#).
- [Transient Occupancy Tax Registration form](#).
- The appropriate non-refundable filing fee.

### B. Please confirm the project meets the findings listed in Section 17.72.060 of the Development Code including the following:

- The proposed use is consistent with the [General Plan](#) and any applicable specific plan.
- The proposed use is allowed within the applicable zone and complies with all other applicable provisions of the [Development Code](#) and the [Municipal Code](#).
- The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity; and,
- The site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency.