

File No. _____
Date Rec. _____

Sierra County Planning Department
P.O. Box 530 / 101 Courthouse Square Downieville, CA 95936
Phone: (530) 289-3251
Fax: (530) 289-2828
E-mail: planning@sierracounty.ca.gov



SHORT-TERM RENTAL (STR) PERMIT
Administrative Use Permit Application

PROPERTY OWNER(S) INFORMATION

Property Owner(s) are required to submit the following information and may be required to show evidence the property has been owned for a minimum of one (1) year after (effective December 5, 2024).

Property Owner(s) Name: _____
Property Owner(s) Mailing Address: _____
Property Owner(s) Phone Number: _____
Property Owner(s) Email Address: _____
How long have you owned the property? _____

SHORT-TERM RENTAL (STR) PROPERTY INFORMATION

Treasurer-Tax Collector/Transient Occupancy Tax Certification Number: _____
Property Address: _____ Property APN: _____
Property Landline Phone Number: _____
Number of Bedrooms*: _____ Number of Bathrooms: _____

Is only a portion of the residence (i.e. a bedroom) being listed as a STR? Yes No

**A bedroom must have a minimum of seventy (70) square feet, two (2) means of egress, a smoke detector, and be habitable per the California Residential Code of The California Building Standards Code, Title 24, Part 2.5.*

Proposed Maximum Occupancy*: _____ * Note: Maximum occupancy is defined as two (2) people per bedroom.

Zoning District*: _____ *For zoning information, please call the Sierra County Planning Department at (530)289-3251 or email at planning@sierracounty.ca.gov

Is the property registered in Sierra County's "Everbridge" Emergency Services? Yes No

WATER SUPPLY

Which of the following systems does the property utilize? Please check all that apply:

- Individual (Private) Well Unregulated Water System*

Regulated (Permitted) Water System* Other Water Source*

*Please list name of System or explain "Other Water Source": _____

If STR uses a Regulated (Permitted) Water System:

Is the water system name and contact information posted and visible for guests? Yes No

Is a consumer confidence report available for water system either in the STR Binder at property or online? Yes
 No Not Applicable (not required for this water system)

If STR uses an Individual (Private) Well or an Unregulated Water System, select one of the following options:

1. Is a notice will be posted that the water is not tested? Yes No
2. The water system will be routinely tested and cleared according to the County's Environmental Health standards*? Yes No

SEPTIC SYSTEM

Is the on-site septic system adequate for maximum occupancy? Yes No

Please explain: _____

Is the informational handout for what can be flushed, poured down sink or put in the garbage disposal available to guests? Yes No

LOCAL CONTACT PERSON INFORMATION

A Local Contact Person must be available by telephone on a twenty-four (24) hour basis to the STR guests, County authorities, and complaining parties. The Local Contact Person must be able to respond physically, on-site within thirty (30) minutes. The Local Contact Person must have full access to the property as well as authority to manage and possess decision-making authority for the facility. A property owner, agent or professional property management company that meets the availability and response requirements may serve as the local contact person.

Local Contact Person(s) Name: _____

Local Contact Person(s) Physical Address: _____

Local Contact Person(s) Phone Number(s): _____

Local Contact Person(s) Email Address: _____

Approximate response time to STR Site: _____

Is the Local Contact Person available 24/7 during all proposed STR periods? Yes No

Explain: _____

*If you have more than one (1) Local Contact Person, please attached their responses to all the above questions to the application.

PLOT/SITE PLAN

The application must include one (1) legible, hard copy of a Plot Plan. The Plot Plan shall be a size of either 8.5" x 11" or 11" x 17;" The applicant(s) shall provide on the plan the following (please check to verify each item is provided):

- Property Boundaries
- Onsite Septic (Leach Field and Septic Tank)
- Driveway, Streets, Roads, etc.
- Wells, Wellhouses, Garden Hoses
- Generator(s) and Transfer Switch
- Propane Tanks, BBQs, LPG Fire Pits*
- Waste/Bear Box Receptacles
- Decks, patio areas or occupant gatherings

- Exterior Lights (i.e.: Light Strings, Flashing Lights, Landscape, and Site Illumination Devices)
- Hose bib and 100' garden hose
- Any and all structures on the property
- Designated On-Site Parking Areas showing dimensions of parking area and number of vehicles accommodated

If you do not have on-site parking areas, you will need to include an Alternative Parking Plan. Alternative Parking Plans are reviewed by Public Works and incur an additional \$50 review fee.

**Propane supplies to outdoor fire pits and grills must either be piped in or have a tank that is less than 25lbs.*

Does the property have defensible space per CalFire? Yes No

Is the Physical Address displayed on the property and visible from the road? Yes No

Does the property have an operable, exterior hose of 100 feet or more: Yes No N/A

Are the outdoor waste receptacles bearproof? Yes No

Where do you store your waste receptacles? _____

Please note that all outdoor waste receptacles may not be in the front yard area

How will garbage/recycling be removed? _____

ON-SITE PARKING PLAN

Parking spaces are calculated on the maximum occupancy of the STR. Parking any trailers (boats, snowmobiles, and the like) shall be restricted to off-street locations on the property. If on-site parking is not available on the property containing the short-term rental, an alternative parking plan may be prepared and submitted for consideration by the Planning and Transportation Departments. Please attach a site plan of the property drawn to scale that includes the following information:

Number of on-site parking spots for regular passenger vehicles: _____

Number of on-site parking spots for trailers (includes boats, snowmobiles, etc.): _____

Does the property meet parking requirements for the maximum proposed occupancy? Yes No

If no, please attach an alternative/off-site parking plan.

The following formula guides the maximum occupancy as it pertains to parking:

One (1) parking space for a maximum occupancy of 1-4 persons;

Two (2) parking spaces for a maximum occupancy of 5-6 persons; and

Three (3) parking spaces for a maximum occupancy of 7-10 persons.

In the event off-site parking is proposed, the alternative parking plan shall show sufficient off-site parking at a 2:1 ratio (e.g. if two (2) parking spaces are required based on maximum occupancy, at least four (4) off-site parking spaces must be identified). The identified off-site parking spaces must be within a quarter (1/4) mile from the STR.

ON-SITE SNOW REMOVAL

If the STR is offered to be rented in the off-season, between October 1 and May 1, provisions for snow removal shall be provided for guest access and parking. Snow removal shall not conflict with County snow removal operations conducted on public roads.

Will the property operate between October 1-May 1? Yes No

If yes, please provide provisions for snow removal (plowing service, shovels, scrappers, etc.), including frequency: _____

INTERIOR FLOOR PLAN

The applicant shall provide a clearly labeled interior floor plan including the following (please check to verify each item is provided):

- | | |
|---|---|
| <input type="checkbox"/> Bedrooms, including room dimensions & number of beds | <input type="checkbox"/> Wood Burning Appliances (stoves, firepits, etc.) |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Entrances and Exits |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Fire Extinguishers Locations |
| <input type="checkbox"/> Dining Rooms | <input type="checkbox"/> Smoke/Carbon Monoxide Alarms |
| <input type="checkbox"/> Great Rooms and/or Living Rooms | <input type="checkbox"/> Waste Receptacles |
| <input type="checkbox"/> Lofts, Dens, Laundry Rooms, etc. | <input type="checkbox"/> Other Spaces/Features, as Needed |
| <input type="checkbox"/> Hallways and Stairs | |

The property must have the following fire suppression requirements (please check to verify each item is provided).

NOTE: If you do not have all of the items below, you will not pass inspection:

- Three (3) 5-pound fire extinguisher* Smoke detector in every bedroom**
 Smoke/carbon monoxide alarm on every floor of residence**

*One (1) 5-pound extinguisher shall be placed next to each outside exit, and not behind an open door; and one (1) 5-pound fire extinguisher shall be placed in the kitchen next to the exit.

**As per the California Residential & Building Standards Code, Title 24, Part 2.5§R314, 907.2.11.2 & 420.6. and Sierra County Code §15.08.060(H)(11). For additional information, please see Sierra County Form BD-24

SHORT-TERM RENTAL (STR) BINDER

All short-term rentals must provide a binder available to guests that contain the following information. Please submit a copy of the documents with this application and fill out the checklist below indicating the documents submitted. Please note: digital copies of these documents are preferred and can be emailed to planning@sierracounty.ca.gov.

Is the STR Binder displayed on the property? Yes No Please make sure the STR Binder contains:

- | | |
|---|---|
| <input type="checkbox"/> Visitor Information① ④ | <input type="checkbox"/> Consumer confidence report for public water systems (if applicable, community water systems) |
| <input type="checkbox"/> Emergency Services Contact Information① ② | <input type="checkbox"/> Local Contact Person Information |
| <input type="checkbox"/> Utility Outage Reporting Information② | <input type="checkbox"/> Law Enforcement Information① |
| <input type="checkbox"/> Operation instructions for fire, smoke, and carbon monoxide alarms | <input type="checkbox"/> Operation manuals for primary appliances* |
| <input type="checkbox"/> Water system contact information | <input type="checkbox"/> Rules regarding fire restrictions, quiet hours, pets, and parking ① ③ |

Water quality testing status (unregulated water source)

Informational handout on how to use the septic system

**Primary appliances are furnaces, generators, transfer switches, and similar appliances.*

Document Key:

① Indicates you may use the **Good Neighbor Policies** flyer ② Indicates you may use the **Sierra County Resource Guide**

③ Indicates that you may use the **Fire Safety** flyer ④ Indicates you may use the **Visitor Emergency Info** flyer

All flyers are available at: <http://sierracounty.ca.gov/685/Short-Term-Rentals>

ADDITIONAL REQUIREMENTS

The applicant(s) shall provide a valid Transient Occupancy Tax (TOT) registration certificate/letter issued by the Sierra County Treasurer-Tax Collector confirming that the proposed STR unit is registered for TOT and is in good standing. The applicant(s) must also register a valid annual Business Property Statement with the Sierra County Assessor. Property owners must be current on all property taxes prior to being issued a short-term rental permit. Short-term rental permits may be suspended or revoked for failure to pay property taxes. Please contact the Sierra County Treasurer Tax Collector (530) 289-3286 and the Sierra County Assessor at (530) 289-3283 for additional information.

FAILURE TO REPORT AND PAY TOT ON A TIMELY BASIS WILL RESULT IN SUSPENSION AND/OR REVOCATION OF AN STR PERMIT

PAYMENT OF PERMIT FEES & TAXES:

The Administrative Use Permit fee of **\$345.50** is due when the application is submitted. All TOTs must be current. In addition, any outstanding building and/or planning violations must be property abated and any open building permits affecting life and safety to occupants or other hazardous conditions must be property abated and closed out prior to the STR permit issuance. Property owners must be current on all property taxes prior to being issued a short-term rental permit. Short-term rental permits may be suspended or revoked for failure to pay property taxes.

Upon approval, all permitted STRs may advertise the property. Please include the maximum occupancy and parking restrictions per the approved permit in all advertisements and/or listings.

"I CERTIFY THAT I AM PRESENTLY THE LEGAL OWNER OR THE AUTHORIZED AGENT OF THE OWNER/s OF THE ABOVE DESCRIBED PROPERTY. FURTHER, I ACKNOWLEDGE THE FILING OF THIS APPLICATION AND CERTIFY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND ACCURATE; THAT I WILL ABIDE BY SIERRA COUNTY CODE §15.10.060 (ORDINANCE 1117), AND I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION BY SIERRA COUNTY, AND AUTHORIZE OFFICIAL COUNTY STAFF EMPLOYEES OR THEIR AUTHORIZED CONSULTANTS TO ENTER THE PROPERTY DURING REASONABLE HOURS AS NECESSARY TO CONDUCT FIELD INSPECTIONS AND SURVEYS."

Property Owner/Authorized Agent Signature

Date

Print Name