



## SHORT TERM VACATION RENTAL APPLICATION AND INFORMATION OUTLINE

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This outline provides you with information on how to apply for a 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. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included are the **SHORT TERM VACATION RENTAL APPLICATION, BUSINESS LICENSE APPLICATION AND TRANSIENT OCCUPANCY TAX PERMIT APPLICATION**. Should you have any questions, please contact the Planning Division at (760) 369-6575 x317. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Dr. 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 Short Term Vacation Rental Permit?**

Short Term Vacation Rentals are regulated by Chapter 9.54 of the Town of Yucca Valley Development Code. A Short Term Vacation Rental permit request is to allow the short term rental of single family dwelling units and duplex units and to ensure compliance with the rules and regulations contained within the Town's Development Code. The Short Term Vacation Rental Permit shall be renewed every two years.

### **Who approves the Short Term Vacation Rental Permit?**

The Short Term Vacation Rental application is reviewed and approved by the Director of Community Development. The Director may forward a recommendation to the Planning Commission.

### **How is the application processed?**

Short Term Vacation Rental Permits are approved based upon compliance with the standards in Chapter 9.54 of the Yucca Valley Development Code. Upon the submittal of the required materials and payment of fees, the 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 Dr  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084  
[www.yucca-valley.org](http://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 9.85 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 Short Term Vacation Rental Permit will contain a list of conditions regulating the operation of the short term vacation rental.

**Fees**

\$270.00	Permit Fee (bi-annual)
\$ 85.00	Compliance Monitoring Fee (annual)
\$ 59.00	Business Registration Application (Annual renewal \$44.00) see separate application
<u>\$ 20.00</u>	Transient Occupancy Tax Permit-see separate application
<u>\$434.00</u>	

## **Submittal Requirements**

- 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.
- Property Owners List - A list of all property owners and mailing addresses of properties within 300 feet of the exterior boundaries of the property in question. This list will be used for public notification. This information shall be provided on mailing labels.
- Notarized acknowledgement that the residential structure complies with all Building and Safety and Zoning codes at the time of construction.
- Copy of a valid Business Registration or application for the Town of Yucca Valley.
- Copy of the Transient Occupancy Tax permit application filed with the Town.
- Documentation of insurance coverage for the structure as an STVR.
- Documentation of service contract with franchise waste hauler for trash collection services.
- A nuisance response plan, which shall include the following information:
  - The name, mailing address, email address and telephone number of the property owner(s).
  - The name, address, email address and telephone number of the 24 hour contact person(s).
  - The manner of responding to or causing a response to a nuisance complaint, including, but not limited to, the manner in which the complainant or complainants will be notified of the response and the method of documenting prompt responses and timely corrective action.
  - The manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. For the purposes of this Chapter, “timely corrective action” shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 30 minutes of the initial nuisance complaint.
  - The proposed maximum number of overnight occupants, with supporting documentation identifying unusual size, interior layout, parking or other physical characteristics, if any, that support a request for occupancy greater than two persons per bedroom.
  - The number of off-street parking spaces and number of bedrooms available at the short-term vacation rental.



## Short Term Vacation Rental Application

Date Received

By \_\_\_\_\_

Fee \_\_\_\_\_

Case # \_\_\_\_\_

### General Information

**APPLICANT** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**REPRESENTATIVE/AGENT** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**LOCAL CONTACT PERSON** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

24 Hour Phone \_\_\_\_\_ Email \_\_\_\_\_

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**Project Information**

Business Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_

Webpage: \_\_\_\_\_

Internet Listing Site and Listing Number: \_\_\_\_\_

Internet Listing Site and Listing Number: \_\_\_\_\_

Internet Listing Site and Listing Number: \_\_\_\_\_

HOA Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Square Footage of STVR: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Square Footage of Each Bedroom: \_\_\_\_\_

Maximum Number of Daytime Guests: \_\_\_\_\_

Maximum Number of Overnight Guests: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

## 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

### 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

**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 \_\_\_\_\_

## Property Owners Mailing List

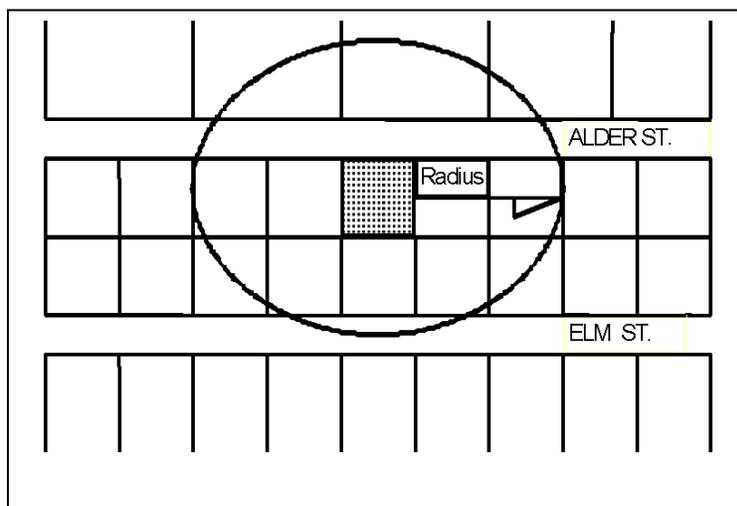
Ordinance 271, *Short Term Vacation Rentals*, requires notification to surrounding property owners of application submittal and permit approval. This notification is sent to property owners within 300 feet of the subject property. Staff will send public notices to these individuals informing them of the proposed project.

The surrounding property owner information may be obtained from the most current San Bernardino County Assessor's roll or can be prepared and verified by a title company. A County Assessor's office is located at 63665 29 Palms Hwy in Joshua Tree. The general telephone number for the Assessor's office is 760-366-1420.

### MATERIALS REQUIRED:

- Two (2) sets of adhesive labels containing the mailing address of the owner(s), applicant(s) and of all surrounding property owners, including vacant properties. Mailing labels must contain: Assessor's Parcel Number, property owners name, address and zip code.
- One (1) copy of the labels sheets.
- One (1) radius map showing the subject property and all surrounding properties. The appropriate radius shall be drawn from the exterior boundaries of the subject property as shown in the sample below. The scale of the radius map shall be large enough to clearly show all surrounding properties.
- One (1) electronic copy of all submitted materials.

Sample Vicinity/Radius Map



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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: \_\_\_\_\_

**ORDINANCE NO. 271**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY,  
CALIFORNIA, AMENDING TITLE 9, DEVELOPMENT CODE, BY ADDING CHAPTER  
9.54, TITLED SHORT-TERM VACATION RENTALS**

**Chapter 9.54  
SHORT-TERM VACATION RENTALS**

**Section 1:** This shall be known as Chapter 9.54 - SHORT-TERM VACATION RENTALS

**SECTIONS:**

- 9.54.010 - Purpose
- 9.54.020 - Definitions
- 9.54.030 - Authorized Agent or Representative
- 9.54.040 - Short-Term Vacation Rental Permit - Required
- 9.54.050 - Short-Term Vacation Rental Permit - Application
- 9.54.060 - Operational Requirements and Standard Conditions
- 9.54.070 - Additional Development Standards
- 9.54.080 - Nuisance Response Plans
- 9.54.090 - Recordkeeping Duties
- 9.54.100 – Permit Administration, Amendments, Revocations and Violations

**9.54.010 - PURPOSE:**

The purpose of this chapter is to establish regulations for the use of privately owned single family residential dwellings or duplex units that are used as short-term vacation rentals and to ensure the collection and payment of transient occupancy taxes as provided in Chapter 3.24 of the Municipal Code, and minimize the negative secondary effects of such use on surrounding residential properties and residents.

This chapter is not intended to provide any owner of residential property with the right or privilege to violate any private conditions, covenants and restrictions applicable to the owner's property that may prohibit the use of such owner's residential property for short-term vacation rental purposes as defined in this Chapter.

**9.54.020 - DEFINITIONS:**

For purposes of this chapter, the following words and phrases shall have the meaning respectively ascribed to them by this section:

"Applicable laws, rules and regulations" means any laws, rules, regulations and codes (whether local, state or federal) pertaining to the use and occupancy of a privately owned dwelling unit as a short-term vacation rental.

"Applicant" means the owner of the short-term vacation rental unit or the owner's authorized agent or representative.

"Authorized agent or representative" means the designated agency or representative who is responsible for compliance with this chapter with respect to the short-term vacation rental.

"Director" means that person acting in the capacity of the Director of Community Development Department.

"Good neighbor brochure" means a document prepared by the Town that summarizes the general rules of conduct, consideration, and respect, including without limitation, provisions of the Town of Yucca Valley Code and other applicable laws, rules or regulations pertaining to the use and occupancy of short-term vacation rental units.

"Local contact person" means the person designated by the owner or the owner's authorized agent or representative who shall be available twenty-four hours per day, seven days per week for the purpose of: (1) responding within thirty (30) minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term vacation rental unit; and (2) taking remedial action to resolve any such complaints.

"Owner" means the person(s) or entity(ies) that hold(s) legal and/or equitable title to the subject short-term vacation rental.

"Property" means a residential legal lot of record on which a short-term vacation rental unit is located.

"Responsible person" means an occupant of a short-term vacation rental unit who is at least twenty-one years of age and who is legally responsible for ensuring that all occupants of the short-term vacation rental unit and/or their guests comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject short-term vacation rental unit.

"Short-term Vacation Rental (STVR): A short term vacation rental is a single family residential unit or duplex unit constructed and permitted for residential dwelling purposes, and which was constructed pursuant to the Building Codes in effect at the time of its construction. A short term vacation rental does not include a tent, recreation vehicle, tee-pee, or any other type of structure, vehicle, or facility which was not constructed and permitted as a single family residential unit or duplex unit.

"Short-term vacation rental permit" means a permit that permits the use of a privately owned residential dwelling as a short-term vacation rental unit pursuant to the provisions of this Chapter, and which incorporates by consolidation a transient occupancy permit and a business license otherwise required by Chapters 3.24 (Transient Occupancy Tax) and 5.20 (Business Registration) of the Yucca Valley Municipal Code.

"Short-term vacation rental unit" means a privately owned single family residential dwelling or duplex unit, rented for occupancy for dwelling, lodging, or sleeping purposes for a period of thirty consecutive calendar days or less, counting portions of calendar days as full days; except any private dwelling house or other individually owned residential dwelling unit rented only once in a calendar year.

"Transient" for purposes of this chapter means any person who seeks to rent or who does rent a short-term vacation rental unit.

**9.54.030 - AUTHORIZED AGENT OR REPRESENTATIVE:**

- A. An owner may authorize an agent or a representative to comply with the requirements of this chapter on behalf of the owner.
- B. Notwithstanding subsection A, the owner shall not be relieved from any personal responsibility and personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and occupancy of the subject short term vacation rental unit, regardless of whether such noncompliance was committed by the owner's authorized agent or representative or the occupants of the owner's short-term vacation rental unit or their guests.

**9.54.040 - SHORT-TERM VACATION RENTAL PERMIT - REQUIRED:**

- A. The owner or the owner's authorized agent or representative shall obtain a short-term vacation rental permit, a business registration certification, and transient occupancy tax certificate from the Town before renting or advertising the availability of a short-term vacation rental unit.
- B. A short-term vacation rental permit shall be renewed every two (2) years.

**9.54.050 - SHORT-TERM VACATION RENTAL PERMIT - APPLICATION:**

- A. The owner or the owner's authorized agent or representative shall submit the following information on a short-term vacation rental permit application form provided by the Town:
  - 1. The name, address, telephone number, and email addresses, and address of the owner of the subject short-term vacation rental unit;
  - 2. The name, address, telephone number and email address, of the owner's authorized agent or representative, if any;

3. The name, address, email address, and twenty-four hour telephone number of the local contact person;
4. The address of the proposed short-term vacation rental unit, internet listing site and listing number;
5. Contact name and phone number of the homeowner's association, if applicable;
6. The number of bedrooms and the applicable overnight and daytime occupancy limit of the proposed short-term vacation rental unit;
7. Acknowledgement of receipt and inspection of a copy of the good neighbor brochure;
8. The approximate square footage of the STVR and the square footage of all bedrooms within the STVR.
9. Notarized acknowledgement that the structure meets all building and safety and zoning codes of the Town of Yucca Valley at the time of construction.
10. A diagram and/or photographs of the premises showing and indicating the location and designated on-site parking spaces, and the maximum number of vehicles allowed for overnight occupants.
11. The location of pools, hot tubs, spas, or similar elements installed and/or constructed on the property.
12. Acknowledgment that the owner, agent and local contact individuals have read all regulations pertaining to the operation of a short-term vacation rental and acknowledgement of their responsibility to assist in enforcement of operating rules and in the payment of transient occupancy taxes.
13. Copy of the business registration/application filed with the Town of Yucca Valley for the rental unit, both as a typical rental unit and/or as a STVR.
14. Copy of the Transient Occupancy Tax (TOT) permit application filed with the Town.
15. Documentation of insurance coverage for the structure as a STVR.
16. Nuisance response plan.
17. Documentation of service contract with franchise waste hauler for trash collection services.

18. Such other information as the Director deems reasonably necessary to administer this Chapter.

- B. The short-term vacation rental permit application shall be accompanied by an application fee as established by resolution of the Town Council.
- C. A short-term vacation rental permit application may be denied if the applicant has had a prior short-term vacation rental permit for the same unit revoked within the past twelve calendar months.
- D. Within fourteen days of a change of property ownership, change of owner's agent or representative, or any other change in material facts pertaining to the information contained in the STVR permit application, the owner or owner's authorized agent or representative shall submit an application and requisite application fee for a new short-term vacation rental permit, which shall be obtained prior to continuing to rent the subject unit as a short-term vacation rental.

**9.54.060 - OPERATIONAL REQUIREMENTS AND STANDARD CONDITIONS:**

- A. The owner and/or owner's authorized agent or representative shall use reasonably prudent business practices to ensure that the short-term vacation rental unit is used in a manner that complies with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject short-term vacation rental unit.
- B. The number of occupants allowed to occupy any given short-term vacation rental unit shall be limited as follows:

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
7	14	20

\*Overnight (10:00PM – 7:00AM)

\*\*Daytime (7:00AM - 10:00PM)

- C. While a short-term vacation rental unit is rented, the owner, the owner's authorized agent or representative and/or the owner's designated local contact person shall be available twenty-four hours per day, seven days per week for the purpose of responding within thirty (30) minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term vacation rental unit or their guests.
- D. The owner, the owner's authorized agent or representative and/or the owner's designated local contact person shall use reasonably prudent business practices to ensure that the occupants and/or guests of the short-term vacation rental unit do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term vacation rental unit.
- E. Noise: No radio receiver, musical instrument, phonograph, compact disk player, loudspeaker, karaoke machine, sound amplifier, or any machine, device or equipment that produces or reproduces any sound shall be used outside or be audible from the outside of any short-term vacation rental unit between the hours of 10:00 P.M. and 7:00 A.M.
  1. It is unlawful for any owner, renter, occupant or guest located at a short-term vacation rental unit to make, cause to be made, or allow to be made any loud, excessive, impulsive, or intrusive noise that disturbs the peace or quiet or that causes discomfort or annoyance to any reasonable person of normal sensitivities in the area. Such types of noises or actions causing noises include, but are not limited to, yelling, shouting, hooting, whistling, singing, playing a musical instrument, emitting or transmitting any loud music or noise from any mechanical or electrical sound making or sound amplifying device, and the habitual barking, howling or crowing of animals.
  2. The standard for enforcement of this subsection is the “reasonable person” standard. The inquiry is whether the noise would disturb the peace or quiet or cause discomfort or annoyance to a reasonable person under the same or similar circumstances.
  3. Factors that may be considered in determining whether a violation of this subsection

has been committed include, but are not limited to the following: the level of noise; the level and intensity of the background (ambient noise), if any; the proximity of the noise to the residential unit in question; the time of day or night the noise occurs; the duration of the noise; whether the noise is constant, recurrent or intermittent; and whether the noise is produced by a mechanical or electrical device.

F. Prior to occupancy of a short-term vacation rental unit, the owner or the owner's authorized agent or representative shall:

1. Obtain the contact information of the responsible person;
2. Provide a copy of the good neighbor brochure to the responsible person;
3. Require such responsible person to execute a formal acknowledgement that he or she is legally responsible for compliance by all occupants of the short-term vacation rental unit and their guests with all applicable laws, rules and regulations pertaining to the use and occupancy of the short-term vacation rental unit, and shall require the responsible person to sign a copy of the Town's regulations for Short Term Vacation Rentals. This information shall be maintained by the owner or the owner's authorized agent or representative for a period of three years and be made readily available upon request of any officer of the Town responsible for the enforcement of any provision of the Municipal Code or any other applicable law, rule or regulation pertaining to the use and occupancy of the short-term vacation rental unit.
4. The Owner, the Owner's Authorized Agent or Representative and/or the Owner's Designated Local Contact Person shall greet the Responsible Person or communicate electronically prior to occupancy of the STVR by the Responsible Person. The Responsible Person shall be provided a verbal briefing in person or via electronic means on the Town's rules, regulations and standards for STVRs, and shall sign copies, which must be retained by the Owner for a period of three (3) years.

G. The owner, the owner's authorized agent or representative and/or the owner's designated local contact person shall, upon notification that the responsible person and/or any occupant and/or guest of the short-term vacation rental unit has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term vacation rental unit, promptly respond in a timely and appropriate manner to immediately halt or prevent a recurrence of such conduct by the responsible person and/or any occupants and/or guests. Failure of the owner, the owner's authorized agent or representative and/or the owner's designated local contact person to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the short-term vacation rental in a timely and appropriate

manner shall be subject to all administrative, legal and equitable remedies available to the Town.

- H. The owner, the owner's authorized agent or representative and/or the owner's designated local contact person shall report to the Director the name, violation, date, and time of disturbance of each person involved in three or more disorderly conduct activities, disturbances or other violations of any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term vacation rental unit.
- I. Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection by the Town's authorized waste hauler on scheduled trash collection days. The owner, the owner's authorized agent or representative shall use reasonably prudent business practices to ensure compliance with all the provisions of Chapter 6.02 (Solid Waste Handling and Recycling Services) of the Municipal Code.
- J. No sign, as that term is defined in Ordinance 156 (Signs), shall be posted on the premises to advertise the availability of the short term vacation rental unit. Off-site directional signs are prohibited. An easily identifiable address sign shall be posted on the property.
- K. Parking shall be allowed on site only and shall not exceed the maximum number of vehicles as identified in Section 9.54.060 (B – Table).
- L. The owner, the owner's authorized agent or representative and/or the owner's designated local contact person shall post a copy of the short-term vacation rental permit and a copy of the good neighbor brochure in a conspicuous place within the short-term vacation rental unit, and a copy of the good neighbor brochure shall be provided to the responsible person of the subject short-term vacation rental unit.
- M. Unless otherwise provided in this Chapter, the owner and/or the owner's authorized agent or representative shall comply with all provisions of Chapter 3.24 of the Municipal Code concerning transient occupancy taxes, including, but not limited to, submission of returns in accordance with Section 3.24.080 of the Municipal Code, which shall be filed even if the short term vacation rental unit was not rented during each such month.
- N. The Director shall have the authority to impose additional conditions on the use of any given short-term vacation rental unit to ensure that any potential secondary effects unique to the subject short-term vacation rental unit are avoided or adequately mitigated.
- O. The standard conditions set forth herein may be modified by the Director upon request of the owner or the owner's authorized agent or representative based on site-specific circumstances for the purpose of allowing reasonable accommodation of a short-term

vacation rental. All requests must be in writing and shall identify how the strict application of the standard conditions creates an unreasonable hardship to a property such that, if the requirement is not modified, reasonable use of the property for a short-term vacation rental would not be allowed. Any hardships identified must relate to physical constraints to the subject site and shall not be self-induced or economic. Any modifications of the standard conditions shall not further exacerbate an already existing problem.

- P. The owner and/or the owner's authorized agent or representative shall post the current short-term vacation rental permit number on or in any advertisement appearing in any newspaper, magazine, brochure, television trade paper, Internet website, etc., that promotes the availability or existence of a short-term vacation rental unit in a place or location deemed acceptable by the Director. In the instance of audio-only advertising of the same, the short-term vacation rental permit number shall be read as part of the advertising.
- Q. Posted Notice within Unit. Each short-term residential rental unit shall have a clearly visible and legible notice posted within the unit, on or adjacent to the front door, containing the following information:
- (1) The name of the managing agency, agent, property manager, or owner of the unit, and a telephone number at which that party may be immediately reached on a 24-hour basis.
  - (2) The maximum number of day-use occupants, including day-use guests, permitted.
  - (3) The maximum number of occupants allowed to stay overnight in the unit.
  - (4) The maximum number of vehicles allowed to be parked on the property.
  - (5) Notification of the arrangements that the owner has made to allow the renter to properly store and dispose of trash or refuse in accordance with the terms of the Municipal Code.
  - (6) Notification that failure to comply with the requirements of this Chapter, including parking and occupancy standards, as well as public and private nuisance standards, are a violation of the Municipal Code, and that such violation may result in enforcement actions to address the violation. These may include actions to abate the nonconformity, the institution of criminal, civil, or administrative actions, or, under certain circumstances, the calling of law enforcement for the removal of guests and their vehicles from the property to the extent authorized by law. The notification shall state in a prominent format that users of the unit are prohibited from disturbing the peace of the surrounding neighborhood and that doing so is a violation of this Chapter.

- (7) Location of utility emergency shut off valves (including how to access valves and, if necessary, tools necessary for such purposes).
- (8) Phone numbers of local emergency medical and law enforcement services.
- (9) Property boundary map for the purpose of exterior property recreational activities and parking to deter trespassing on other privately owned properties.

**9.54.070 – ADDITIONAL DEVELOPMENT STANDARDS:**

The following are additional development standards, in addition to those zoning standards established for single family residential structures or duplex units as contained in Article 2, Zoning Districts and Development Standards, and Article 3, Development Standards, of Title 9, Development Code, of the Yucca Valley Municipal Code.

- A. Zoning Districts: STVRs shall only be allowed in RM, RS, RL and RHR Zoning Districts as established on the Yucca Valley Zoning Map.
- B. Number of Units Per Parcel: Only one short term vacation rental unit may be established on any parcel, regardless of parcel size.
- C. Notice:
  - 1.) Prior to the issuance of any short term vacation rental permit by the Director, notice shall be provided to all property owners within a 300' radius from the outside property boundaries. The notice shall inform property owners and tenants within 300' of the proposed short term vacation rental site that the application has been filed with the Town.
  - 2.) Following any action to approve a permit application for a short term vacation rental, the Director shall cause notice to be provided to all property owners and tenants within 300' of the proposed short term vacation rental site, indicating the approval granted.
  - 3.) The notice of approval to surrounding property owners shall also provide name, email address, and phone number of the "local contact person" designated for the short term vacation rental unit.

**9.54.080 – NUISANCE RESPONSE PLANS:**

- A. Each nuisance response plan accompanying an application for a permit required by this Chapter shall contain the following information and otherwise be in a form required by the Director.

1. The name, mailing address, email address and telephone number of the owner or owners of the residential dwelling unit or units to be used as a short-term vacation rental pursuant to the permit.
  2. The name, address, email address and telephone number of the person or persons who will be available by telephone, and who will be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the short-term rental(s) by tenants, their visitors and/or their guests. For the purposes of this Chapter, a return telephone call to a complainant within 30 minutes of the initial complaint shall be deemed "prompt".
    - a) No more than a total of three persons shall be designated in the response plan as a person responsible for responding to or causing a response to a nuisance complaint; and
    - b) Only one such person shall be designated as the person responsible for responding to a nuisance complaint during any particular hours of the day, different days in a week, and/or different weeks of the year.
- B) The manner of responding to or causing a response to a nuisance complaint, including, but not limited to, the manner in which the complainant or complainants will be notified of the response and the method of documenting prompt responses and timely corrective action.
- C) The manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. For the purposes of this Chapter, "timely corrective action" shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 30 minutes of the initial nuisance complaint.
- D) The proposed maximum number of overnight occupants, with supporting documentation identifying unusual size, interior layout, parking or other physical characteristics, if any, that support a request for occupancy greater than two persons per bedroom.
- E) The number of off-street parking spaces and number of bedrooms available at the short-term vacation rental.
- F) At any time, the owner or owners of a short-term vacation rental may change the content of the nuisance response plan approved incidental to the issuance of the permit by filing an amended response plan with the permit administrator. Such amended response plan shall contain all of the information and be in the form required by Section 9.54.070 of this Chapter, and shall be accompanied by an amended response plan fee in an amount established in the manner provided for by this Chapter.

#### **9.54.090 - RECORDKEEPING DUTIES:**

The owner or the owner's authorized agent or representative shall maintain for a period of three years, records in such form as the tax administrator (as defined in Chapter 3.24) may require to determine the amount of transient occupancy tax owed to the Town. The tax administrator shall have the right to inspect such records at all reasonable times, which may be subject to the subpoena by the tax administrator pursuant to Chapter 3.24 (Transient Occupancy Tax) of the Municipal Code.

#### **9.54.100 – PERMIT ADMINISTRATION, AMENDMENTS, REVOCATIONS AND VIOLATIONS:**

- A. Additional Conditions. A violation of any provision of this chapter by any of the occupants, responsible party, owner(s) or the owner's authorized agent or representative shall authorize the Director to impose additional conditions on the use of any given short-term vacation rental unit to ensure that any potential additional violations are avoided.
- B. Permit Amendments: Permit amendments shall be processed in accordance with Chapter 9.83, Permit Amendments, of the Development Code.
- C. Permit Revocation: Permit revocation shall be processed in accordance with Chapter 9.84, Permit Revocations, of the Development Code.
- D. Enforcement and Violations: A violation of any provision of this chapter by any of the occupants, responsible party, owner(s) or the owner's authorized agent or representative shall constitute grounds for modification, suspension and/or revocation of the short-term vacation rental permit and/or any affiliated licenses or permits pursuant to the provisions set forth in Chapter 9.82, Enforcement and Violations of the Development Code, in addition to public nuisance violation procedures of the Municipal Code as defined and established in the Municipal Code.

**Section 2.     Severability:** If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The Town Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

**Section 3.     Certification; Publication:** The Town Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within 15 days of adoption in a newspaper of general circulation printed and published within the Town of Yucca Valley, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the Town Clerk in accordance with Government Code § 36933.

**Section 4. Effective Date:** This Ordinance shall become effective thirty (30) days from its adoption, with an operative date of December 1, 2017.

**APPROVED AND ADOPTED** this 3rd day of October 2017.

  
\_\_\_\_\_  
MAYOR PRO TEM

ATTEST:

  
\_\_\_\_\_  
TOWN CLERK

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

TOWN OF YUCCA VALLEY

I, Lesley R. Copeland, Town Clerk of the Town of Yucca Valley, California hereby certify that the foregoing Ordinance No. 271 as duly and regularly introduced at a meeting of the Town Council on the 19<sup>th</sup> day of September, 2017, and that thereafter the said ordinance was duly and regularly adopted at a meeting of the Town Council on the 3<sup>rd</sup> day of October, 2017, by the following vote, to wit:

Ayes: Council Members Drozd, Leone, Lombardo and Mayor Pro Tem Denison

Noes: None

Abstain: Mayor Abel

Absent: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Town of Yucca Valley, California, this 4<sup>th</sup> day of October, 2017.



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Town Clerk of the Town of  
Yucca Valley

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:



**GOOD  
NEIGHBOR  
BROCHURE  
FOR SHORT TERM  
VACATION  
RENTALS**

TOWN OF YUCCA VALLEY

Town of Yucca Valley  
Community Development Dept.  
58928 Business Center Drive  
Yucca Valley, CA 92284  
760-369-6575  
[www.yucca-valley.org](http://www.yucca-valley.org)

## 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 and Vehicles
0-Studio	2	8
1	4	8
2	6	8
3	8	12
4	10	16
5	12	18
6	14	20
7	14	20

**ALL PARKING** for the short term vacation rental unit 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 FOR SHORT TERM VACATION RENTALS

Business Name _____	Phone _____
Business _____	Start Date _____
Address _____	
_____	Ownership Type _____
	(corp, sole prop, LLC)
Mailing _____	
Address _____	Email _____
Description of Business _____	

Owners, Partners, or Corporate Officers

Owner 1 Name _____	Title _____
Address: _____	Phone No. _____
_____	Mobile No. _____
Owner 2 Name _____	Title _____
Address: _____	Phone No. _____
_____	Mobile No. _____

**New Business Registration**

Complete and return this application with your fee of \$144.00

Make checks payable to the Town of Yucca Valley

REGISTRATION FEES DETAIL	
Registration Fee	\$ 55.00
State CASp Fee	\$ 4.00
STVR Compliance Monitoring Fee	<u>\$ 85.00</u>
<b>Total Amount Due</b>	<b><u>\$ 144.00</u></b>

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](http://www.dgs.ca.gov/dsa/Home.aspx)

The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)

The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

Cash       Check# \_\_\_\_\_

Credit Card Auth # \_\_\_\_\_

Date and Initials of Staff taking payment \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Owner or Representative Date



## 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 single family residential unit or duplex unit constructed and permitted for residential dwelling purposes, and which was constructed pursuant to the Building Codes in effect at the time of its construction. A short term vacation rental does not include a tent, recreation vehicle, tee-pee, or any other type of structure, vehicle, or facility which was not constructed and permitted as a single family residential unit or duplex unit.

### **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 two (2) 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**

January- March  
April – June  
July – September  
October – December

#### **Due Date of Return**

April 30<sup>th</sup>  
July 31<sup>st</sup>  
October 31<sup>st</sup>  
January 31<sup>st</sup>

#### **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](http://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

**Sharon Cisneros, Tax Administrator/Finance Manager**

[scisneros@yucca-valley.org](mailto:scisneros@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 \$20.00 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