**COASTAL VACATION RENTAL SAMPLE LETTER**

**Date:** *(this letter must be sent upon submitting your application to the county)*

**Property Owner Address:** (*all property owners within 200-foot radius of the subject site and the applicable main County Sheriff’s Office, local Fire Agency and local Sheriff Substation are required to be notified*)

**SUBJECT:** Vacation Rental for *(address and assessor parcel number)*

The landowner of the property, located at *(address)*, plans to use this home as a vacation rental.

County ordinance requires the applicant to notify the local sheriff’s office, fire department, and the neighboring property owners. This letter is acting as that notice.

The Coastal Zone Land Use Ordinance Vacation Rental requirements are as follows:

**Number of occupants allowed**. The maximum number of occupants allowed in an individual residential vacation rental shall not exceed the number of occupants that can be accommodated consistent with the on-site parking requirement and shall not exceed two persons per bedroom plus two additional persons. See on-site parking required below.

**On-site parking required.** All parking associated with a Residential Vacation Rental shall be entirely on-site, in the garage, driveway or otherwise out of the roadway. Tenants of Residential Vacation Rentals shall not use on-street parking at any time.

**Noise.** All residential vacation rentals shall comply with the standards of Section 23.06.040 et seq. (Noise Standards). No residential vacation rental is to involve on-site use of equipment requiring more than standard household electrical current at 110 or 220 volts or that produces noise, dust, odor or vibration detrimental to occupants of adjoining dwellings. In addition, property owners and/or property managers shall insure that the occupants of the residential vacation rental do not create loud or unreasonable noise that disturbs others and is not in keeping with the character of the surrounding neighborhood. Loud and unreasonable noise shall be evaluated through field observations by a County Sheriff, County Code Enforcement or other official personnel, based upon a threshold of noise disturbance related to the residential vacation rental use that is audible from a distance of 50 feet from the property lines of the rental property.

If any issues arise please contact the property manager. *(name and contact information)*

Sincerely,

*(property owner’s or agent’s signature)*

Property Owner’s or Applicant’s name typed