



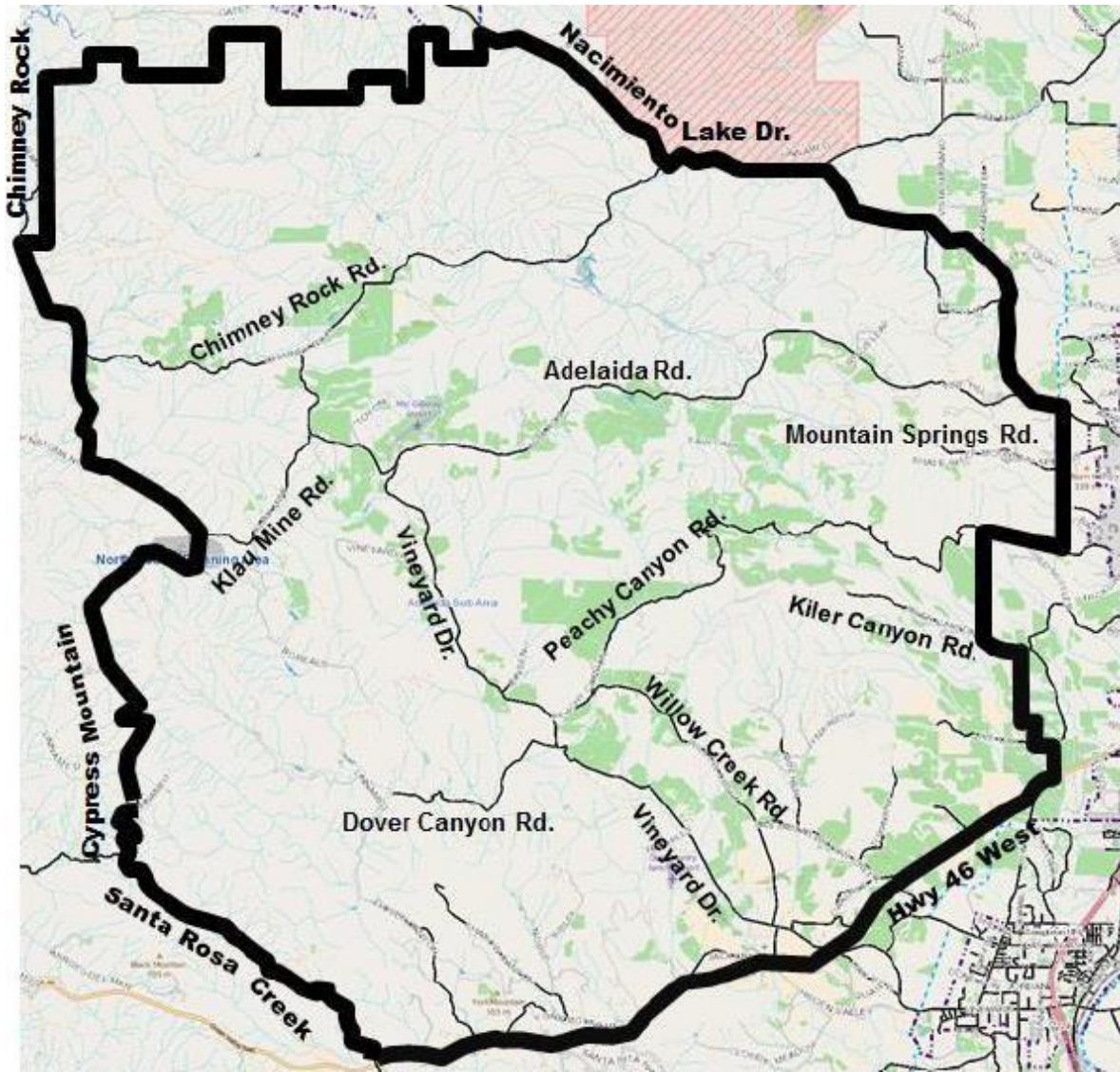
Adelaida/Willow Creek Residential Vacation Rental
User Guide

What is a Residential Vacation Rental?

A residential vacation rental is the rental of an entire existing residence for less than 30 days. This definition does not include rental of a room in a house or a long-term (30 days or more).

Where does the ordinance apply?

The ordinance applies to the Adelaida/Willow Creek area of the county as shown in the map below.



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How do I establish a Residential Vacation Rental in the Adelaida/Willow Creek area?

To establish a new vacation rental in the Adelaida/Willow Creek area, you will need to obtain a Zoning Clearance from the Department of Planning and Building and a Business License and Transient Occupancy Tax (TOT) Certificate from the Tax Collector's Office.

- First, go to our website at, <https://www.slocounty.ca.gov/Departments/Planning-Building/Business-Clearance/Business-License-Zoning-Clearance/Business-License-Zoning-Clearance.aspx>
- to verify the proposed vacation rental is located at least 1,500 feet from an existing vacation rental. This is measured between residential structures (not property lines).
- Once the Permit Center Planner verifies that the proposed vacation rental meets the location requirement, you will apply for a Business License in person at the Tax Collector's Office.
- You will then return to the Permit Center to obtain a Zoning Clearance (see required information below) for the business license. Once the Zoning Clearance is issued, a Business License is issued upon payment of the license fee to the Tax Collector.

What does an applicant for a Zoning Clearance need to provide?

- Site Plan – prepare a site plan that shows the number and location of parking spaces available (within garage, driveway, etc.) and designation of the number of bedrooms in the vacation rental house.
- Local Property Management – submit verification of who will provide local property management services. This may be through contract or agreement, or designation of owner if owner lives locally. Services must be available 24 hours per day to respond to tenant and neighborhood concerns.
- Proof of Notification Adelaida Residential Vacation Rental – Provide the name, address and telephone number of the local contact person to the Department of Planning and Building, main County Sheriff's Office, local Fire Agency and local Sheriff Substation, as well as all property owners within 1500 feet of the vacation rental. (Form PLN-1012)

Note: [See Generating a Mailing List in Land Use View User Guide \(PLN-2035\).](#)

I already have a Zoning Clearance and Business License for a Residential Vacation Rental in the Adelaida/Willow Creek area. What do I have to do to comply with the ordinance?

Existing vacation rentals are subject to all standards of the ordinance except for the location requirement. Owners of existing vacation rentals must obtain a new Zoning Clearance (see above) before their current Business License expires.

Existing vacation rentals on Williamson Act contract land may continue to operate under their existing Zoning Clearance, but are still subject to the standards in the ordinance.

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All existing vacation rentals that are currently holding Temporary Events have six months from the effective date of the ordinance (or until June 15, 2017) to apply for land use permit approval to continue holding Temporary Events.

My property is under a Williamson Act contract. Can I establish a residential vacation rental?

Yes, new residential vacation rentals are allowed on Williamson Act contracted lands. Applications for residential vacation rentals on contracted land must also provide the following in addition to the site plan, local property management contact, and proof of notification as listed above:

- General Land Use Application (PLN-1001).
- Copy of Williamson Act Contract (Available at the County Recorder's Office).
- Williamson Act Residential Vacation Rental Landowner Statement (PLN-1013).

I already have a Zoning Clearance and Business License for a Residential Vacation Rental in the Inland Area, but outside of the Adelaida/Willow Creek area. How does the ordinance affect me?

The ordinance only applies to properties in the Adelaida/Willow Creek area.

What constitutes a Temporary Event?

For the purposes of the vacation rental ordinance, a Temporary Event occurs when the number of vacation rental occupants and daytime visitors exceed the limits established by the ordinance. The number of occupants (overnight guests) is limited to 2 people per bedroom plus 2 additional people. For example, a four bedroom home could be rented to a maximum party of 10 people. In addition, a vacation rental can have a maximum of 6 daytime visitors. The total number of overnight guests and daytime visitors cannot exceed 18.

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SAMPLE LETTER

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

Property Owner Address: *(all property owners within 1500 feet of the subject site and the applicable fire department and sheriff's office 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 ordinance includes a number of development standards that are intended to minimize the impact of vacation rentals on neighboring residents. These include:

Temporary Events. Temporary events are not allowed on any site containing a residential vacation rental unless they are authorized under Section 22.30.610 (Temporary Events).

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.

Maximum Overnight Occupancy. Maximum overnight occupancy for residential vacation rentals 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, excluding children under five (5) years of age.

Maximum Number of Guests and Daytime Visitors. The maximum number of total guests and visitors allowed at any time in a single vacation rental shall not exceed the maximum overnight occupancy plus six (6) additional persons per property during the daytime, or eighteen (18) persons, whichever is less, excluding children under five (5) years of age. Daytime visitors shall not be on the property during quiet hours (10:00 PM – 7:00 AM). Vacation rentals with larger numbers of guests and visitors may only be allowed subject to approval under Section 22.30.610 (Temporary Events).

Noise. All residential vacation rentals shall comply with the standards of Section 22.10.120 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)