



City of Reedley

Community Development Department
1733 Ninth Street
Reedley, CA 93654
(559) 637-4200
<http://www.reedley.ca.gov>

ZONE CLEARANCE APPLICATION FOR SHORT-TERM RENTAL (STR)

Filing Fee: \$ 27.00 (Non-refundable)

"Short-Term Rentals" are defined as the rental of a dwelling or a portion thereof by the owner to another person or group of persons for occupancy, dwelling, lodging or sleeping purposes for a period of less than 30 consecutive calendar days in and shall be operated in accordance with Reedley Municipal Code Section 10.50.150 (Short-Term Rentals).

Only the habitable interior portions of a dwelling shall be used as a short-term rental. No tents, camper trailers, recreational vehicles, or other exterior structures or spaces are permissible as short-term rentals.

SHORT-TERM RENTAL APPLICATION PERMIT PROCEDURE

Preliminary Review: Each applicant for a short-term rental shall review the list of criteria for short-term rentals available from the Community Development Department. If the criteria are satisfied, a formal application for a Zone Clearance for a short-term rental may be filed.

Application Submittal: The application submittal must contain the signature of the property owner, as well as an acknowledgement from the applicant indicating they will comply with the established criteria and any conditions that may be required. The application must be accompanied by the required application fee. The application can be e-mailed to planning@reedley.ca.gov or dropped off in person or mailed to 1733 Ninth Street.

Local Contact Person: The application submittal must contain the contact information of a local contact person that shall be personally available by telephone on a 24-hour basis and maintain the ability to be physically present at the short-term rental within 30 minutes of contact by code enforcement, the Police Department, or the guest(s), and has access and authority to assume management of the short-term rental in order to respond to and remedy calls or complaints.

Issuance of Permit: The Community Development Department shall review the short-term rental application and approve, approve with conditions, or deny the permit based on the criteria for short-term rentals specified in the Reedley Municipal Code. Action taken regarding an application may be appealed to the Planning Commission. Information on appeal procedures may be obtained from the Community Development Department.

Posting of Standards: Each short-term rental property shall be equipped with no more than a single informational sign not to exceed two square feet in area. Each sign shall be clearly visible from the street, include the City's Code compliance hotline/reporting contact phone number, the maximum allowed number of occupants, and the maximum number of vehicles permitted.

Business License: A Business License is required by the City of Reedley for operating a business within the City. After obtaining a Short-term rental Permit, it will be necessary to obtain a business license from the Administrative Services Department before operating the proposed business. Applicant shall file for the Business License only after the Zone Clearance for the short-term rental permit is approved.



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APPLICANT INFORMATION:

Name: _____ ☐ I am the owner of the subject property.

Mailing Address: _____ City/Zip: _____

Phone: _____ E-mail: _____

PROPERTY OWNER INFORMATION:

If the Applicant is not the Property Owner, the Owner must sign this form, or provide written authorization on a separate form/letter, consenting to the submittal and operation of this short-term rental.
If the Applicant is the Property Owner, this section does not have to be filled in.

Name: _____ Signature: _____

Mailing Address: _____ City/Zip: _____

Phone: _____ E-mail: _____

SHORT-TERM RENTAL UNIT INFORMATION:

Property Address: _____

Proposed Maximum Occupancy: _____

Proposed Maximum Number of Vehicles Permitted: _____

Broker(s) or planned advertisements for the short-term rental, list all that apply (e.g. Airbnb, VRBO):

LOCAL CONTACT PERSON INFORMATION:

A local contact person shall be personally available by telephone on a 24-hour basis and maintain the ability to be physically present at the short-term rental within 30 minutes of contact by code enforcement, the Police Department, or the guest(s), and has access and authority to assume management of the short-term rental in order to respond to and remedy calls or complaints. Calls or complaints about physical conditions or circumstances that constitute an immediate threat to the public health and safety shall obligate the local contact person to immediately contact the appropriate law enforcement, fire, or other authority.

Name: _____

Physical Address: _____ City/Zip: _____

Phone Number(s): _____

E-mail: _____



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APPLICANT ACKNOWLEDGEMENTS:

By signing below, I hereby acknowledge the following:

- All the information contained in this application is true and correct. Any false statements or information provided in the application are grounds for denial of a short-term rental permit.
- The filing of this application with the City of Reedley does not guarantee issuance of a short-term rental permit.
- All owner(s), applicant(s), and the designated local contact person received and read the attached short-term rental criteria and understand that any violation may result in revocation of this permit.
- All owner(s), applicant(s), and the designated local contact person are responsible for ensuring compliance with Reedley Municipal Code Section 10.50.150 (Short-Term Rentals).
- This form only verifies that the zoning of this property allows the short-term rental described in this application. Other permits such as building, fire, or other county/state permits may be required prior to operating this short-term rental. Please contact the appropriate agency to determine if further permits are needed.

Applicant's Signature: _____ Date: _____

Print Signatory's Name: _____

-CITY STAFF USE ONLY-

By signing this form, the Community Development Department is verifying that the proposed short-term rental is in compliance with Reedley Municipal Code Section 10.50.150 (Short-Term Rentals), and the following findings can be made:

- a. The short-term rental as proposed is consistent with the General Plan and the development and design standards established by this Title.
- b. The short-term rental is consistent with the all other municipal codes and applicable laws.
- c. The short-term rental is consistent with the character of the existing neighborhood.
- d. The short-term rental will not adversely impact the intended purpose of the zone district it is situated in.
- e. The short-term rental will not adversely impact the health, safety, and welfare of the general public.

Zone District:		Approval:	
ZC #:			
Conditions of Approval:			