

OPERATING STANDARDS AND REQUIREMENTS FOR SHORT-TERM RENTALS

A. **Legal Dwelling.** Short-term rentals may only occur within legal dwelling units with no open code compliance cases.

B. **Business license:** Any property used as a short-term rental requires approval of a City business license.

C. **One Short-Term Rental Allowed Per Host:** A Host may only operate one short-term rental in the City of Guadalupe.

D. **Annual Limit.** A dwelling unit may be occupied as an Unhosted short-term rental for no more than one hundred twenty (120) days per calendar year. There is no limit on the number of days a primary residence may be occupied as a short-term rental where the Host is present. For purposes of this Chapter, a Host is considered present when they are on the premises at all times between the hours of 10:00 p.m. and 6:00 a.m.

E. **Local Contact Person.** For Unhosted short-term rentals, Hosts shall identify to all guests and all occupants of neighboring properties a local contact person to be available twenty-four (24) hours per day, seven (7) days per week during the term of any unhosted stay. The designated local contact person shall:

1. Respond within thirty (30) minutes to complaints regarding the condition or operation of the dwelling unit or the conduct of guests; and
2. Take remedial action to resolve such complaints.
3. The local contact person shall be required to have the names of all persons who have the permission of the property owner(s) to be at the property for each short-term rental. In addition, the local contact person shall be required to have the license plate numbers for all vehicles permitted to park onsite during the time period of each short-term rental. The local contact person shall promptly provide this information any member of the Police Department upon request.

F. **Parking.** Parking shall be limited to on-site which may require that a garage be required to be made available for renters. All renters' vehicles shall be required to display a sign on the dashboard of the vehicle indicating that it is permitted to be there by permission of the property owner with the dates of the rental period listed.

G. **Special events.** Weddings, corporate events, commercial functions, and any other similar events which have the potential to cause traffic, parking, noise, or other problems in the neighborhood are prohibited from occurring at the short-term rental property, as a component of short-term rental activities.

H. **Outdoor space/noise:** If an Unhosted short-term rental has outdoor space such as a patio, balcony, courtyard, etc., the Host shall require renters to cease using such outdoor space no later than 9 p.m. on Sundays through Thursdays, and no later than 10 p.m. on Fridays and Saturdays.

I. **Transient occupancy tax (TOT).** Transient occupancy taxes must be collected for short-term rentals and paid to the City pursuant to Chapter 3.20 of the Guadalupe Municipal Code. Collection of transient occupancy taxes for short-term rentals shall be the responsibility of the Host.



City of Guadalupe Administrative Use Permit Application
Planning Division * 819 Obispo Street * Guadalupe, CA * 93434 * (805) 356.3903

TYPE(S) OF APPLICATION:

☐ Unhosted Short-term Rental (STR)

☐ Other: _____

PROJECT INFORMATION:

Project Name: _____ Address: _____

Assessor Parcel Number(s): _____

Existing Zoning: _____ Existing General Plan Designation: _____

Project Description: _____

(attach additional sheets if further description is needed)

APPLICANT AND PROPERTY OWNER INFORMATION:

Applicant Name(s): _____

Mailing Address: _____

Primary Phone: _____

Email: _____

Property Owner(s): _____

Mailing Address: _____

Primary Phone: _____

Email: _____

UNHOSTED STR INFORMATION:

Local Contact Person Name: _____

Mailing Address: _____

Primary Phone: _____

Email: _____

Trespass Enforcement Authorization Letter Attached: ☐ Yes ☐ No

List Number and Location of Available Onsite Parking Spaces: _____

List Number and Location of Surveillance Cameras: _____

List Outdoor Spaces Available for Renters' Use: _____

I certify that unhosted STRs are not prohibited at the project address listed above by conditions, covenants and restrictions or by rules of a homeowners or community association. _____ (Initials)

CERTIFICATION, INDEMNIFICATION AND AUTHORIZATIONS

I am the applicant in this application. I certify that I have read it, that I know its contents, and find it true and correct to the best of my knowledge and belief. I hereby agree to indemnify, defend (with counsel reasonably approved by the City), and hold harmless the City of Guadalupe and its officers, officials, employees, and agents from and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities by third parties arising out of, related to, or in connection with the City's approval of the project application and any related environmental approvals, development approvals or project conditions. I will reimburse the City, its agents, officers, officials, or employees, for any court costs and attorney's fees that they may be required by a court to pay as a result of such action.

Applicant Signature**Name (printed)****Date**

I am the property owner. I certify that I have reviewed this completed application and the attached material, know its contents, find it true and correct to the best of my knowledge and belief, and consent to its filing. The above applicant is authorized to act for me unless I revoke this authority in writing delivered to the City of Guadalupe. City of Guadalupe staff is authorized to access the property for inspections and field investigations.

Property Owner Signature**Name (printed)****Date****For City Use:**

Received by: _____ Date: _____

AUP Fee Deposit Paid: _____ File number: _____



Parking Permit by Owner of Short-Term Rental Property

Address of short-term rental: _____

Dates of rental period/permitted parking period: _____

Vehicle license number of authorized vehicle: _____



Parking Permit by Owner of Short-Term Rental Property

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Dates of rental period/permitted parking period: _____

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Parking Permit by Owner of Short-Term Rental Property

Address of short-term rental: _____

Dates of rental period/permitted parking period: _____

Vehicle license number of authorized vehicle: _____



City of Guadalupe Short- Term Rental Registration Application
REGISTRATION MUST BE COMPLETED ANNUALLY

A short-term rental is use or possession of or the right to use or possess any dwelling unit, or portions thereof in any dwelling unit, for residing, sleeping, or lodging purposes for less than thirty (30) consecutive calendar days, counting portions of days as full calendar days.

Address of short-term rental: _____

A **host** is any person(s) who, or entity that, is the owner of record of residential real property on which a dwelling unit, or portion thereof, is offered for short-term rental either through a hosting platform or individually as an operator.

Host name: _____ **Address:** _____

Phone: _____ **Email:** _____

In a **hosted short-term rental**, the host resides and maintains a physical presence during the short-term rental period, including being present on the property between the hours of 10:00 p.m. and 6:00 a.m. each day of the short-term rental period.

Will this short-term rental be **hosted**?

☐ Yes

☐ No (requires **Administrative Use Permit and local contact person**)

Local contact person for unhosted stay: Hosts must identify a **local contact person** to be available twenty-four hours per day, seven days per week during any unhosted stay. Local contact persons have additional duties as specified by Chapter 15-22 of the Guadalupe Municipal Code.

Local contact person name: _____

Address: _____

Phone: _____ **Email:** _____

Acknowledgement

I hereby acknowledge that the short-term rental at the address above complies with the City of Guadalupe Municipal Code, in particular the requirements of Chapter 15-22, the Guadalupe Zoning Ordinance and applicable health and safety standards.

Printed name _____

Date: _____

Signature _____

For City Use:

Approved by: _____ Date: _____ Expiration Date _____

Zoning: _____ Short-term rental registration number: _____



CITY OF GUADALUPE Finance Department
918 Obispo Street * Guadalupe, CA * 93434 * (805) 356-3895

QUARTERLY TRANSIENT OCCUPANCY TAX RETURN, SHORT-TERM RENTALS

The host of each short-term rental shall file this completed return quarterly, together with the full amount of the tax collected. **Filing deadline: last day of each month following the close of the calendar quarter.**

Quarter Ending: _____

Check here if ownership has changed since last quarter's report. ☐

Short-term rental address: _____

1. Gross rent from occupancy of short-term rental for this period \$ _____

2. Less exemption adjustments. (Note: a separate claim under penalty of perjury must be attached for each exemption listed; otherwise, the exemption will not be allowed.)

A. Occupancies exceeding 30 days: \$ _____

B. Foreign government representatives
(exempt under Federal law or by international treaty): \$ _____

C. Federal, State, County, or City employees
(traveling for official business): \$ _____

D. Gross rents collected by hosting platform under
voluntary agreement with City of Guadalupe: \$ _____

E. Occupancies provided without charging of rent: \$ _____

F. TOTAL OF EXEMPTIONS (sum of lines 2.A - 2.E): \$ _____

3. Taxable rents (Line 1 minus Line 2F plus Line 3): \$ _____

4. Calculate tax (amount on Line 4 times six-percent (6%)): \$ _____

5. Add: penalties and interest if remittance is delinquent:

A. **Original delinquency:** 10% of the tax (in addition to the amount of the tax) \$ _____

B. **Continued delinquency:** 10% of the tax (in addition to the amount of the tax and the 10% penalty first imposed). \$ _____

C. **Interest:** to be paid at the rate of one-half of one percent per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid. \$ _____

D. TOTAL AMOUNT OF PENALTIES AND INTEREST
(sum of lines 6.A. through 6.C.) \$ _____

7. TOTAL AMOUNT DUE (add Line 4 plus Line 5D) \$ _____

*Make check payable to **City of Guadalupe** and mail with original return to the above address.

*Keep a copy of the return and other records for three years.

I declare under penalty of perjury that the above information is true and correct.

Signature

Printed Name and Title

Date