



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT
SHORT TERM RENTAL (STR) PERMIT APPLICATION

Short-Term Rental (STR) Information

Property Owner Name_____

STR Address_____

Phone#_____Email_____

Short-Term Rental (STR) Host_____

Address_____

24 Hour Contact Phone#_____

Property/STR Description_____

Number of Bedrooms_____Max. Occupancy_____

On-site Parking Spaces_____

Amenities (pool, tennis court, etc.)_____

Provide a written statement addressing the following:

- 1) Information on any revocation or suspension of a permit to operate a Short-Term Rental anywhere in the State of California.
- 2) Information on any disqualification from advertising a Short-Term rental on any hosting platform within the previous two years, and reasons for the removal from such advertising platform.

FOR STAFF USE ONLY:

Reviewer_____

Approved____ Denied____

Date_____

Short-Term Rental Good Neighbor Policy

Short-term rentals must comply with the following, and STR hosts must notify renters of the city's permitting requirements and operational standards. The permit number must be included in any STR advertisement.

1. STRs shall not be operated from dwellings designated as accessory dwelling units, affordable housing units, mobile home parks, non-habitable or illegally constructed structures, rooms, patios, or vehicles.
2. The STR host shall use reasonably prudent business practices to ensure that short-term rental guests do not violate the provisions of this ordinance, or violate provisions of the Glendora Municipal code or any state law, such as but not limited to, regulations pertaining to noise, disorderly conduct, overcrowding, the consumption of alcohol, or the use of illegal drugs.
3. STR Host(s) named in the short-term rental permit shall be available to the city and its law enforcement personnel 24 hours a day, 7 days a week, to respond to complaints concerning the condition, operation or conduct of occupants at the short-term rental, or their guests.
4. A sign shall be displayed on the exterior of the STR in plain view of the general public. The sign shall be securely attached to the primary entrance of the dwelling, or other location in a manner approved by the Community Development Director or their designee. The sign shall be fabricated from weather resistant material. The sign shall continue to be displayed so long as the unit is used as an STR. The sign shall include the STR Host name, 24 hours a day, 7 days a week contact information, the maximum number of occupants, and the STR rental permit number.
5. Upon notification by the city or law enforcement that any occupant, renter or guest of a short-term rental unit has created unreasonable disturbance or violation of this ordinance, engaged in disorderly conduct or committed a violation of an applicable law, the STR host or STR host's designated local contact shall use all reasonable efforts to immediately halt and prevent a reoccurrence of such conduct.
6. A copy of the short-term rental permit must be posted in a prominent location within the short-term rental. All short-term rental agreements shall have a minimum two-night consecutive stay and no more than one rental agreement per short-term rental shall be permitted for the same night(s) or rental periods. There shall be no more than one short-term permit per subdivided parcel of land.
7. Rental occupancy for each short-term rental shall be limited to 2 individuals per bedroom, plus two in non-bedroom accommodations. Children under 3 years of age are excluded from the occupancy limits, but children 3 and older are included.

Short-term Rental Good Neighbor Policy

8. The maximum number of daytime-only guests (i.e., those guests at the short-term rental that do not stay overnight) allowed in a short-term rental shall be 10 guests, regardless of bedroom count. Daytime guests are allowed between the hours of 7:00 a.m. and 9:00 p.m.
9. No one under the age of 21 years shall be permitted as the primary renter of a short-term rental. Pursuant to state law and Section 9.44.200 of the code, it is unlawful for any person willfully to STR host, conduct or allow, or cause to STR host, conduct or allow, any gathering and/or party where alcoholic beverages are furnished, given, obtained, possessed, or consumed by any person under 21 years of age.
10. Short-term rental properties shall be kept clean with no visible trash. All trash containers shall be stored out of public view except when at the curb on trash collection days by the city's authorized waste hauler. Short-term rentals shall be subject to the provisions of Chapter 6.08 (Solid Waste). Short-term rentals shall not leave their solid waste containers curbside any earlier than the day before pickup, or any later than one day after pickup. If this requirement cannot be met, the STR host must provide for lawful trash service that is reasonably available at the property.
11. All city parking regulations and standards shall be obeyed by short-term rental occupants, renters, their guests and any vendors servicing the short-term rental. Vehicles used by short-term rental occupants, renters, and their guests, or any persons servicing the short-term rental shall park their vehicles in accordance with all applicable laws, avoid material disruptions to traffic flow, and prevent street overcrowding or blockages.
 - a. All garage, driveway and on-site designated parking spaces serving the short-term rental shall be made available for renter and guest vehicle parking.
 - b. No vehicles shall be parked in a designated fire lane nor block or restrict access to adjacent properties or driveways.
 - c. All vehicular parking shall conform to those regulations in Chapters 10.12 and 10.13 of the code, which govern designated parking times and zones, required permits for overnight, early morning and long-term parking, prohibitions on certain commercial vehicles in residential zones, and requires obedience of all official traffic control devices.
 - d. No short-term rental shall employ the use of buses or a vehicular busing system to transport guests to the short-term rental from remote locations.
12. Use of short-term rentals shall at all times comply with all noise restrictions and party regulations set forth in Chapter 9.44 of the code.



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- a.** The city's current noise ordinance requires reduced noise between 10:00 p.m. and 7:00 a.m. Section 9.44.020 defines "loud and/or disorderly gathering or party" to include a loud and/or disorderly activity attended by a group of persons on public or private property which disturbs the peace or quiet of any neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitivity. Such louche and/or disorderly gatherings are prohibited.
 - b.** The STR host shall notify all renters of those "general noise and party regulations" at Section 9.44.200 of the code, which prohibits the willful making or continuance of loud, unnecessary or unusual noise that disturbs the peace or quiet of any neighborhood or causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area.
- 13.** All STR Advertisements shall include the short-term rental permit number. Prior to the occupancy of the STR by a renter, the STR host shall:
- a.** Obtain the name, address, and telephone number of the renter.
 - b.** Provide a copy of the "Short-Term Rental Good Neighbor Policy"
 - c.** Require the renter to execute a formal acknowledgement that he/she is legal responsible for compliance with all operational standards in this policy.
 - d.** The information in this subsection shall be maintained by the STR host for a period of 3 years and made available upon request to any officer of the city responsible for the enforcement of the STR Ordinance or other applicable laws.

By signing below, I/we agree to comply with the City's "Short-Term Rental Good Neighbor Policy" requirements.

Property Owner:

STR Host:

Signature

Signature

Name

Name



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT
SHORT TERM RENTAL (STR) PERMIT APPLICATION

Short-Term Rental Permit Affidavit

INSTRUCTIONS: This affidavit must be completed in its entirety and the applicant's signature must be notarized. Failure to obtain notary acknowledgement will render your Short-Term Rental permit application incomplete.

I hereby certify I am the owner of the property at _____
Glendora, California and that the information in this affidavit and in my Short-Term
Rental Permit Application is complete and accurate.

Assessor Parcel No. _____

Street Address _____

Executed this _____ day of _____ 20____ at _____
California, under penalty of perjury of the laws of the State of California

(To be signed by all record owners)

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

(NOTARY TO BE ATTACHED)