



City of South Lake Tahoe

"making a positive difference now"

VACATION HOME RENTAL PERMIT APPLICATION

Dear Vacation Home Rental Applicant:

Thank you for your interest in applying for a Vacation Home Rental (VHR) Permit in the City of South Lake Tahoe. The City has recently revised its permit process in response to community concerns. This packet explains the Vacation Home Rental (VHR) Permit application process and outlines the information you must submit with your application.

Please note the following:

1. **Leave No Impact.** The City has a good neighbor policy called "Leave No Impact," found on page 6 of this packet and on the City's website at [_](#). This policy should be shared with all your guests and occupants whether or not you obtain a VHR Permit.
2. **Inspection Required.** All VHRs must have a one-time inspection, which will be scheduled after you submit a VHR Permit Application.
3. **Discretionary License.** The City of South Lake Tahoe VHR Permit is a discretionary license, issued to the property owner of individual homes or residential units.
4. **24-Hour Local Contact Required.** All VHRs must have a 24-hour local contact with a text-enabled phone.
5. **Findings Required.** The City must make findings to approve each VHR Permit. Please review the findings contained in this application and provide supporting statements.
6. **Not Transferrable.** VHR Permits function as a license and are not transferrable. Each property owner must have his/her own VHR Permit.
7. **Operating Conditions Apply.** Operating conditions apply to all VHRs. Please see City Code Section 3.50.620.

Discretionary vs. Administrative Process

Properties that are zoned Commercial and meet seven (7) certain standards (found here <http://www.cityofslt.us/DocumentCenter/View/5834>) may go through an administrative process to obtain a VHR Permit. This process requires a one-time inspection; however, the VHR Permit process is relatively straightforward and easy.

Properties that are zoned Residential and/or that do not meet the 7 standards cited above must go through a discretionary process. Properties within 300' of your lot will receive a public notice regarding your proposed VHR Permit. Any individual may request a public hearing to consider the proposed VHR Permit. The City's Zoning Administrator will review each application independently and must make specific findings (found on page 2) to approve each VHR Permit. These findings are designed to maintain the integrity of the local neighborhoods and to balance the impacts VHRs on the residential neighborhoods and community, while still providing the opportunity to experience South Lake Tahoe in the setting of a private home.

Please review this entire packet and contact the VHR Clerk at 530-542-6011 if you have any questions. You must submit a complete application, including the necessary documents and fees, to the City of South Lake Tahoe Permit Center at 1052 Tata Lane, South Lake Tahoe, CA.

PRIOR TO APPLICATION SUBMITTAL

Please review and complete the following prior to submitting your application:

- Review the VHR map at <http://cityofslt.us/vhr> map or call City staff to determine whether the proposed VHR requires a discretionary permit or an administrative permit.
- Review the applicable Plan Area Statement to ensure your residence is in compliance with the standards set forth by the City and the TRPA.
- Review the VHR Operating Conditions attached to this packet to ensure your residence is in compliance with the City Code
- Sign and date all necessary forms included in this application packet.
- Prepare a written statement of findings providing information on the reasons the residence should be allowed as a VHR. Required findings are listed below:
 1. The proposed VHR is necessary or desirable on the specific parcel;
 2. The proposed VHR is not injurious to the neighborhood;
 3. The proposed VHR is consistent with the intent of Chapter 6.55 of the City of South Lake Tahoe City Code;
 4. The proposed VHR is consistent with the permitted uses in the plan area.
 5. The proposed VHR site conforms to all standards of the Plan Area Statement unless otherwise allowed in CSLT Code Section 3.50.600.c, and the proposed VHR site is adequate in size and shape to accommodate the VHR in conformance to all yard, building, coverage, setback, parking area and other applicable requirements of the Code.
 6. The residential character of the neighborhood shall be maintained and preserved and the VHR permit shall not be detrimental to the public health, safety and welfare of the residents within the neighborhood or injurious to the community within the vicinity of the proposed VHR.
 - A factor in determining whether an application is detrimental to the public health, safety and welfare of the residents within the neighborhood or injurious to the community within the vicinity in which the use is located may include the number of current VHR permits located within 300 feet of the subject property.

HOW YOUR APPLICATION WILL BE PROCESSED

The steps involved in reviewing your Vacation Home Rental Permit application are summarized below:

1. After receiving a new application and fee, City staff will review the application to ensure it is complete.

2. If an application is determined to be complete, City staff will schedule a date to complete a building inspection.
3. Once the inspection is completed, and the VHR is found to be in compliance, a public hearing will be scheduled and notices will be sent to all affected property owners within 300' of the proposed VHR property. If no written opposition to the application is received at least three (3) calendar days prior to the date specified in the public notice, the Zoning Administrator may review the application and all correlated documents necessary to determine whether to approve or deny the application without holding a public hearing.
4. If the property does not pass inspection, the owner will be allowed to conform to the VHR requirements and request a re-inspection (note: re-inspection fees are applicable)
5. If the application is approved and inspection passed, a permit will be issued to the applicant upon receiving the permit fee, determined by the maximum occupancy allowed in the home.

NOTE: If a property is in escrow, this process will be completed and a decision will be made within 30 days of receiving a complete application.

APPEAL

Any decision on a Vacation Home Rental Permit made by the Zoning Administrator may be appealed to the Planning Commission within five (5) working days after the action is taken. An appeal must be submitted in writing along with the appropriate fees.

VACATION HOME RENTAL APPLICATION

Property Owner/Applicant Information

Property Owner Name:

Email:

Phone:

Cell:

Mailing address:

City:

State:

ZIP Code:

Type of Ownership: Individual Trust LLC Partnership Other _____

Applicant Information if property is in escrow

Please provide documentation if property is in escrow

Applicant Name:

Email:

Phone:

Cell:

Mailing address:

City:

State:

ZIP Code:

Property Information

Rental Property Address:

APN:

Property Phone:

of Bedrooms per Assessor:

Maximum # of Occupants:

Trash Pick-up Day:

Sq. Footage Living Area:

Outdoor Hot Tub:

of Onsite Parking spots:

 Yes No

Local Contact

*Required for **ALL PROPERTIES**. Must have 24 hour contact with text enabled phone and be within 30 miles of rental property. Local Contact form also required for all unless managed by Local Agent.*

Name:

Address:

City:

State:

ZIP Code:

Text Enabled Phone #:

If Local Agent:

Agency Name: _____ Agency Permit #: _____

(agent will be contacted first for all disturbances)

LOCAL CONTACT RESPONSIBILITY AND OWNER AUTHORIZATION

The Development Services Department requires property owner authorization for the local contact to request and facilitate Vacation Home Rental (VHR) related inspections, address required corrections, and submit necessary applications to obtain and maintain a City permit to operate a VHR on the property indicated below.

Rental Property Physical Address: _____

Property Owner: _____
(Print Name)

Declaration: I am the owner(s) of the subject property and hereby authorize the representative listed below to assume responsibility as the local contact and to represent me in acquiring and maintaining a VHR permit.

Property Owner Signature: _____

NOTE: A LOCAL CONTACT MAY NOT SCHEDULE OR CONDUCT VHR INSPECTIONS UNTIL THIS FORM IS SIGNED AND SUBMITTED TO THE DEVELOPMENT SERVICES DEPARTMENT.

According to City Code: 3.50 – Local Contact Person:

Each owner of a vacation home rental shall designate a local person within a 30-mile radius or licensed property manager/agent as a **local contact person who has access and authority to assume management of the unit and take remedial measures**. The local contact person or local property manager shall be available 24 hours a day to respond to tenant and neighborhood questions or concern and must have a Text enabled phone. An owner of a vacation home rental who resides at the South Shore of Lake Tahoe may designate himself/herself as the local contact person. Any change in the local contact person’s address or telephone number shall be promptly furnished to the city vacation rental permit technician.

Due to the language “**assume management of the unit and take remedial measures**”, you are responsible for contacting the renters when you have been notified of noise or parking complaints. You may be contacted by the South Lake Tahoe Police Department to secure the property as needed. Therefore, your phone number will be available upon request to police staff responsible for operating the Vacation Home Rental program, and will be posted on the Vacation Home Rental permit for the renters and police.

Local Contact Name: _____

Local Contact Signature: _____

Local Contact Address: _____

Text Enabled Phone: _____ Date: _____

LEAVE NO IMPACT

Leave no impact is a set of beliefs promoting respect for South Lake Tahoe Neighborhoods; dispose of waste properly, leave what you find, respect wildlife, and be considerate of others.

- **Noise** – No excessive or unreasonable noise is permitted at any time.
- **Trash** - We would also like to remind you that we live in the forest. In the forest we have bears that are hungry and will go through your trash if you leave garbage bags outside of your VHR. Also, if you leave food inside of your vehicles, a bear may try to get to your food for a snack.
- **Occupancy** – Visitors must adhere to the maximum number of occupants in the VHR. Weddings and parties are not allowed in VHRs.
- **Pools/Spas/Hot tubs** – Use of pools, spas and hot tubs with the use of jets, blowers and other mechanical elements that produce noise are prohibited between the hours of 10pm and 7am.
- **Parking** – Parking at VHRs must be in compliance with all City and State parking regulations. The number of parking spaces at each VHR is posted on signage outside of the VHR.
- **Enforcement** – If the City of South Lake Tahoe VHR Enforcement Officer issues a citation for noise, parking, occupancy or trash complaints, fines range from \$250 - \$2,00.

**It is the responsibility of the property owner to ensure that renters adhere to the standards required by the City. Any violators will be cited and fined.*

This information should be made available to all renters, and can also be accessed through the City's website at cityofslt.us/vhr.

Signature of Applicant: _____

Name of Applicant (Printed): _____

Date: _____

VACATION HOME RENTAL CHECKLIST		
Applicant Information		
Applicant Name:		(For City Use Only) Application No:
Property APN:		
Property Address:		
Applicant Use	Items Required with Application (applications lacking any of the following items will be not accepted)	Submitted
<input type="checkbox"/>	Completed City of South Lake Tahoe Vacation Home Rental Application with signatures.	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee. Please refer to the City of South Lake Tahoe Filing Fee Schedule available at the City Development Services Department or online at www.cityofslt.us .	<input type="checkbox"/>
<input type="checkbox"/>	Signed Documentation if Property is in Escrow .	<input type="checkbox"/>
<input type="checkbox"/>	Signed "Local Contact Responsibility" form.	<input type="checkbox"/>
<input type="checkbox"/>	Signed "Leave No Impact" form.	<input type="checkbox"/>
<input type="checkbox"/>	Written statement of findings (see "PRIOR TO APPLICATION SUBMITTAL" section above on page 2 of this application).	<input type="checkbox"/>
<input type="checkbox"/>	Diagram or photo of onsite parking spaces that meet the City's Standard. (i.e., one space within the 20 foot setback where a garage is present.)	<input type="checkbox"/>
<input type="checkbox"/>	Site Plan showing the following:	<input type="checkbox"/>
<input type="checkbox"/>	- Property Lines	<input type="checkbox"/>
<input type="checkbox"/>	- Dimensions of lot	<input type="checkbox"/>
<input type="checkbox"/>	- Dimensions of structures on lot	<input type="checkbox"/>
<input type="checkbox"/>	- Setbacks	<input type="checkbox"/>
The Following Items will be Included as Conditions of Approval and are Required Prior to Permit Acknowledgment		Submitted COA
<input type="checkbox"/>	Provide the URL link to online advertising and a screenshot of the online advertising which:	<input type="checkbox"/>
<input type="checkbox"/>	- Accurately represents the property in its current state	<input type="checkbox"/>
<input type="checkbox"/>	- Depicts the appropriate occupancy level	<input type="checkbox"/>
<input type="checkbox"/>	Provide photographs of all required signage (indoor, outdoor, hot tubs/spas, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Provide a copy of the indoor signage that includes the following:	<input type="checkbox"/>
<input type="checkbox"/>	- Maximum number of occupants	<input type="checkbox"/>
<input type="checkbox"/>	- Describes available off street parking besides garage	<input type="checkbox"/>
<input type="checkbox"/>	- Contact information for either local contact or agency	<input type="checkbox"/>

APPLICATION AFFIDAVIT

I, _____, certify that all information contained herein is accurate, to the best of my knowledge. I _____ (initial) certify this operation of a vacation home rental, and agree to comply with all conditions of the Vacation Home Rental (VHR) Permit issued by the City of South Lake Tahoe. I _____ (initial) certify that all designated bedrooms meet all local and safety building code requirements. I _____ (initial) acknowledge that I will post the notices required in South Lake Tahoe City Code 3.50 Article VII in this VHR. I _____(initial) acknowledge that prior to using this property as a vacation home rental, I must adhere to all VHR requirements including, but not limited to, Permit, Fees and Taxes, Noise, Parking and Trash requirements and keep my permit current. I will notify the City of changes to the permit, management, mailing address, change of ownership, etc. I _____(initial) understand that change of ownership is non-transferrable. I am aware of penalties, citations and fees for violations by my renters and their guests, and they may adversely affect my annual renewal.

Signature of Applicant:

Name of Applicant (Printed):

Date:

Signature of Spouse/Partner/Co-owner:

Name of Spouse/Partner/Co-owner (printed):

Date:
