



# TEMPORARY RENTAL UNIT (TRU) APPLICATION

County of Ventura • Resource Management Agency • Code Compliance Division  
800 South Victoria Avenue, Ventura, CA 93009 • (805) 654-2463 • (805) 654-5177 FAX

## **APPLICATION INSTRUCTIONS**

1. Applicants are required to submit this form, and related attachments, prior to the preparation of a Zoning Clearance. The Zoning Clearance cannot be issued until a site inspection verifying the property meets applicable building and zoning code requirements is completed.
2. Applications that are incomplete and/or include plans that do not meet the applicable standard included with the application packet will be returned to the applicant and not accepted for processing.
3. Refunds are not provided after a Zoning Clearance has been submitted and a site inspection has been scheduled.
4. If granted, a Zoning Clearance is valid for one year from the date of issuance.
5. If it is determined after issuance that the application is not accurate, true or correct, or that fees have not been paid, the Zoning Clearance will be nullified.

## **DEFINITIONS**

### **Homeshare:**

A dwelling which is the primary residence of an owner who possesses at least a twenty percent ownership interest in the subject parcel, with any portion of the dwelling rented for a period of less than thirty consecutive days when said owner is physically present in the same dwelling, with no meals or food provided to the renter or renters. A homeshare is not considered a home occupation under this Chapter. Use of a dwelling for occasional home exchange is not considered a homeshare.

### **Short-Term Rental:**

A dwelling, any portion of which is rented for a period of less than thirty consecutive days when the owner is not physically present, with no meals or food provided to the renter or renters. A short-term rental is not considered a home occupation under this Chapter. Use of a dwelling for occasional home exchange is not considered a short-term rental.

### **Legal Nonconforming Short-Term Rentals and Homeshares:**

A dwelling that was operating and rented as a short-term rental or homeshare as of the effective date of July 19, 2018 (Ojai TRU Overlay) or November 1, 2018 (Coastal TRU Overlay) and has continued to operate as such to present AND does not conform to the permit eligibility requirements of any or all of the following sections:

- Non-Coastal Zoning Ordinance: Sec. 8109-4.6.5.1(b); Sec. 8109-4.6.5.2, subdivisions (a), (c), (d), or (e); or Sec. 8109-4.6.5.3
- Coastal Zoning Ordinance: Sec. 8175-5.21-5.1(b); Sec. 8175-5.21-5.2, subdivisions (a), (c), (d), or (e)

***NOTE:*** A legal nonconforming short-term rental or homeshare shall be permitted to operate for a maximum of two (2) years from the effective date of the regulating TRU Ordinance, or until the sale or transfer of the property in whole or part, or until the permit is revoked for cause or is not renewed, whichever occurs first (“Grace Period”).



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## **Application Type**

New Homeshare  Homeshare Renewal: Permit # \_\_\_\_\_

New Short-Term Rental  Short-Term Rental Renewal: Permit # \_\_\_\_\_

How will the property be managed: *Mark all that apply*  Owner  Agent  Property Manager

## **Property Owner (all fields required):**

Ownership Type:  Sole Proprietor  Trust  Partnership  LLC  Corporation

*If ownership type is other than sole proprietor, provide documentation listing all members of the legal entity, e.g. articles of incorporation, etc.*

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Okay to contact via text: Yes  No  Mobile #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **Representative/Agent (all fields required):** Not Applicable

*A notarized **Authorization of Agent** form must be submitted with this application if a representative/agent will be acting on behalf of the property owner.*

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Okay to contact via text: Yes  No

## **Property Manager (all fields required):**

*Property manager(s) must be available at all times and within 40 miles of the property.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone # (reachable on a 24-hour basis): \_\_\_\_\_

Okay to contact via text: Yes  No



# TEMPORARY RENTAL UNIT (TRU) APPLICATION

## TRU Property Information:

APN (Parcel #): \_\_\_\_\_ Zoning: \_\_\_\_\_

Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_ # of Parking Spaces: \_\_\_\_\_

Was the property a designated landmark prior to July 19, 2018 for properties within the Ojai TRU Overlay?

No  Yes (*Provide supporting documentation.*)

Are you seeking to permit a Legal Non-Conforming Short-Term Rental or Homeshare?

No  Yes (*Check all that apply and provide supporting documentation.*)

Dwelling was operating and rented as a  homeshare  short-term rental prior to  
 July 19, 2018 (Ojai)  November 1, 2018 (Coastal).

Property owner owns/operates more than one homeshare and/or short-term rental.

***If this applies, provide location information for additional homeshare(s) and or short-term rental(s). A separate application will need to be completed for each additional TRU.***

Location: \_\_\_\_\_  Homeshare  Short-Term Rental

Location: \_\_\_\_\_  Homeshare  Short-Term Rental

Location: \_\_\_\_\_  Homeshare  Short-Term Rental

Dwelling is permitted as a second dwelling unit or an accessory dwelling unit.  
Permit # \_\_\_\_\_

Dwelling is on a property subject to a Land Conservation Act (LCA) contact.  
LCA #: \_\_\_\_\_

Dwelling is on a property fully or partially owned by a corporation, partnership, limited liability company, or other legal entity that is not a natural person.

Dwelling is on a property owned by six or more owners that do not share common ancestors.



# TEMPORARY RENTAL UNIT (TRU) APPLICATION

Include any of the following additional information/documentation that you may have:

<sup>1</sup> Not required at submittal of application but is required prior to the issuance of the TRU zoning clearance.

<sup>2</sup> Not required at submittal of application but is required prior to the issuance of the TRU zoning clearance for a short-term rental.

- Business License/Business Tax Certification <sup>1</sup>
- Transient Occupancy Tax Certification <sup>2</sup>
- Assessor Proof of Homeowner's Exemption (Homeshare Only)
- Proof of Required Insurance

Provider: \_\_\_\_\_ Policy #: \_\_\_\_\_

- Signed Property Owner Affidavit/Defense and Indemnification Agreement Form
- Site plan depicting the location of the TRU and use of all existing structures.
- Application Fee

**BY SIGNING BELOW I CERTIFY THE FOLLOWING:**

- I am the owner of the subject property or I am the authorized agent of the property owner and have his/her permission to obtain this permit.
- The information provided in this application and supporting documentation are true and accurate to the best of my knowledge.
- I understand that prior to the issuance of a zoning clearance, an inspection is required to verify that the property meets applicable building and zoning code requirements. If the proposed TRU does not pass the initial inspection, an additional inspection fee must be paid prior to re-inspection.

Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Manager	Print Name	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Manager	Print Name	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Manager	Print Name	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Manager	Print Name	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Manager	Print Name	Date



# TEMPORARY RENTAL UNIT (TRU) – COASTAL Owner Affidavit/Defense and Indemnification Agreement

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## Property Owner Affidavit

The County of Ventura considers the temporary rental of dwellings to be businesses that are operated in residential zones. Temporary rentals are not a by-right use. Instead, they are only allowed if operated in strict compliance with the rules and requirements of Section 8175-5.21 of the Ventura County Coastal Zoning Ordinance. By signing below, each owner of the subject Temporary Rental Unit agrees that the unit will comply with all applicable operational standards of Section 8175-5.21.8, and all applicable property management requirements of Section 8175-5.21.9. Violations are grounds for permit revocation, fines, and/or criminal prosecution.

## Defense and Indemnification Agreement

By signing below, I hereby agree to defend, indemnify, release and hold harmless, the County of Ventura (“County”), its Board of Supervisors, and its agents, officials, officers, representatives, and employees, from my own and any third-party’s claims, causes of action, losses, fines, damages, liabilities, penalties, judgements and costs of any nature whatsoever, (and including, but no limited to court costs and attorney fees) arising out of or in any way related to any of the following: (1) the County’s processing, issuance, permitting, administration, or enforcement of the zoning clearance for the subject Temporary Rental Unit; (2) the construction, maintenance, use, or operations conducted pursuant to the zoning clearance for the subject Temporary Rental Unit; and (3) personal injury, death or property damage suffered by me or any third-party in connection with the subject Temporary Rental Unit. Moreover, I agree to retain at my own expense an attorney acceptable to the County to fulfill the foregoing defense obligations.

_____ Signature (Property Owner)	_____ Print Name	_____ Date
_____ Signature (Property Owner)	_____ Print Name	_____ Date
_____ Signature (Property Owner)	_____ Print Name	_____ Date
_____ Signature (Property Owner)	_____ Print Name	_____ Date



## TEMPORARY RENTAL UNIT (TRU) – NON-COASTAL Owner Affidavit/Defense and Indemnification Agreement

### **Property Owner Affidavit**

The County of Ventura considers the temporary rental of dwellings to be businesses that are operated in residential zones. Temporary rentals are not a by-right use. Instead, they are only allowed if operated in strict compliance with the rules and requirements of Section 8109-4.6 of the Ventura County Non-Coastal Zoning Ordinance. By signing below, each owner of the subject Temporary Rental Unit agrees that the unit will comply with all applicable operational standards of Section 8109-4.6.8, and all applicable property management requirements of Section 8109-4.6.9. Violations are grounds for permit revocation, fines, and/or criminal prosecution.

### **Defense and Indemnification Agreement**

By signing below, I hereby agree to defend, indemnify, release and hold harmless, the County of Ventura ("County"), its Board of Supervisors, and its agents, officials, officers, representatives, and employees, from my own and any third-party's claims, causes of action, losses, fines, damages, liabilities, penalties, judgements and costs of any nature whatsoever, (and including, but no limited to court costs and attorney fees) arising out of or in any way related to any of the following: (1) the County's processing, issuance, permitting, administration, or enforcement of the zoning clearance for the subject Temporary Rental Unit; (2) the construction, maintenance, use, or operations conducted pursuant to the zoning clearance for the subject Temporary Rental Unit; and (3) personal injury, death or property damage suffered by me or any third-party in connection with the subject Temporary Rental Unit. Moreover, I agree to retain at my own expense an attorney acceptable to the County to fulfill the foregoing defense obligations.

_____ Signature (Property Owner)	_____ Print Name	_____ Date
_____ Signature (Property Owner)	_____ Print Name	_____ Date
_____ Signature (Property Owner)	_____ Print Name	_____ Date
_____ Signature (Property Owner)	_____ Print Name	_____ Date



## TEMPORARY RENTAL UNIT (TRU) Authorization of Agent to Act on Property Owner's Behalf

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I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project. My agent shall receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
(Include Permit or Case # if available)

Project Location: \_\_\_\_\_  
\_\_\_\_\_  
(Address, APN, and other property identification as needed)

Name of Authorized Agent: \_\_\_\_\_  
(Please Print)

Address of Authorized Agent: \_\_\_\_\_

Phone # of Authorized Agent: \_\_\_\_\_

E-mail of Authorized Agent: \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Property Owner's Name: \_\_\_\_\_  
(Please Print)

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_

**Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner shall be as shown on the latest Assessor records.**



# TEMPORARY RENTAL UNIT (TRU)

## Standards for Required Site Plan and Floor Plans

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### Requirements for Site Plans

1. Paper Size: One set of 8½" x 11" for Planning
2. Preferred Scale:
  - a. Site Plan (show scale)
    - 1" = 10' for lots less than 1 ac.
    - 1" = 40' for larger lots
  - b. Floor Plan – Architectural scale, ¼" = 1'
3. North Arrow: Show with chosen scale beneath the north arrow.
4. Title Block: Each page in a set of plans shall include the following:
  - a. Assessor's Parcel Number
  - b. Site Address: If no address assigned, use nearest cross streets.
  - c. Property owner name, address, and phone numbers
  - d. Architect/designer/engineer name, address, and phone numbers
  - e. Sheet number: 1 of 6, 2 of 6, etc.
5. Location Map on the site plan sheet should include the following:
  - a. North arrow and scale
  - b. Existing street pattern with names (from the first public road). If the property is more than ½ mile to the nearest public road, note approximate distance
  - c. Highlight parcel, e.g. with cross-hatching.
  - d. Show general location of existing and proposed structures and their uses.
6. Property Lines and Setbacks: Show property lines; their dimensions; required setback lines around property; and distances to existing and proposed structures.
7. Adjacent Streets
8. Access/travel easements to and through the site and alleys servicing the parcel. Show configuration and dimensions. See property deed for such items.
9. Location of:
  - a. Protected trees (size & type) - e.g. oaks, sycamores, historic trees, any tree 90"+ in girth
  - b. Easements/Deed Restrictions - e.g.: utility, equestrian, archeological, biological, flowage
  - c. Waste disposal systems (tanks, leach fields)
  - d. Existing water wells on the parcel
  - e. Oil wells when closer than 500' to a proposed dwelling
  - f. Lakes, ponds, streams, springs, wetlands (whether intermittent or continually wet)
  - g. Geologic Impacts - faults, "Special Study Fault Zones", edge of slopes, landslides, etc. Hazard information is available from the "GIS" section at (805) 477-1585.
10. Covered parking structures: garages, carports, etc.
11. Exterior signs: existing and proposed





## TEMPORARY RENTAL UNIT (TRU) Standards for Required Site Plan and Floor Plans

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### **Requirements for Site Plans (cont'd)**

12. Footprint of all existing and proposed "flatwork": driveways, patios, decks, pools, spas, ponds, required uncovered parking spaces, etc.
13. Miscellaneous improvements: fire hydrants, free-standing lights, retaining walls, planters, barbeques, walls, storage sheds, and fences with dimensions
14. Designate the use of all proposed and existing structures.
15. Show distances between all existing and proposed buildings.
16. Table of structures: labeled as to existing vs. their proposed use

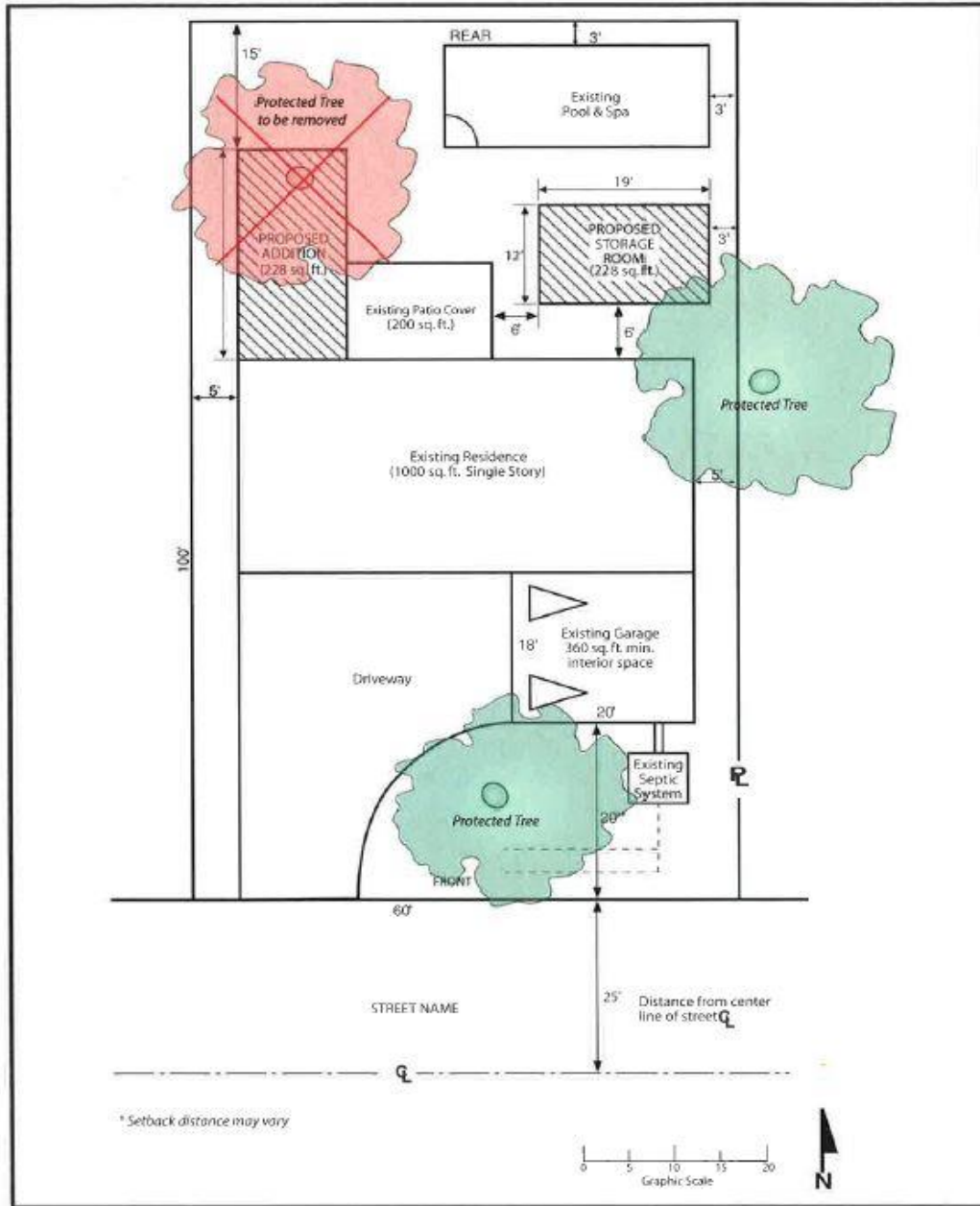
### **Specific Requirements for Floor Plans of Proposed TRU**

1. Show measured dimensions of the structure.
2. Show floor plans for all floors & levels, e.g. attics, lofts & basements.
3. Show location of internal sign posting.



# TEMPORARY RENTAL UNIT (TRU) Standards for Required Site Plan and Floor Plans

## Sample Site Plan



Assessor's Parcel Number    -  -    -

Street Address (if assigned) \_\_\_\_\_

Locality \_\_\_\_\_