



# City of Half Moon Bay

Community Development Department  
501 Main Street Half Moon Bay CA  
94019 Phone: 650.726.8270

## SHORT-TERM RENTAL (STR) APPLICATION

### Property Owner(s)

Name(s) \_\_\_\_\_

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

Primary Residence  Yes  No  Continuation of Existing Non-Primary Residency\*

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Operator Information (if different from Owner)

Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Subject Property

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

APN: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Initial Registration  Renewal

### Description of the Short-Term Rental

Description \_\_\_\_\_

### Rental Information

#### Portion of Dwelling Offered for Rent:

Entire Home  Room(s) in Home Number of Rooms \_\_\_\_\_  Accessory Dwelling Unit \*\*

#### Online Sites Used to Advertise Property (e.g., Airbnb, VRBO):

Online Site(s):  No Online Sites Used

Name/URL \_\_\_\_\_ ID No. \_\_\_\_\_

Name/URL \_\_\_\_\_ ID No. \_\_\_\_\_

### Transient Occupancy Tax (TOT) Registration Status

Initial TOT registration  Currently Registered TOT Registration Certificate Number \_\_\_\_\_

\*Short-term rentals seeking exemption from the primary residency requirement must have been in operation and in good standing prior to October 14, 2022.

\*\* Short-Term Rentals in Accessory Dwelling Units (ADU) are prohibited except pursuant to Chapter 18.33 of the Municipal Code - the ADU must have operated as a STR in the 6 months prior to December 12, 2018.

**Registration Requirements**

**Be prepared to provide the items required for Short-Term Rental Registration included with the attached Checklist.**

**HOLD HARMLESS.** The applicant agrees as a condition of approval of this application to indemnify, protect, defend with counsel selected by the City, and hold harmless, the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents, from and against an and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively, "Claims") arising out of or in any way relating to the processing or approval of this application, any actions taken by the City related to this entitlement, any review by the California Coastal Commission conducted under the California Coastal Act Public Resources Code Section 30000 et seq., or any environmental review conducted under the California Environmental Quality Act, Public Resources Code Section 210000 et seq., for this entitlement and related actions. The indemnification shall include any Claims that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents. The applicant's duty to defend the City shall not apply in those instances when the applicant has asserted the Claims, although the applicant shall still have a duty to indemnify, protect and hold harmless the City. The applicant understands that there is a possibility of litigation and Coastal Commission enforcement act regarding the current Zoning Code provisions that apply to this application; the City makes no representations or warranties about the outcome of such actions or how they might impact the processing of this application or any permit issued based on this application.

***Government Code Section 65105. Entry on land by planning agency personnel*** -- *In the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.*

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant/Operator \_\_\_\_\_ Date \_\_\_\_\_

**For Staff Use Only**

Total Fee Paid: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_



## Short-Term Rental Registration Checklist

- Operator Name and Contact Information-** All adults for whom the property is a permanent residence shall be listed as operators.
- Proof of Primary Residence** - The operator shall provide documentation that the property where the short-term vacation rental use is to be conducted is the operator's primary residence.
  - Examples include, but are not limited to:
    - Motor Vehicle Registration
    - Voter Registration
    - Driver's License or Other Government Issued ID
    - Long-Term Lease
    - Property Tax Statements
- Non-primary residence STRs must provide proof of qualification for continuance. Including:
  - Proof of previously obtained business license as of October 14, 2022
  - Proof of paid Transient Occupancy Tax between October 14, 2022 and the current date of registration
- Written Description of the Short-Term Rental** – Description of the dwelling unit and/or the rooms to be used for the short-term vacation rental.
- Site Plan** - Showing the location of all existing buildings and the location and dimensions of the on-site parking.
- Floor Plan** - Showing all rooms and room type.
- Transient Occupancy Tax** - Provide evidence of compliance with provisions of the transient occupancy tax, per Chapter 3.12 of the Half Moon Bay Municipal Code.
- Business License** - Provide a copy of an active City of Half Moon Bay business license.
- Notification** - Using a City provided form, the operator shall notify neighbors within 100 feet of the short-term vacation rental property and post a temporary sign for thirty (30) days on the property indicating intent to register as a short-term vacation rental. The notification and signage shall include the contact information of the responsible party.
- Inspection** – Inspection for the sake of registration during regular business hours (7:30 a.m. to 5:30 p.m.). The inspection will be scheduled at least two days in advance.
- Fee** -The operator shall pay a registration fee prescribed by City Council resolution, no part of which shall be refundable to the operator.
- Property Owner's Written Consent** - If the operator is not the property owner the property owner shall provide written consent for the short-term vacation rental use.
- HOA's Written Consent** - If the property is subject to a homeowner's association (HOA), the HOA shall provide written consent for the short-term vacation rental use.
- Water Use** - The operator shall provide documentation of the water use at the property for the prior year during the period in which the property was used as a short-term vacation rental.
- Insurance** – The operator shall file a certificate of insurance to cover any liability with the operator.
- Additional materials as deemed necessary by the Community Development Director**