



CITY OF ROCKLIN
 COMMUNITY DEVELOPMENT DEPARTMENT
 3970 ROCKLIN ROAD ROCKLIN, CA 95677
 PH: 916-625-5498

SHORT-TERM RENTAL PERMIT APPLICATION

SECTION ONE: SITE INFORMATION	
Rental Address:	
<p>Is this the applicant's primary residence? *</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the applicant the property owner? *</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Rental Listing Website (i.e. Airbnb, VRBO): _____</p> <p>Is rental listing for the entire home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not entire home, how many bedrooms for rent? (2 guests per bedroom maximum) _____</p>	
<p>Is the site subject to Covenants, Conditions, & Restrictions ("CC&R's") or Homeowner Association rules ("HOAs")?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, applicant must:</p> <p>(1) submit a copy of the CC&R's or HOA'S with this application to the City of Rocklin</p> <p>(2) answer the two questions below</p> <p>Do the CC&R's or HOA's prohibit the subject site from being rented to the same person or entity for a period of time less than 30 consecutive calendar days?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is prior permission from the HOA or parties to the CC&Rs required before the subject site may be rented for a period of time less than 30 consecutive calendar days? If permission is needed, please provide a letter from the authorized representative of the HOA giving the required permission.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

SECTION TWO: APPLICANT/PROPERTY OWNER INFO/CONSENT OF PROPERTY OWNER	
Applicant Name:	
Applicant Address (if not primary residence):	
Applicant 24-hour Phone:	
Applicant Email:	
<p>*If the Applicant is not the property owner, the following information must be completed. The property owner must acknowledge all requirements in Section Six*</p> <p><i>Applicants will not be accepted or processed without signed property owner consent</i></p>	
Property Owner Name:	
Property Owner Address:	

Property Owner Phone:			
Property Owner Email:			
Property Owner Signature:		Date:	

SECTION THREE: SECONDARY POINT OF CONTACT (REQUIRED IF NOT APPLICANT'S PRIMARY RESIDENCE)	
Secondary Point of Contact Name:	
Secondary Point of Contact 24-hour Phone:	
Secondary Point of Contact Email:	
Secondary Point of Contact Address:	

SECTION FOUR: EMERGENCY CONTACT	
Property Owner, Applicant or Secondary Contact that is located within 30-minute drive of rental property	
Emergency Contact Name:	
Emergency Contact Phone:	

SECTION FIVE: DOCUMENTS REQUIRED AT TIME OF APPLICATION (RMC 5.22.050 (3))	
The following documents are required to be included with the application:	
<ul style="list-style-type: none"> a. Floorplan b. Parking location(s) c. Proof of homeowner's insurance policy d. Copy of Business License if applicable e. HOA Rules/CCR&Rs if applicable 	

SECTION SIX: REGISTRY REQUIREMENTS (RMC 5.22.070) AND PERFORMANCE STANDARDS (RMC 5.22.080)	
I understand the following registry requirements and performance standards regarding short term rentals (initial each item):	
	<p>REGISTRY REQUIREMENTS:</p> <p>Every permittee within the City of Rocklin shall keep a register containing the following information for each person who stays at the short-term rental, and shall maintain such register for a period of 18 months. The Register shall be available for inspection by the City's Director of Community Development, and the Rocklin Police Department.</p> <ul style="list-style-type: none"> a. Name b. Address c. Vehicle year, make, model, color d. License plate e. State in which the vehicle is registered f. Date of arrival g. Date of departure h. Number of guests i. The amount of rent paid by lodgers for each night of lodging

	PERFORMANCE STANDARDS:
_____	A. No permittee shall, for compensation, provide lodging for more than six people, or two people per number of bedrooms, whichever is greater, at any time in a short-term rental. Permittee shall not allow guests at the short-term rental in excess of this limit after 10 p.m.
_____	B. No permittee shall rent the short-term rental to a person under the age of 21, or rent to a person who is not also lodging at the short-term rental.
_____	C. No permittee may rent both a dwelling unit and an accessory dwelling unit on the same parcel. It is the intent of this section that only one dwelling is rented on a short-term basis per parcel.
_____	D. No permittee may rent a property for more than 90 days per year as a short-term rental.
_____	E. The permittee or designated secondary contact must be able to be onsite and respond to any complaints within 30 minutes of notification, regardless of the time of day.
_____	F. All parking associated with the operation of the short-term rental shall be onsite or on the street located in front of the subject parcel if on-street parking is permitted, and in compliance with all provisions of the City Code.
_____	G. A permittee shall post a copy of the short-term rental permit in a conspicuous place inside the short-term rental.
_____	H. All persons operating a short-term rental shall identify the city short-term rental permit number in any advertisement for that rental.
_____	I. No permittee shall allow any special event that would otherwise require a city permit.
_____	J. No permittee shall post on the exterior of the short-term rental or the parcel where the short-term rental exists, any sign or writing visible from the exterior of the short-term rental indicating that the dwelling is available for rent.
_____	K. All short-term rentals shall comply with any and all federal, state, and/or local laws, including, without limitation, all zoning requirements and California Building Standards Code and Fire Code, as adopted by the City of Rocklin.

SECTION SEVEN: AGREEMENT AND SIGNATURE			
<p>I hereby certify under penalty of perjury that the answers I have given are true and correct to the best of my knowledge and belief, and I understand and agree that any false or misleading answer will result in denial or revocation of any permit. Further, the City is hereby authorized to seek and verify information in this application. I understand verification of the accuracy of the application information is a matter of public record and may be made available to interested parties upon request.</p>			
Applicant Signature:		Date:	

Short-Term Rental Permit Fee required prior to permit issuance-see Fee Schedule.

*To read the entire Short-Term Rental Ordinance, go to <https://sirepub.rocklin.ca.us> and select Search City Documents for Ordinance No. 1118.