



VACATION RENTAL LICENSE APPLICATION AND AFFIDAVIT

PJR-146

Please indicate which of the following applies to your application.

- This application is for a **new license**. [Complete full application and affidavit.]
- This application is for a **license renewal**, and none of the associated license information has changed since original issuance. [Complete affidavit only.]
- This application is for a **license renewal**, and some information has changed since original issuance. [Complete affidavit and note any changes in the operation in the appropriate section below, including supplemental documents where necessary to document the change.]

A. Vacation Rental Address(es) _____

B. Issued Transient Occupancy Tax (TOT) Number _____

C. Approved Transient Vacation Rental (TVR) Permit Number _____

D. Do you currently hold ownership interest in more than one Vacation Rental within unincorporated Sonoma County?

- Yes, the associated TVR or ZPE permit numbers or address(es) are (list all that apply or list all on a separate sheet attached)

E. Certified Property Manager Information (note: if the information in this section differs from an existing Project Manager Certification PMR number, then please complete the [Property Manager Update Form PRJ-132](#) and upload the complete form with your Vacation Rental License Application package)

1. PMR number (issued by Permit Sonoma) _____

2. Name _____

3. Email Address _____

4. Phone Number (24/7 Contact) _____

F. **Online Hosting Platform.**

- My vacation rental is registered with an online host (Airbnb, Vrbo, HomeAway etc.).

H. Compliance with standards:

- The Vacation Rental conforms to all standards contained in County Code Chapter 4 Article III and all of the following is true:
- Restricted Structures
 - The structure proposed to be used as a Vacation Rental does not contain a Junior Accessory Dwelling Unit (JADU).
 - Exterior Lighting
 - Exterior lighting is fully shielded and downward facing (no floodlights, or uplights); light fixtures are not located on the periphery of the property and do not reflect off of existing structures; exterior lighting does not exceed 1.0 lux when viewed from beyond the property; and the color temperature of the exterior lighting does not exceed 3,000 Kelvin.
 - Security lighting is not in use, or it is used and is motion-activated
 - Emergency Access
 - My vacation rental is not located behind a locked gate or within a gated community.
 - OR -
 - My vacation rental is located behind a locked gate or within a gated community and a gate code or lockbox with keys (“Knox Box” or similar) is provided for exclusive use by first responders.
 - Evacuation During Emergencies
 - Written evacuation instructions identifying the evacuation zone, evacuation route, and the CalFire Evacuation Checklist are provided to guests and posted within my vacation rental; guests are required to leave the property when a Voluntary Evacuation Order is issued for the Evacuation Zone where my vacation rental is located, and my Property Manager will inform guests when a Voluntary Evacuation Order is issued.
 - Emergency Communication
 - NOAA Alert Weather Radio (with instructions for use provided) and operational telephone (landline or broadband-connected VoIP phone) is provided for guest use

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Vacation Rental License Affidavit

I, _____, certify that all of the information contained in this application is correct and acknowledge that in applying for or renewing Vacation Rental License pursuant to Chapter 4, Article III of the Sonoma County Code, I do hereby agree to abide by and conform to the Vacation Rental License Standards set forth in the approved permit, and all other provisions of the Sonoma County Code pertaining to the conduct of Vacation Rentals, including but not limited to those contained in Chapter 4, Article III, and Chapter 26, Article 28, Section 160. I further acknowledge that a Vacation Rental License does not grant an entitlement to the property, but rather to the property owner, and that the Vacation Rental License automatically expires upon property sale or transfer with no further action required on the part of the County (license does not run with the land).

I will abide by the Vacation Rental License Standards and limitations and shall post a copy of the license, the license standards, and land use permit inside the vacation rental in a prominent location within 6 feet of the front door, and that a copy of the license, the license standards, and land use permit must be included in all rental agreements.

I hereby also acknowledge that the approval of this Vacation Rental License in no way permits any activity contrary to the Sonoma County Code, or any activity which would constitute a nuisance under state or local law. I understand and acknowledge that the approval for use of this private residence as a Vacation Rental is based on my representations to Permit Sonoma (PRMD) staff and does not in any way constitute an evaluation or determination of legal or Legal Non-conforming status of the improvements on this site. I further acknowledge that it is my responsibility, as property owner and/or applicant, to ensure that the conduct of this Vacation Rentals is not contrary to any covenant, code, or restriction which may govern the Vacation Rental property.

PROPERTY OWNER (Must be signed by all owners)

Printed Name(s) _____

Signature(s) _____

Date _____