DEPARTMENT OF RESOURCE MANAGEMENT

Planning Division
1855 Placer Street, Suite 103
Redding, California 96001
Phone: (530) 225-5532 Fax: (530) 245-6468
Web: planning.co.shasta.ca.us Email: resourcemanagement@co.shasta.ca.us

Hosted Homestay Short-Term Rental

(Rev: 08-21-20)

Pursuant to Shasta County Code Section 17.88.230, an application for a Hosted Homestay Short Term Rental is necessary when a property owner intends to allow individual overnight room accommodations in a one-family residence, for compensation, for a period of 30 consecutive calendar days or less and the property owner resides within the residence while it is being rented. Please see the Vacation Rental application if the entire one-family residence will be offered as a short-term rental.

Hosted Homestays in a one-family residence are permitted within all zone districts which permits a one-family residence by right, and in the Mixed Use District provided that all required permits have been secured. Hosted Homestays shall comply with all applicable requirements of Shasta County Code Section 17.88.230.

The following items are required to be submitted prior to approval and operation of a Hosted Homestay:

☐ One completed "Planning Permit Master Application" form

☐ One (1) site plan showing all existing structures, driveway(s), etc. See attached example.

☐ One (1) floor plan which does not have to be professionally drawn but must be reasonably accurate and include the following:

- The entire one-family residence with each room labeled by use (kitchen, bedroom, bathroom, etc.)
- The room or room(s) to be rented must be clearly marked.

☐ Proof of fire inspection conducted within one year of application submittal by the local fire protection agency or CAL FIRE prior to issuance of this permit.

☐ A copy of the Certificate of Uniform Transient Occupancy Tax for the Hosted Homestay from the Shasta County Tax Collector.

☐ A signed Hosted Homestay Affidavit (attached)

☐ Payment of required fees adopted by the Board of Supervisors

SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT
PLANNING DIVISION

1855 Placer Street, Suite 103, Redding, CA 96001

TOLL-FREE ACCESS WITHIN SHASTA COUNTY 1-800-528-2850 Telephone (530) 225-5532 FAX (530) 245-6468

PLANNING PERMIT MASTER APPLICATION

APPLICANT(S):	**REPRESENTATIVE: (if other than applicant)**	**PROPERTY OWNER: (if other than applicant)**
Name:	Name:	Name:
Mailing Address:	Mailing Address:	Mailing Address:
City/State: Zip:	City/State: Zip:	City/State: Zip:
Day Phone:	Day Phone:	Day Phone:
Email:	Email:	Email:

CORRESPONDENCE SENT TO: ☐ Applicant ☐ Representative ☐ Property Owner

Name of Engineer/Land Surveyor: _____ License #: _____

PROJECT ADDRESS (or specific location): LOT SIZE (Acreage): ASSESSOR'S PARCEL NUMBER(S)

_____ _____ _____-_____-_____

_____ _____ _____-_____-_____

EXISTING LAND USE (list structures): _____

_____

ADJACENT LAND USE: North: _____ East: _____

South: _____ West: _____

DESCRIPTION OF PROPOSED PROJECT AND PROPOSED STRUCTURES (be specific): _____

_____

BY SIGNING THIS APPLICATION, THE APPLICANT/PROPERTY OWNER AGREES TO DEFEND, INDEMNIFY, AND HOLD THE COUNTY HARMLESS FROM ANY CLAIM, ACTION, OR PROCEEDING BROUGHT TO ATTACK, SET ASIDE, VOID , OR ANNUL THE COUNTY'S APPROVAL OF THIS APPLICATION AND ENVIRONMENTAL REVIEW ASSOCIATED WITH THE PROPOSED PROJECT, AS MORE FULLY DESCRIBED IN CHAPTER 1.18 OF THE SHASTA COUNTY CODE.

APPLICANT/REPRESENTATIVE: I have reviewed this application and attached material. The information provided is accurate.

Signed _____ Date _____

PROPERTY OWNER: I have read this application and consent to its filing. **This signature is required on all applications.**

Signed _____ Date _____

INFORMATION BELOW TO BE COMPLETED BY PLANNING DIVISION STAFF:

☐ PM or TR (Land Division) ☐ UP (Use Permit) ☐ Z (Rezone) ☐ GPA/SPA ☐ VAR ☐ PRE (Pre-App) ☐ RP (Rec. Plan) ☐ ADM

☐ ZP (Zoning Permit) ☐ C/C ☐ Other: _____ **RAM 1 DATE:** _____

Application #:_____ Related Applications: _____ Fire District: _____

Zoning/General Plan: _____ Planning Area: _____

Adjacent Zoning/GP: N_____ S_____ E_____ W_____

Received By: _____ Date: _____ Planning $: _____ EHD $: _____

DPW $: _____ CEQA $: _____ Fire $: _____ **Total Fees: $**_____ Receipt#: _____

Check #: _____ Arch Study Check #: _____ Project Description: _____

Comments: _____

Shasta County Department of Resource Management
Planning Division

SHORT TERM RENTALS SITE PLAN INSTRUCTIONS

AN ACCURATE SITE PLAN IS NECESSARY TO PROCESS YOUR PERMIT

A site plan is necessary to establish a clear "snapshot" record of the correct development and use of the property. It may be helpful to think of how the property would look if you were flying above it and represent this on paper. You might start with an Assessor's plat map (copies available at the Assessor's office and at maps.co.shasta.ca.us/shastacountymap/ for an accurate outline of your property or contact our office to verify if there is copy in our records.

An 8-1/2" x 11" size paper works well for drawing the property outline. Once the property outline is drawn, please draw the existing improvements (driveway, well, septic system, etc.), structures (home, garage, shop, etc.), uses (pasture, orchard, etc.), and features (creeks, drainages, etc.) for the property. Keep size proportionate, write in distances to show location, and label the use of all existing and proposed structures (such as short term rental house, garage, or barn), as well as all items in the list below. (See attached example for guidance.)

Make sure the following are shown on the site plan:

1. □ Property owner's name
2. □ Assessor's Parcel Number for the property
3. □ Address of property
4. □ North arrow
5. □ Square footage and use of all buildings
6. □ Septic system and well location
7. □ Roads and driveways
8. □ Parking locations with dimensions
9. □ Trash Receptacle Locations

On the back of this page is an example for guidance.

Please ask for help if you have any further questions.

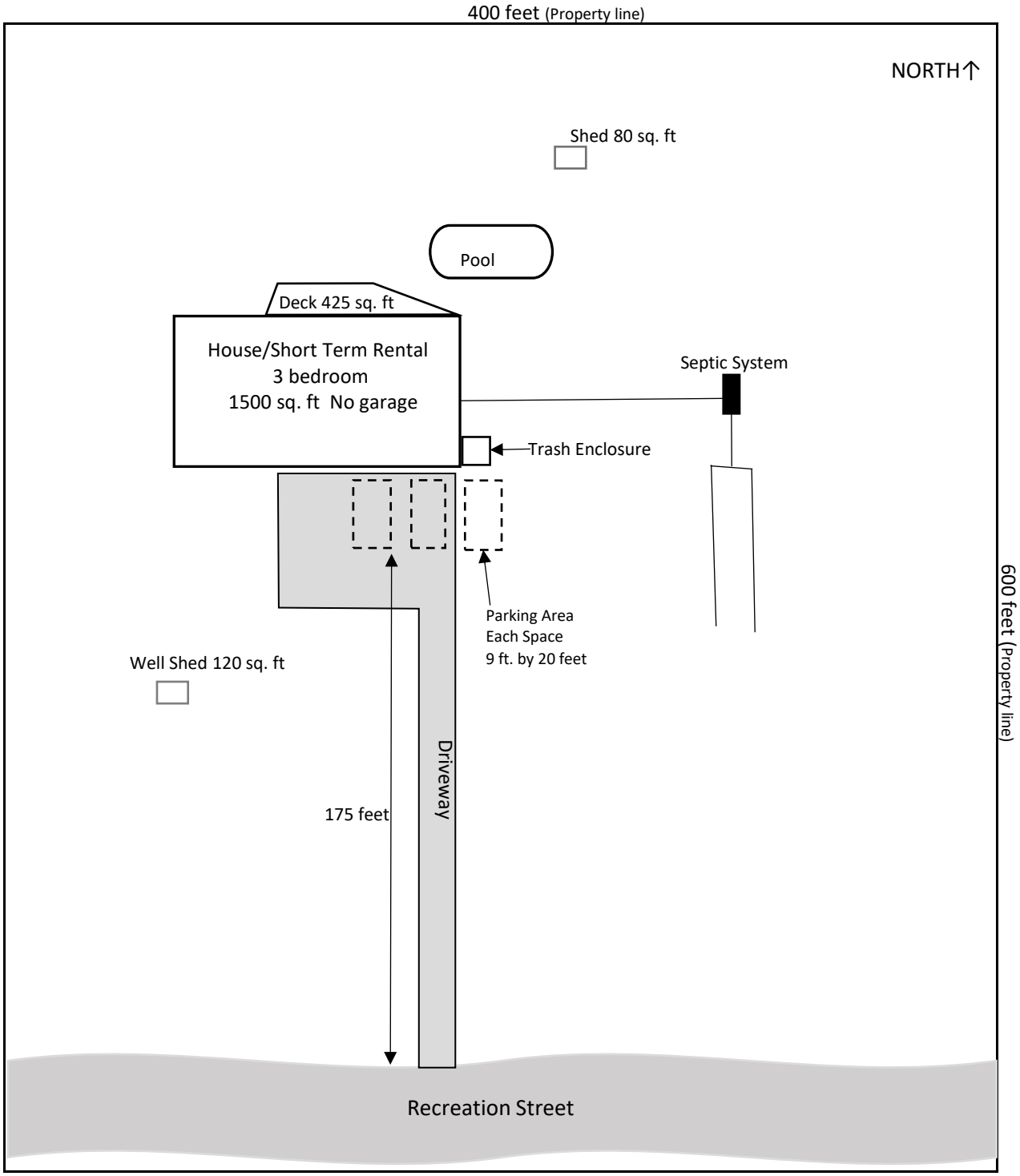
SHORT TERM RENTAL

SITE PLAN EXAMPLE

John and Joan Public
21687 County St.
Shasta , CA 96003

ASSESSOR'S PARCEL NUMBER : 123-456-789

Not To Scale



Hosted Homestay Affidavit

Shasta County Resource Management
Planning Division
(Rev: 08/04/2020)

STR_____ Expiration Date:_____

Property owner(s) proposing to operate a hosted homestay must agree to terms of this affidavit, and all applicable laws. The Hosted Homestay Affidavit is required when a property owner(s) intends to allow individual overnight room accommodations in a one-family residence, for compensation, for a period of 30 consecutive calendar days or less. The Hosted Homestay Affidavit must be signed by all property owners.

Property Owner(s):_____

Address:_____**Zip Code:**_____

Primary Phone:_____**Alternate Phone:**_____

Email:_____

The property owner(s) agree to follow the performance standards set forth below and all applicable laws, including but not limited to Shasta County Code Section 17.88.230 – Short-Term Rentals.

1. Annual renewals are required to operate beyond the initial one-year term of an approved affidavit; renewal requests and renewal fees must be received no later than the hosted homestay affidavit expiration date.
2. Approved hosted homestay affidavits are not transferable to another property or to subsequent property owners unless prior to any transfer an amended affidavit is filed and approved with the Department of Resource Management.
3. All advertising for any short-term rental shall include this affidavit, the number of County-approved bedrooms, the maximum occupancy, and the transient occupancy tax number.
4. The property owner(s) must occupy the residence at all times when the approved bedroom(s) is/are being rented.
5. Property owner(s) are required to register the hosted homestay with the Shasta County Tax Collector and shall be subject to payment of applicable transient occupancy taxes. Transient occupancy taxes shall be paid and kept current in accordance with Shasta County Code Chapter 3.16. Failure to pay such taxes when due shall be grounds for permit revocation or other remedies allowed by County Code.
6. House policies shall be included in each short-term rental agreement. It shall be the responsibility of the property owner to enforce all of the requirements of this Section and all house policies. At a minimum, the house policies shall include the following:
    a. Notify all guests of the short-term rental of the noise standards as set forth in this section; said standards shall be a part of any rental agreement. Quiet hours shall be observed between 10:00 p.m. and 7:00 a.m., Monday through Friday, and between 10:00 p.m. and 9:00 a.m. on Saturdays, Sundays, and holidays. Outdoor amplified sound is prohibited during quiet hours.
    b. Establish on-site parking policies and identify designated parking areas which adhere to the requirements of subsection 17.88.230.F.8.
    c. Establish policies and provide information regarding the location of trash receptacles and the trash pick-up schedule. In areas where bears may be present, additional information shall be included on best practices for trash disposal when bears are present.
    d. Establish policies regarding outdoor burning and all other burn restrictions that meet the minimum requirements as set forth below in subsection 17.88.230.F.7.

e. For hosted homestays, provide the property owner's name, address, telephone number, and e-mail address.
f. Specify that the short-term rental shall not be permitted in any temporary, portable, or other type of structure not permitted by the County for permanent occupancy (e.g., guest house, tent, yurt, and RV).
g. Specify that in addition to the property owner and other long-term occupants, between the hours of 10:00 p.m. and 6:00 a.m., daily occupancy of the property shall be limited to a maximum of three guests, excluding children under sixteen years of age, per approved bedroom offered for rent. In addition to the property owner and long-term occupants, between the hours of 6:00 a.m. and 10:00 p.m., daily occupancy of the property shall be limited to a maximum of five guests, excluding children under sixteen years of age, per approved bedroom offered for rent.

7. It is the sole responsibility of the property owner to comply with all applicable conditions, covenants and restrictions (CC&R's).

8. The short-term rental will meet all applicable building, health, fire and related safety codes and be subject to annual fire inspections.

Advisory: Hosted Homestay operators found to be in violation of the above provisions and/or other provisions of Shasta County Code may be subject to all legal remedies available to the county.

I hereby certify I have read and understand the above-listed restrictions and Shasta County Code Section 17.88.230, pertaining to the establishment of a Hosted Homestay at:

_____
(address)

I further agree to abide by the performance criteria listed above.

Property Owner Signature:_____

Property Owner Signature:_____

Property Owner Signature:_____

Property Owner Signature:_____

For County Use Only: _____

The Hosted Homestay is hereby approved to offer for rent _____ bedroom(s) subject to the attached floor plan, site plan and any and all required laws. Therefore, this Hosted Homestay Affidavit is hereby approved, subject to compliance with the performance standards listed above.

_____ _____

Paul A. Hellman
Director of Resource Management

Date of approval