



CITY OF SAN CLEMENTE | PLANNING DIVISION

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GUIDE TO SUBMITTING A SHORT-TERM LODGING UNIT (STLU) ZONING PERMIT

What is an STLU?

A short-term lodging unit or “STLU” means any lodging unit that is occupied, or intended or designed to be occupied, on a short-term basis other than a hotel, motel, or bed-and-breakfast inn, and, in accordance with subsection 17.28.292(C)(2), is limited to a single rental contract. “Short-term” means for a period of 29 or fewer consecutive calendar days.

Is my home eligible for an STLU?

STLU’s are permitted in select areas of the city. In general, single-family homes in a low-density residential zone are not permitted to operate an STLU. Please visit the City’s website below or contact the Planning Division at (949) 361-6197 to determine your property’s eligibility.

Map of STLU Allowed Areas: <http://www.san-clemente.org/home/showdocument?id=27831>

What permits are required?

- 1) First, a one-time STLU Zoning Permit;
- 2) Followed by an annually renewed STLU Operating License.

How long are City approvals good for?

The STLU Zoning Permit is a one-time permit that expires if any of the following occurs:

- property ownership changes,
- the use of the property for short-term rentals ceases for a period of one year,
- the STLU Operating License is not renewed, or
- the STLU Operating License is revoked.

The STLU Operating License lasts for one year and requires a yearly renewal to maintain the use.

How much do these City approvals cost?

The STLU Zoning Permit fee is \$140. There is no renewal fee, as this is a one-time permit.

The STLU Operating License fee is \$105. The yearly renewal fee is \$105.

How long does it take to obtain City approvals?

STLU Zoning Permits are processed through the Planning Division, and a complete application takes 30 to 60 days to process. The STLU Operating License is submitted to the Business Licensing Division after the one-time STLU Zoning Permit is issued, and it takes 2-4 weeks to process the license.

What do I need to submit to the City?

To assure that your project is reviewed as expeditiously as possible, please submit a complete application as summarized below. An incomplete application will delay the processing of your project. If you have questions regarding this application, what plans are needed, or what constitutes a complete application, please contact Planning staff.

STLU Zoning Permit Application – Submittal Requirements:

- Application Form with Contact Information
- \$140 Permit Processing Fee
- Application Certification Form signed and notarized by the property owner and applicant
- Project Narrative: On a separate sheet, provide a detailed description of how the proposed short-term lodging unit would operate. Include the square footage of the home, number of bedrooms available, number of off-street parking spaces, maximum number of overnight renters, how the home will be advertised as a vacation rental/short-term lodging unit, improvements or renovations proposed to the home (if applicable), and any other pertinent information related to the operation of the proposed STLU.
- Fee Schedule: Include the seasonal rates being charged for the home.
- Site Plan or Aerial Photograph (3 copies): This plan shall include the number and location of designated, legal off-street parking spaces (garage and driveway spaces). Please be advised that the Zoning Ordinance requires parking spaces to be 9 ft. wide and 19 ft. long.
- Floor Plan (3 copies): The plan shall depict the layout of the home, include the location and size of the bedrooms, bathrooms, kitchen, and living areas.
- Photographic location map with labels illustrating the interior and exterior of the home
- HOA Approval (if applicable): If the property is located within a Homeowners' Association (HOA), submit written approval by the HOA's governing body permitting the operation of the STLU use.
- Proof of property rental insurance

What happens after I submit an STLU Zoning Permit application?

A Case Planner will be assigned to your project, and they will review the application for compliance with Sections 17.16.145 and 17.28.292 of the Zoning Ordinance. Any comments/corrections will be provided to you within 2 to 4 weeks, and the application will not be deemed complete until all comments/corrections are addressed.

The City Planner is the final authority on STLU Zoning Permits. The City Planner has the discretion to refer applications to the Zoning Administrator for review and final action. If the application is approved, the following must be submitted to the City:

- STLU Operating License: After the STLU Zoning Permit is approved and issued by the Planning Division, you must submit an application for an STLU Operating License to the Business Licensing Division. This is a separate application process submitted to register the property to pay Transient Occupancy Tax (TOT).

- Neighboring Property Notification Form: You must mail a letter to all property owners within 300 feet of the STLU notifying them of the following information:
 - The names of the STLU owner and of the STLU operator (if not the owner), including telephone numbers at which those parties may be reached on a 24-hour basis;
 - The City’s Code Compliance telephone number (949-366-4705) by which members of the public may file a complaint or report violations;
 - The maximum number of renters that are permitted to stay in the STLU; and
 - The maximum number of vehicles that are allowed to be parked at the property.
- Proof of vacation rental property insurance that covers the commercial lodging use of the site. A current copy of the proof of insurance for use of property as an STLU must be submitted each year with the STLU Operating License renewal.
- Record with the County Clerk–Recorder, at the owner’s expense, a “City’s Right to Notice of Change in Ownership” covenant. It must state that the property owner covenants to give the City notice of any change in ownership upon conveyance of the property. Notice must be by the owner or by the owner’s escrow agent. The STLU Zoning Permit is void as of the date of conveyance.

Can I operate an STLU after submitting a STLU Zoning Permit Application?

No. Operation of a short-term lodging unit and/or vacation rental is prohibited until both a valid STLU Zoning Permit and STLU Operating License is obtained. The property may not be used as an STLU until both City approvals are granted. To avoid disruptions in your STLU operations, the City recommends submitting your application as soon as possible.

Who do I contact for more information?

For more information and questions, please contact the Planning Division at (949) 361-6197, by email at Planning@san-clemente.org, or visit the City’s website: www.san-clemente.org.

The Planning Counter is open from 7:30 AM to 5:30 PM Monday to Thursday and 8:00 AM to 5:00 PM alternating Fridays. The Planning Counter is closed everyday from 12:30 PM to 2:30 PM, with appointments available from 1:30 to 2:30.

City of San Clemente

Short-Term Lodging Unit (STLU) Zoning Permit Application

Planning Division • 910 Calle Negocio, Suite 100 • San Clemente, CA 92673



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STLU Zoning Permit - Submittal Checklist:

- | | |
|--|--|
| <input type="checkbox"/> \$140 Permit Processing Fee | <input type="checkbox"/> Site Plan or Aerial Photograph (3 Copies) |
| <input type="checkbox"/> Application Certification (Notarized) | <input type="checkbox"/> Floor Plan (3 Copies) |
| <input type="checkbox"/> Project Narrative Letter | <input type="checkbox"/> Photographic Location Map |
| <input type="checkbox"/> Fee Schedule | <input type="checkbox"/> HOA Approval (if applicable) |
| | <input type="checkbox"/> Proof of Property Rental Insurance |

PROJECT INFORMATION

STLU Property Address:
One address/unit number per application

Zoning Designation:

APPLICANT INFORMATION

Applicant Name and/or Company:

Mailing Address:

Phone Number:

Email Address:

PROPERTY OWNER INFORMATION

Property Owner Name and/or Company:

Mailing Address:

Phone Number:

Email Address:

PROPERTY MANAGER INFORMATION (If different from above)

Property Manager Name and/or Company:

Mailing Address:

Phone Number:

Email Address:

FOR CITY USE ONLY: Permit # _____

Submittal Date: _____

Application Certification Form

(Must be completed by the applicant and property owner and notarized by a Notary Public.)

Affidavit

State of California)
County of Orange)
City of San Clemente)

I, _____ (print name), being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge.

Applicant's Signature: _____

Address: _____

Phone: (_____) _____ - _____

Application Authorization

(If you are the applicant and property owner, you must sign in both locations.)

I, _____ (print name), the owner of the real property involved in this application, do hereby consent to the filing of this application.

Owner's Signature: _____

Address: _____

Phone: (_____) _____ - _____

Subscribed and sworn before me this _____ day of _____, _____.

(Notary Public)