



CITY OF SAN CLEMENTE | PLANNING DIVISION

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Application for Short-term Apartment Rental (STAR) Permit

It is the purpose of the Short-term Apartment Rental (“STAR”) permit process to provide for the streamlined review of uses that may have an impact on the surrounding environment and require discretionary review, but due to their nature, scale or location, do not require discretionary consideration by the Planning Commission. The STAR permit process has as its purpose the same goals for uses described for the Minor Conditional Use Permit process included in section 17.16.060(A), Conditional Use Permits, Purpose and Intent, of this chapter, with the exception of the owner-specific nature of the permit not running with the land.

A STAR permit is required for each STAR that is located in a residential zone where general STLUs are not permitted, as indicated by the use tables in Chapters 17.32, Residential Zones and Standards, through 17.48, Public Zones and Standards. STARs located in zones where STLUs are permitted require a STLU Zoning Permit.

Upon the conditional approval of the STAR permit, the applicant will be required to do the following:

1. Notify all property owners within 300 feet of the subject property of the following information:
 - a. The names of the STAR owner/ operator, including telephone numbers at which that party may be reached on a 24-hour basis.
 - b. The City’s Code Enforcement telephone number by which members of the public may report violations of this chapter.
 - c. The maximum number of renters that are permitted to stay in the unit(s).
 - d. The maximum number of vehicles that are allowed to be parked at the property.
2. Obtain, and maintain, vacation rental property insurance that covers the commercial lodging use of the site. Proof of insurance shall be provided to the Community Development Director or his or her designee. Proof of insurance for use of property as an STLU must also be resubmitted each year.
3. 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.
4. Apply for and receive a STLU operating license from the City’s Finance Department. This is a separate application process to register the property to pay Transient Occupancy Tax, and is to be done only after the STAR permit is approved.

Application Checklist

(to be completed by Planning Division)

Application Date: ____ / ____ / _____

File Number: _____

Received By: _____

Receipt Number: _____

Fees: _____

Related File(s): _____

	Submitted	Not Submitted	Not Required
Completed Application			
Application Certification (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Description (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Checklist (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of Environmental Setting (Letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative (Letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Plans and Related Information			
Plans (ask Planning staff for number of sets needed)			
Detailed site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs and Photographic Location Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOA Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Noticing Requirements			
Property Owner List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification Radius Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification Envelopes (1 set)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Notification Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application Submittal

COMPLETED APPLICATION

To assure that your project is reviewed as expeditiously as possible, please submit a complete package 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.

Application Certification (Page 9)

This form must be signed and notarized by the property owner (and the applicant, if other than the property owner) before an application may be submitted.

Project Description (Page 10)

This form provides the City with contact information for the applicant, owner, and any other persons related to the project.

Environmental Checklist (Page 12)

The purpose of this form is to inform the City of the basic component of the proposed project so that the City may review the project pursuant to the California Environmental Quality Act.

Project Narrative

In addition to the information requested in this section, please provide on an attached sheet a detailed description of the proposed project, including the use, number of renters, and any other details which would help the City understand the impacts of the proposed project.

Fees

The filing fee collected with this application is used solely to cover the City's cost of discretionary review (review by the Zoning Administrator). If this application receives discretionary approval, fees may be required for administrative review (review for the purpose of receiving building permits and/or a business license).

DEVELOPMENT PLANS AND RELATED INFORMATION

Unless exempted by Planning staff or otherwise indicated in this form, all of the following plans and other materials must be provided as part of a complete application. Only plans conforming with the following guidelines will be deemed complete by the project planner and forwarded to the appropriate review bodies:

1. All plans shall be drawn on uniform sheets of 11" x 17", 24" x 36" or 30" x 42".
2. All site, landscape, grading and drainage plans shall be drawn to scale (ex. 1" = 20', 1" = 30', 1" = 40', or 1" = 50') with the scale clearly labeled. Grading plans shall be in an engineering scale not exceed 1" = 40'
3. All elevations shall be drawn to an architectural scale no smaller than 1/4" = 12". A scale of 1/8" = 12" may be used for larger commercial or industrial buildings or other large buildings as determined by the Planning Division

4. All required plans may be required to provide information in the following pages, collated and stapled together into development package sets, and **folded** to 8" x 12" for submittal
5. The site plan shall be the first sheet of the development package
6. All sheets shall include a title block with the project name and project location
7. All plans shall be clear, legible, and accurately scaled and drawn
8. All plans shall be clearly labeled with sheet title and type of application (AP, CUP, SPP, etc.)
9. Title report(s) no older than six months may be required

Detailed Site Plans (ask Planning staff for number of sets needed)

1. Location and vicinity map
2. Precise legal description
3. All site plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols
4. All existing and proposed contours, streets, sidewalks, alleys, driveways, drainage facilities, street lights, and curb cuts on site and within 20 feet of the site (full right-of-way of streets and alleys shall be shown). Indicate whether streets and alleys are public or private. Larger developments are subject to additional requirements.
5. Subject property dimensions, lot lines and size of site in square feet and acres
6. Existing and proposed land use
7. Indicate existing structures with solid lines. Structures or portions of structures to be removed shall be clearly labeled as dashed lines.
8. Location, dimensions, nature and status of all existing and proposed easements
9. All existing trees (common name, height and trunk dimension) and any special topographical features, landmarks, etc. with trees to be removed or relocated indicated by dashed lines
10. All existing and proposed street improvements including, sidewalks, curb, gutter, pavement, street lights, fire hydrants, fire protection service lines, street trees, water meters, drainage structures, sewer and water main and service lines (Indicate whether public or private)
11. Distance between structures on the subject site
12. Distance from structures to front, side and rear property lines and show required setbacks
13. All on-site parking and circulation facilities, existing and proposed including dimensions for aisles, curb cuts, driveways, loading zones, standard and handicap parking stalls
14. Path of travel from public way and handicap parking stalls to primary entrance(s)
15. Show edge of roof, roof overhang, and distance to property line to roof edge
16. Location of any proposed and existing freestanding signage
17. Location, height and composition of all walls and fences, existing and proposed
18. Location and dimensions of all trash enclosures, including wall and gate materials
19. Table Indicating:
 - a. Applicable development standards and the project's compliance/noncompliance with each requirement

- b. Square footage of lot
 - c. Parking breakdown by use
 - d. Square footage of proposed structures, additions, and remodel area
 - e. Cover sheet shall include building data (occupancy classification, construction type, building height, number of stories, area of existing buildings, building area of proposed addition, and proposed remodel area)
 - f. Indicate whether existing structure(s) has/have fire sprinklers
20. Location of all fire protection devices including post indicator valves, detector check (backflow prevention equipment) and fire department connection
21. Locate all existing and proposed utility boxes and vaults and any relocation sites if applicable
22. Location of existing and proposed bike racks

Floor Plans (ask Planning staff for number of sets needed)

- 1. Interior layout and dimensions of all floors
- 2. Finished floor elevations of ground floors
- 3. Show all rooms and their use
- 4. Provide exiting analysis to show compliance with California Building Code requirements
- 5. Differentiate between existing (E) and new (N) elements
- 6. If demolition work is proposed, provide a separate demolition floor plan showing extent of proposed work, including exterior/interior wall finishes, ceiling finishes, and roof coverings to be removed
- 7. Building cross sections with vertical floor-to-floor/floor-to-roof dimensions

Photographs and Photographic Location Map

Please mount the photographs on 8 1/2" x 11" paper and include a photographic location map as shown in Figure 2, below.

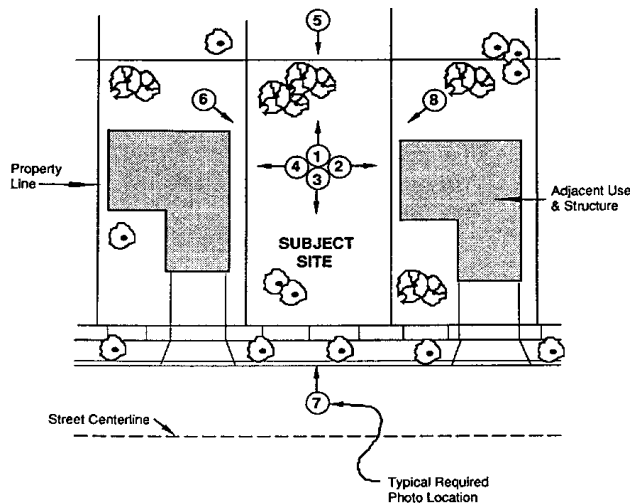


Figure 2. Photographic Location Map

PUBLIC NOTICING INFORMATION

The City of San Clemente requires that applicants for development proposals be responsible for providing certain information in the public notice process. The information for which the applicant is responsible is detailed below. All required noticing information must be submitted to the City before an application will be accepted.

Property Owner List

From the current county tax assessor's rolls, the applicant shall compile a mailing list containing the names, addresses and assessor's parcel numbers of all the owners of real property within 300 feet, as measured from the exterior boundaries of the subject property.

The mailing list shall also include the property owners of the subject property, the principal agents and/or consultants involved in the application, and homeowners or property owners' associations covering adjacent property or properties within 300 feet of the subject property. The mailing list shall be submitted with the application. Typically the list can be prepared by a title company or ownership listing service which will issue the list on a set of gummed labels. These labels can be used to address the noticing envelopes (See below). A copy of the labels will be acceptable as the property owner list.

Notification Radius Map

The applicant shall prepare a map at 1:100 scale which indicates the location of the subject property and illustrates the 300 foot radius boundary and all parcels within the boundary. The map shall be submitted with the application.

Notification Envelopes

The applicant shall prepare a business sized envelope for mailing to each name on the property owner list. Envelopes must be return addressed to the City of San Clemente. The assessor's parcel number must appear on the envelope and should not be placed at or near the bottom of the address as it may be mistaken for a zip code. It is the applicant's responsibility to pay for postage. Each envelope shall include a postage stamp. One set of envelopes must be provided with the application unless a Tentative Parcel Map, Tentative Tract Map, General Plan Amendment, Specific Plan Amendment, Zoning Amendment, Abandonment or Encroachment application is included, in which case two sets of envelopes are required.

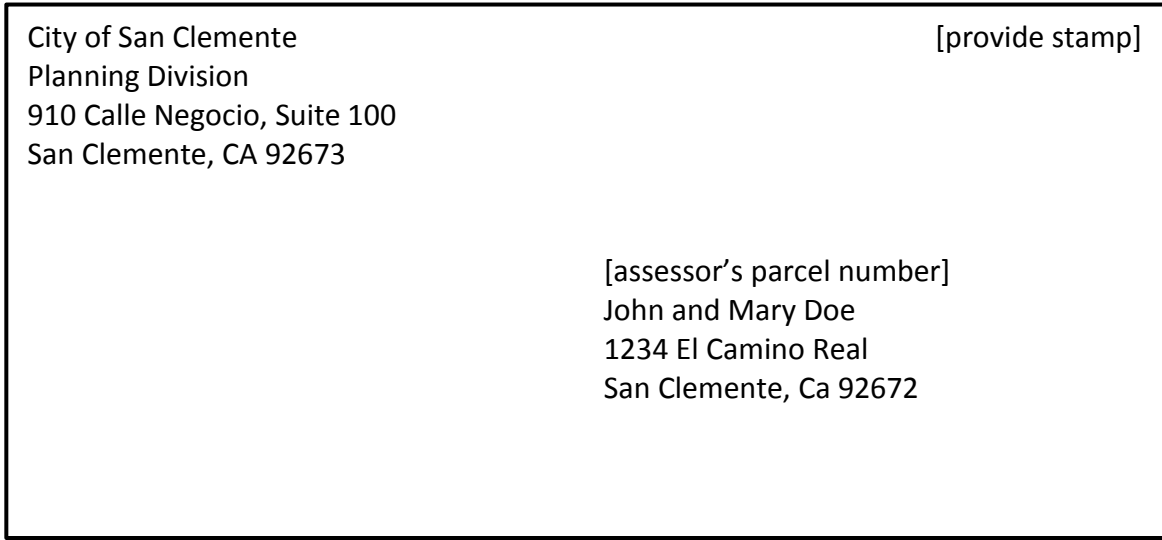


Figure 3. Properly Prepare Envelope

Letter of Notification Certification

The applicant shall submit with the application, a letter of certification (attached) which assures that the property owner list contains the names, addresses and assessor's parcel numbers of all persons to whom all property is assessed as they appear on the latest available assessment rolls of the County of Orange within the area described by the appropriate radius as measured from the exterior boundaries of the subject property.

Mailing, Posting, and Publishing

Ten (10) calendar days prior to the scheduled public hearing, the City will mail the public notices, and cause a public notice to be published in a newspaper of general circulation. The applicant shall be responsible for posting notification of the public hearing upon the subject property. The City will notify the applicant of this obligation and will provide the posting notification. Failure to comply with these procedures will result in delays in the scheduling of public hearings.

ADDITIONAL SUBMITTAL REQUIREMENTS

Prior to scheduling for review by the Zoning Administrator, the following items may be required:

- 8 ½" x 11' KP5 reduction 1 each of the following (upon determination that application is complete):
 1. Site plan
 2. Floor plans
 3. Elevations
 4. Roof plans
 5. Landscape plans
- Additional sets of plans for Commission/Council (revised, as needed)
- Traffic study
- Noise Study
- Preliminary title report
- Other information deemed necessary by staff to adequately review the project

Application Certification

(to be completed by applicant and owner(s))

Affidavit

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

I, _____, being duly sworn, depose and say that I am the applicant
(print name)
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** the owner, you must sign in both locations.)

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

Applicant’s Signature: _____

Address: _____

Phone: (_____) _____ - _____

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

(Notary Public)

Project Description

(to be completed by applicant)

Name of Proposed Project: _____

Location of Project: _____

Lot(s): _____ Block: _____ Tract: _____

Assessor's Parcel Number(s): _____ - _____ - _____

General Plan Designation: _____ Zoning Designation: _____

Applicant

Name: _____

Address: _____

Daytime Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Email Address: _____ @ _____ . _____

Owner and Operator

Name: _____

Address: _____

Daytime Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Email Address: _____ @ _____ . _____

Primary Contact for Applicant

Name: _____

Address: _____

Daytime Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Email Address: _____ @ _____ . _____

Residential Project Summary

(to be completed by applicant)

PROJECT AREA		ACRES	SQUARE FEET	
Gross (including area to centerline of abutting streets)				
Net (exclusive of dedication for major external and secondary streets)				
AREA DISTRIBUTION (BASED ON NET AREA)		ACRES/SQ. FT.	% OF NET AREA	
Lot coverage				
Landscape coverage				
DWELLING UNITS (BASED ON NET AREA)		NUMBER	NET DENSITY	
Dwelling units				
BUILDING HEIGHT		ALLOWED	PROPOSED	
Top of roof				
Plateline (if applicable)				
Number of stories				
SETBACKS		REQUIRED	PROPOSED	
Front side				
Right side (facing property)				
Left side (facing property)				
Rear				
Canyon/bluff				
PARKING	SPACE REQUIRED		SPACE PROVIDED	
	COVERED	UNCOVERED	COVERED	UNCOVERED
Single family				
Duplex				
Multifamily/condominium:				
Studio				
One bedroom				
Two bedroom				
Three bedroom				
Four bedroom				
Guest parking				
TOTAL				

Environmental Checklist

(to be completed by applicant)

Will the proposed project result in:

	Yes	No
1. Change in existing features of any bays, tidelands, beaches lakes or hills, or substantial alterations of ground contours?	<input type="checkbox"/>	<input type="checkbox"/>
2. Change in scenic views or vistas from existing residential areas, public lands or roads?	<input type="checkbox"/>	<input type="checkbox"/>
3. Change in pattern, scale or character of general area of project?	<input type="checkbox"/>	<input type="checkbox"/>
4. Significant amounts of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>
5. Change in dust, ash, smoke, fumes or odors in vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
6. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>
7. Substantial change in existing noise or vibration levels in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
8. Site is on filled land or on slope of 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
9. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?	<input type="checkbox"/>	<input type="checkbox"/>
10. Substantial change in demand of municipal services: police, fire, water, sewer, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
11. Substantially increase fossil fuel consumption: electricity, oil, natural gas, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
12. Related to a large project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>

If you answer yes for any of the items above, please discuss the details below. If you need more space for your response, continue on a separate sheet.

Letter of Notification Certification

(to be completed by applicant)

I, _____, hereby certify that the attached list contains the names,
(print name)
addresses, and assessor's parcel numbers of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Orange within the area described by the required 300 foot radius measured from the exterior boundaries of the property legally described as:

Applicant/Representative Signature: _____

Date: ____ / ____ / _____