



SHORT TERM RENTAL APPLICATION CHECKLIST

SHORT TERM RENTAL(S): Effective March 10, 2020, the City Council amended the Short Term Rental Ordinance (Municipal Code Section 159.510 through 159.521) (Ord. No. 20-01).

DEFINITIONS: **Short Term Rentals** are defined as: A private residential dwelling, or any portion of such dwellings, such as, but not limited to, a single family detached unit or multiple family attached or detached unit, apartment house, condominium, cooperative apartment, lodging, or sleeping purposes for any period less than thirty consecutive days, in exchange for any form of payment. The definition of short term rental does not include “House Swapping” where no money exchange is occurring or “Vacation Rentals”.

WHERE ARE SHORT TERM RENTALS PERMITTED?

Short Term Rentals are permitted in the Single Family Residential (R-1), Two Family Residential (R-2) and Multiple Family Residential (R-3) Zone Districts of the City subject to approval of an Administrative Permit in accordance with Section 159.476 of the Auburn Municipal Code.

ADMINISTRATIVE PERMIT

The procedure for obtaining an Administrative Permit includes:

1. Submit a complete application with the Planning and Public Works Department.
2. A public notice will be mailed to the property owners within 100 feet of the subject property informing them of the proposed Short Term Rental Unit and asking them if they have any objections and a public hearing be held on the matter. This notice will contain a date deadline for requesting, in writing, a public hearing.
3. If no one makes a written request for a public hearing, an Administrative Permit will be issued subject to standard conditions specified in the Short Term Rental Ordinance.
4. In the event a public hearing is requested, an application and filing fee will be required of an applicant to forward the application to the Planning Commission. If the applicant does not elect to forward the application to the Planning Commission, it shall be deemed withdrawn.
5. If a public hearing is requested before the Planning Commission, a second notice will be sent out notifying property owners within 100 feet of the subject property of a public hearing and its time, date and location. The Planning Commission’s decision is appealable to City Council by the applicant or appellant. The appeal fee must be filed with the City Clerk within 10 calendar days of Planning Commission action.



Application Checklist: All of the following listed items shall be submitted as part of this application request, unless indicated otherwise or deemed inapplicable by City staff.

1. One (1) completed copy of the application form.
2. Two (2) copies of an 8.5” by 11” site plan showing the proposed additional parking.
3. Two (2) copies of an 8.5” by 11” floor plan identifying the rooms to be rented, bathroom and cooking facilities.
4. The appropriate non-refundable filing fee.

NOTE: SUBMITTAL OF AN APPLICATION DOES NOT IMPLY APPLICATION ACCEPTANCE OR APPROVAL. THE STAFF WILL REVIEW THE APPLICATION AND MATERIALS WHICH WILL BE DEEMED COMPLETE AND ACCEPTED ONLY IF ALL REQUIRED ITEMS HAVE BEEN INCLUDED.

CITY OF AUBURN

1225 Lincoln Way Auburn, California 95603 (530) 823-4211

UNIVERSAL APPLICATION FORM

Information to be completed by applicant

1. Project Information

- a. Project Name _____
- b. Project Address _____
- c. Assessor's Parcel Number(s) _____
(include APN pages) _____
- d. Subdivision/parcel map lot number (include copy of map) _____
- e. Lot Size _____
- f. Gross Floor Area/Number of Lots/Units _____

2. Project Description (specify the nature of the request) _____

3. Applicant Information

- a. Name (printed) _____ Signature _____
- b. Mailing Address _____
- c. Phone _____ Fax _____
- d. E-mail _____

4. Property Owner Information

- a. Name (printed) _____ Signature _____
- b. Mailing Address _____
- c. Phone _____ Fax _____
- d. E-mail _____

5. Authorized Representative (if other than applicant; letter of authorization to be included)

- a. Name (printed) _____ Signature _____
- b. Mailing Address _____
- c. Phone _____ Fax _____
- d. E-mail _____

I certify that the foregoing is true and correct.

Applicant/Authorized Representative
Please print _____

Signature _____ Date _____



GOOD NEIGHBOR BROCHURE FOR SHORT TERM RENTALS

City of Auburn Planning & Public Works Department
1225 Lincoln Way, Auburn, CA 95603
(530) 823-4211

The City of Auburn Permits Short Term Rentals in the R-1, R-2 and R-3 Zones of the City subject to approval of an Administrative Permit and compliance with development standards and the Auburn Municipal Code.

Please be advised that loud music, unruly parties and on street parking are prohibited by City ordinance as follows:

Number of Overnight Guests - The maximum number of overnight guests or a short term rental shall not exceed two persons per bedroom, excluding children under the age of twelve (12). Additional daytime guests are allowed between the hours of 7:00 a.m. and 10 p.m.

Noise - The City prohibits renters from using sound devices or disturbances as outlined in A.M.C. Chapter 93.

Parking - Renters and their guests shall park in the garage, carport, driveway, or directly in front of the rental property. All overnight renters shall park on the rental property and not on the street.



Violations can result in citations, fines, and revocation of permit(s). Please use common courtesy and respect the neighborhood in which you are staying and it will be an enjoyable experience for all.

Be advised, if you have any complaints, or want to report any violations outlined in this brochure, you may call the City's Code Enforcement Officer at 823-4211 ext. 209.

**Effective March 10, 2020
Ordinance No. 20-01**