

Draft letter to notify neighbors of intended Transient Vacation Rental.

HOMEOWNER'S NAME
HOMEOWNERS ADDRESS
TELEPHONE #

DATE

**NOTICE OF PENDING APPLICATION FOR
PROPOSED TRANSIENT VACATION RENTAL**

TO:
Neighbors Name
Neighbors Address

This notice is being sent to you because you are located within (distance to proposed, ex: .25 mile) Transient Vacation Rental (TVR) Property to be operated at address listed below. An application for a TVR in or near your neighborhood has been filed with County of Sonoma Permit and Resource Management Department in accordance with (Sonoma County Code #####) and (TVR Ordinance #####) on _____.

The Transient Vacation Rental Permit No. TVR-#####

Applicant(s) Name(s): _____

Property Address: _____

APN: _____

TOT Certificate #: _____

You can access the Sonoma County code at: (Include website link)

You can access the TVR Ordinance at: (Include website link)

If you have any concerns or questions regarding this application and proposed operations, please contact (Name of Sonoma County Department Rep and phone number and email address). The deadline for comments, questions, concerns, or objections is:
_____.

Attached are the rules and standards for operating a Transient Vacation Rental for your reference:

RULES AND PERFORMANCE STANDARDS

Property Address: _____

TOT Certificate No: _____ **APN** _____

1. **Guestrooms.** This vacation rental is permitted to have up to _____ guestrooms.
2. **Maximum Overnight Occupancy.** The maximum overnight occupancy for this vacation rental is _____ persons, not including children under three (3) years of age.
3. **Maximum Number of Day Guests and Visitors.** The maximum number of registered guests and their visitors allowed during the day is _____ persons. This limit does not apply to children under three (3), nor does it apply on Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve or Christmas.
4. **Limit on Number of Residences or Structures.** Only one (1) tenant group shall be allowed on-site at any given time. Up to two (2) structures may be used by the single tenant group, if allowed by this permit. Tents, yurts, and RVs are not allowed for vacation rental use.
5. **Parking.** This vacation rental must provide at least _____ off-street parking space(s). The maximum number of vehicles allowed for overnight guests is _____.
6. **Noise.** All activities associated with the vacation rental shall meet the General Plan Noise Standards. Quiet hours are between 10:00 p.m. to 7:00 a.m. Outdoor amplified sound is prohibited at all times.
7. **Pets.** If allowed, pets and service animals must be secured on the property at all times. Continual nuisance barking by unattended pets is prohibited.
8. **Trash and Recycling Facilities.** Recycling and refuse storage bins shall not be stored within public view unless in compliance with neighborhood standards.
9. **Septic Systems and Sewer Connections.** The owner shall maintain a property functioning septic system or sewer connection.
10. **Outdoor Fires.** Outdoor fires, when not prohibited by state or local fire bans, shall be allowed only in permitted fire pits and shall be extinguished when not in use, or before 10:00 p.m., whichever is earlier.

24/7 Property Manager: _____ **24-hour Phone:** _____