

# SHORT-TERM RENTAL LICENSE APPLICATION

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPT.

Civic Center: 110 E. Main Street, Los Gatos, CA 95030

Phone: (408) 354-6874 FAX: (408) 354-7593

**FEES:**

New STR Use: \$262.20

Change of STR Owner: \$176.70

Renewal by Same Owner: None

[Section 14.140 of the Los Gatos Town Code](#) defines a Short-Term Rental (STR) as “the practice of renting a portion of or an entire home to a person or group of people for periods of less than 30 nights.” An STR license is a permission to operate a short-term rental in accordance with Section 14.140 of the Town Code.

## SHORT-TERM RENTAL LICENSE APPLICATION PROCESS

- Submit Business License/TOT Registration form to Finance Department with STR License application for Planning Division review (including all applicable submittal requirements).
- Once both applications have been reviewed for approval, fees are collected.
- The Business License with STR License Number is issued.
- Annual renewal of Business License with STR License is required at the end of each calendar year.
- Transient Occupancy Tax (TOT) Remittance form is required to be submitted every quarter to the Finance Department with tax payments, if applicable.

### 1. PROPERTY DETAIL:

Address of STR property: \_\_\_\_\_ APN: \_\_\_\_\_

Rental type (entire home, single-room, accessory building or unit, etc.): \_\_\_\_\_

(Note: STRs are prohibited in new accessory dwelling units approved after February 6, 2018, senior housing units, Below Market Price units, and apartment complexes. STR licenses shall be capped at five percent of the Town’s housing stock)

### 2. APPLICANT REQUEST:

Hosted Rental (180 nights max/yr)     Un-Hosted Rental (30 nights max/yr)     Both

New Application

Update Existing STR license

Annual Renewal with NO changes (may skip to Section 7)

Hosting platform(s) to be used: \_\_\_\_\_

- ### 3. HOST/ADDRESS INFORMATION:
- Host means the person(s) who is the owner of record of residential property, and responsible for offering a dwelling unit, or portion thereof, for STR either through a hosting platform or individually, and holds the license to operate the STR. The STR property must either have the same address or be located on the same parcel as that of the host’s primary residence. (Documentation of primary residence outlined in Section 6 must be provided)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

- ### 4. REPRESENTATIVE INFORMATION:
- If different from host, local representative (person or company) who can be contacted 24 hours a day regarding the use of the property or complaints related to the STR, whose address is within a 30-minute travel time of the property and the representative is able to manage the STR, respond to reported issues, contact the tenant regarding complaints received, and/or be physically present at the STR to address complaints within 60 minutes from the time of notification.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

- ### 5. OCCUPANCY & PARKING:
- The maximum number of overnight occupants (aged 18 or older) allowed within an STR shall be two persons per bedroom, plus one additional person per unit. In areas where the Town does not provide permitted on-street parking for residents, all STR parking must remain on-site. In areas where the Town provides permitted on-street parking for residents, STR parking is limited to use of the standard two guest parking passes purchased through the Police Department. No additional parking passes will be provided for STRs.

No. of **hosted** STR bedrooms: \_\_\_\_\_ Max. No. of **hosted** overnight occupants: \_\_\_\_\_

No. of **un-hosted** STR bedrooms: \_\_\_\_\_ Max No. of **un-hosted** overnight occupants: \_\_\_\_\_

No. of on-site parking spaces: \_\_\_\_\_ No. of guest parking passes available (in permitted-parking areas): \_\_\_\_\_

**6. SUBMITTALS:** the following items must be provided:

- \_\_\_ Documentation of host's primary residence. At least two of the following: Motor vehicle registration, driver's license, voter registration, tax documents showing the property as the host's residence, or a utility or cell phone bill from the past 60 days (a person may only have one primary residence and must reside there for a minimum of 9 months per year) *\*Please note the Town will review these documents at the counter but will not keep them;*
- \_\_\_ Certificate of Occupancy for the property (or completed Health and Safety Inspection) issued by the Building Official;
- \_\_\_ HOA Letter of Approval (if applicable);
- \_\_\_ Advertisement, including listing numbers and/or URL/website addresses of where the STR is advertised; and
- \_\_\_ Any other information which the Community Development Director requires to properly administer the STR license.

**7. ACKNOWLEDGMENTS:**

I acknowledge that I have read and understand [Section 14.140 of the Los Gatos Town Code](#) regarding STR regulations, including parking and occupancy requirements and the rules and requirements of the owner/host and I agree that upon approval of the application I shall abide fully by these regulations as well as any additional special conditions, requirements or restrictions which may be attached to and made a part thereof. I acknowledge that upon both booking and arrival, the rental guest will be provided a copy, either physical or electronic, of the Town's **Noise Ordinance, Short-Term Rental Ordinance**, highlighted **parking and occupancy requirements**, and **local trash collection schedule**. I hereby authorize the Community Development Department to conduct a site visit upon STR License application during the Town's normal business hours and with reasonable notice to confirm the number of bedrooms and number, location, and availability of on-site parking spaces as stated within this application if necessary. I further understand and agree that any violation of the regulations governing STRs is grounds for fines or revocation of this approval by the Community Development Director, and I agree that upon receipt of written notification of such revocation that I will cease the short-term rental use immediately. **Further, I certify that I am the owner of record and everything submitted in this application is true and accurate.** Signature is required prior to the issuance of this permit.

**Host Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(FOR COMMUNITY DEVELOPMENT DEPARTMENT AUTHORIZATION)**

Approval granted: Yes \_\_\_ No \_\_\_ Zone: \_\_\_\_\_ STR License No.: STR- \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Business License No.: \_\_\_\_\_ Active STR Since: \_\_\_\_\_

\_\_\_\_\_ Planner to initial after reviewing primary residence documents

\_\_\_\_\_  
Planning Division Authorization

\_\_\_\_\_  
Date

**FOR INTERNAL USE:**

**NEW STR USE**

CUO1 / PLPERMIT	\$230.00
CUO1 / PLTRACK	9.20
CUO1 / PLANAP	<u>23.00</u>
<b>TOTAL FEE</b>	<b>\$262.20</b>

**CHANGE OF STR OWNER**

CUO2 / PLPERMIT	\$155.00
CUO2 / PLTRACK	6.20
CUO2 / PLANAP	<u>15.50</u>
<b>TOTAL FEE</b>	<b>\$176.70</b>