



CITY OF ROCKLIN  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 3970 ROCKLIN ROAD  
 ROCKLIN, CA 95677  
 PH: 916-625-5120

**SHORT-TERM RENTAL PERMIT APPLICATION**

SECTION ONE: SITE INFORMATION	
<b>Site Address:</b>	
Is this the applicant's primary residence?*	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Primary Rental Listing URL:</b> _____ <b>Additional Rental Listing(s) URL:</b> _____	
Is the site subject to Covenants, Conditions, & Restrictions ("CC&R's") or Homeowner Association rules ("HOAs")?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, applicant must submit a copy of the CC&R's or HOA'S with this application to the City of Rocklin.	
<b>**OFFICIAL USE ONLY**</b>	
<b>Assessor Parcel Number:</b>	<b>Zone:</b>

SECTION TWO: APPLICANT INFO/CONSENT OF PROPERTY OWNER	
Applicant Name:	
Applicant 24-hour Phone:	
Applicant Email:	
Responsible Person:	Emergency Contact Number:
*If the responsible person is not the property owner, property owner must acknowledge requirements* <i>Applications will not be accepted or processed without signed property owner consent</i>	
Property Owner Name:	
Property Owner Signature:	Date:

SECTION THREE: SECONDARY POINT OF CONTACT (IF NOT APPLICANT'S PRIMARY RESIDENCE)	
Secondary Point of Contact Name:	
Secondary Point of Contact 24-hour Phone:	
Secondary Point of Contact Email:	
Secondary Point of Contact Address:	

SECTION FOUR: DOCUMENTS REQUIRED AT TIME OF APPLICATION (RMC 5.22.050 (3))
The following documents are required to be included with the application:
<ul style="list-style-type: none"> <li>a. Floorplan</li> <li>b. Parking location(s)</li> <li>c. Copy of Business License if applicable</li> <li>d. Proof of Insurance</li> </ul>

**SECTION FIVE: REGISTRY REQUIREMENTS (RMC 5.22.070) AND PERFORMANCE STANDARDS (RMC 5.22.080)**

I understand the following registry requirements and performance standards regarding short term rentals (initial each item):

	<p><b>REGISTRY REQUIREMENTS:</b></p> <p>Every permittee within the City of Rocklin shall keep a register containing the following information for each person who stays at the short-term rental, and shall maintain such register for a period of 18 months. The Register shall be available for inspection by the City’s Director of Community Development, and the Rocklin Police Department.</p> <ul style="list-style-type: none"> <li>a. Name</li> <li>b. Address</li> <li>c. Vehicle year, make, model, color</li> <li>d. License plate</li> <li>e. State in which the vehicle is registered</li> <li>f. Date of arrival</li> <li>g. Date of departure</li> <li>h. Number of guests</li> <li>i. The amount of rent paid by lodgers for each night of lodging</li> </ul>
_____	<p><b>PERFORMANCE STANDARDS:</b></p> <p>A. No permittee shall, for compensation, provide lodging for more than six people, or two people per number of bedrooms, whichever is greater, at any time in a short-term rental. Permittee shall not allow guests at the short-term rental in excess of this limit after 10 p.m.</p>
_____	<p>B. No permittee shall rent the short-term rental to a person under the age of 21, or rent to a person who is not also lodging at the short-term rental.</p>
_____	<p>C. No permittee may rent both a dwelling unit and an accessory dwelling unit on the same parcel. It is the intent of this section that only one dwelling is rented on a short-term basis per parcel.</p>
_____	<p>D. No permittee may rent a property for more than 90 days per year as a short-term rental.</p>
_____	<p>E. The permittee or designated secondary contact must be able to be onsite and respond to any complaints within 30 minutes of notification, regardless of the time of day.</p>
_____	<p>F. All parking associated with the operation of the short-term rental shall be onsite or on the street located in from of the subject parcel if on-street parking is permitted, and in compliance with all provisions of the City Code.</p>
_____	<p>G. A permittee shall post a copy of the short-term rental permit in a conspicuous place inside the short-term rental.</p>
_____	<p>H. All persons operating a short-term rental shall identify the city short-term rental permit number in any advertisement for that rental.</p>
_____	<p>I. No permittee shall allow any special event that would otherwise require a city permit.</p>
_____	<p>J. No permittee shall post on the exterior of the short-term rental or the parcel where the short-term rental exists, any sign or writing visible from the exterior of the short-term rental indicating that the dwelling is available for rent.</p>
_____	<p>K. All short-term rentals shall comply with any and all federal, state, and/or local laws, including, without limitation, all zoning requirements and California Building Standards Code and Fire Code, as adopted by the City of Rocklin.</p>

**SECTION SIX: AGREEMENT AND SIGNATURE**

I hereby certify under penalty of perjury that the answers I have given are true and correct to the best of my knowledge and belief, and I understand and agree that any false or misleading answer will result in denial or revocation of any permit. Further, the City is hereby authorized to seek and verify information in this application. I understand verification of the accuracy of the application information is a matter of public record and may be made available to interested parties upon request.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*To read the entire Short-Term Rental Ordinance, go to <https://sirepub.rocklin.ca.us> and select Search City Documents for Ordinance No. 1118.