



# TEMPORARY RENTAL UNIT (TRU) APPLICATION

County of Ventura - Resource Management Agency – Code Compliance Division  
800 South Victoria Avenue L#1760 Ventura, CA 93009  
805-654-3506 Office • 805-477-1588 Fax

## **APPLICATION INSTRUCTIONS**

1. Applicants are required to submit this completed application and required documentation, prior to the processing of the application. A T.R.U. permit cannot be issued until a site inspection verifying the property meets applicable building and zoning code requirements is completed.
2. Current application fee for a homeshare or short-term rental is \$1,195.00
3. A refundable compliance monitoring deposit is also required prior to permit issuance. The deposit for a short-term rental is \$500.00 and for a homeshare \$100.00.
4. Refunds are not provided after the application has been submitted.
5. If granted, a T.R.U permit is valid for one year from the date of issuance.
6. Permits will automatically expire upon the sale or transfer of ownership of the property. The application fee is non-refundable.
7. If it is determined after issuance that the application is not accurate, true or correct, or that fees have not been paid, the T.R.U permit will be revoked.

## **DEFINITIONS**

### **Homeshare:**

A dwelling which is the primary residence of an owner who possesses at least a twenty percent ownership interest in the subject parcel, with any portion of the dwelling rented for a period of less than thirty consecutive days when said owner is physically present in the same dwelling, with no meals or food provided to the renter or renters. A homeshare is not considered a home occupation under this Chapter. Use of a dwelling for occasional home exchange is not considered a homeshare.

### **Short-Term Rental:**

A dwelling, any portion of which is rented for a period of less than thirty consecutive days when the owner is not physically present, with no meals or food provided to the renter or renters. A short-term rental is not considered a home occupation under this Chapter. Use of a dwelling for occasional home exchange is not considered a short-term rental.



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## Application Type

- New Homeshare                       Homeshare Renewal: Permit # \_\_\_\_\_
- New Short-Term Rental               Short-Term Rental Renewal: Permit # \_\_\_\_\_

How will the property be managed: *Mark all that apply*     Owner     Agent     Property Manager

## Property Owner (all fields required):

Ownership Type:     Sole Proprietor     Trust     Partnership     LLC     Corporation

*If ownership type is other than sole proprietor, provide documentation listing all members of the legal entity, e.g., articles of incorporation, etc.*

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

I grant the County permission to text message this phone number for contact    Yes-    No-

Mobile #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

## Representative/Agent (all fields required):    Not Applicable

*A notarized **Authorization of Agent** form must be submitted with this application if a representative/agent will be acting on behalf of the property owner.*

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

I grant the County permission to text message this phone number for contact.    Yes  No

## Property Manager (all fields required):

*Property manager(s) must be available at all times and within 40 miles of the property.*

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Phone # (reachable on a 24-hour basis): \_\_\_\_\_

I grant the County permission to text message this phone number for contact.    Yes  No



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## TRU Property Information:

APN (Parcel #): \_\_\_\_\_ Zoning: \_\_\_\_\_

Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_ # of Parking Spaces: \_\_\_\_\_  
\_\_\_\_\_

Was the property a designated landmark prior to July 19, 2018 for properties within the Ojai TRU Overlay?

No     Yes (*Provide supporting documentation.*)

Property owner owns/operates more than one homeshare and/or short-term rental. ***If this applies, provide location information for additional homeshare(s) and or short-term rental(s).***

Location: \_\_\_\_\_  Homeshare     Short-Term Rental

Location: \_\_\_\_\_  Homeshare     Short-Term Rental

Location: \_\_\_\_\_  Homeshare     Short-Term Rental

Dwelling is on a property subject to a Land Conservation Act (LCA) contact.  
LCA #: \_\_\_\_\_

Dwelling is on a property owned by six or more owners that do not share common ancestors.



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Include any of the following additional information/documentation that you may have:

- <sup>1</sup> Not required at submittal of application but is required prior to the issuance of the TRU permit.
- <sup>2</sup> Not required at submittal of application but is required prior to the issuance of the TRU permit for a short-term rental.

- Business License/Business Tax Certification <sup>1</sup>
- Transient Occupancy Tax Certification <sup>2</sup>
- Assessor Proof of Homeowner’s Exemption (Homeshare Only)
- Proof of Required Insurance

Provider: \_\_\_\_\_ Policy #: \_\_\_\_\_

- Signed Property Owner Affidavit/Defense and Indemnification Agreement Form
- Site plan depicting the location of the TRU and use of all existing structures.

**If this is a renewal and there are no alterations to the rental unit, would you like us to use the plans provided with your previous application?** No  Yes

- Application Fee \$1,195.00

### BY SIGNING BELOW I CERTIFY THE FOLLOWING:

- I am the owner of the subject property or I am the authorized agent of the property owner and have his/her permission to obtain this permit.
- The information provided in this application and supporting documentation are true and accurate to the best of my knowledge.
- I understand that prior to the issuance of a zoning clearance, an inspection is required to verify that the property meets applicable building and zoning code requirements. If the proposed TRU does not pass the initial inspection, an additional inspection fee must be paid prior to re-inspection.

Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Manager	Print Name	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Manager	Print Name	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Manager	Print Name	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Manager	Print Name	Date



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## Property Owner Affidavit- Coastal/Non-Coastal

The County of Ventura considers the temporary rental of dwellings to be businesses that are operated in residential zones. Temporary rentals are not a by-right use. Instead, they are only allowed if operated in strict compliance with the rules and requirements of Section 8175-5.21 of the Ventura County Coastal Zoning Ordinance and Section 8109-4.6 of the Ventura County Non-Coastal Zoning Ordinance. By signing below, each owner of the subject Temporary Rental Unit agrees that the unit will comply with all applicable operational standards of Section 8175-5.21.8, and all applicable property management requirements of Section 8175-5.21.9. of the Ventura County Coastal Zoning Ordinance or Section 8109-4.6.8 and Section 8109-4.6.9 of the Ventura County Non-Coastal Zoning Ordinance Violations are grounds for permit revocation, fines, and/or criminal prosecution.

## Defense and Indemnification Agreement

By signing below, I hereby agree to defend, indemnify, release and hold harmless, the County of Ventura (“County”), its Board of Supervisors, and its agents, officials, officers, representatives, and employees, from my own and any third-party’s claims, causes of action, losses, fines, damages, liabilities, penalties, judgements and costs of any nature whatsoever, (and including, but no limited to court costs and attorney fees) arising out of or in any way related to any of the following: (1) the County’s processing, issuance, permitting, administration, or enforcement of the zoning clearance for the subject Temporary Rental Unit; (2) the construction, maintenance, use, or operations conducted pursuant to the zoning clearance for the subject Temporary Rental Unit; and (3) personal injury, death or property damage suffered by me or any third-party in connection with the subject Temporary Rental Unit. Moreover, I agree to retain at my own expense an attorney acceptable to the County to fulfill the foregoing defense obligations.

_____ Signature (Property Owner)	_____ Print Name	_____ Date
_____ Signature (Property Owner)	_____ Print Name	_____ Date
_____ Signature (Property Owner)	_____ Print Name	_____ Date
_____ Signature (Property Owner)	_____ Print Name	_____ Date



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I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project. My agent shall receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
(Include Permit or Case # if available)

Project Location: \_\_\_\_\_  
\_\_\_\_\_  
(Address, APN, and other property identification as needed)

Name of Authorized Agent: \_\_\_\_\_  
(Please Print)

Address of Authorized Agent: \_\_\_\_\_

Phone # of Authorized Agent: \_\_\_\_\_

E-mail of Authorized Agent: \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Property Owner's Name: \_\_\_\_\_  
(Please Print)

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_

**Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner shall be as shown on the latest Assessor records.**



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## **Requirements for Site Plans**

1. Paper Size: One Set of 8½” x 11” for Code Compliance
2. Each page in a set of plans shall include the following:
  - a. Assessor’s Parcel Number
  - b. Site Address: If no address assigned, use nearest cross streets.
  - c. Property owner name, address, and phone numbers
  - d. Architect/designer/engineer name, address, and phone numbers
  - e. Sheet number: 1 of 6, 2 of 6, etc.
5. Location Map on the site plan sheet should include the following:
  - a. North arrow
  - b. Show general location of existing and proposed structures and their uses.
6. Property Lines and Setbacks: Show property lines; their dimensions and distances to existing and proposed structures.
7. Location of:
  - a. Protected trees (size & type) - e.g., oaks, sycamores, historic trees, any tree 90”+ in girth
  - b. Waste disposal systems (septic tanks, leach fields)
  - c. Lakes, ponds, streams, springs, wetlands (whether intermittent or continually wet)
8. Covered parking structures and designated parking locations: garages, carports, etc.
9. Exterior signs: existing and proposed
10. Designate the use of all proposed and existing structures.
11. Show distances between all existing and proposed buildings.

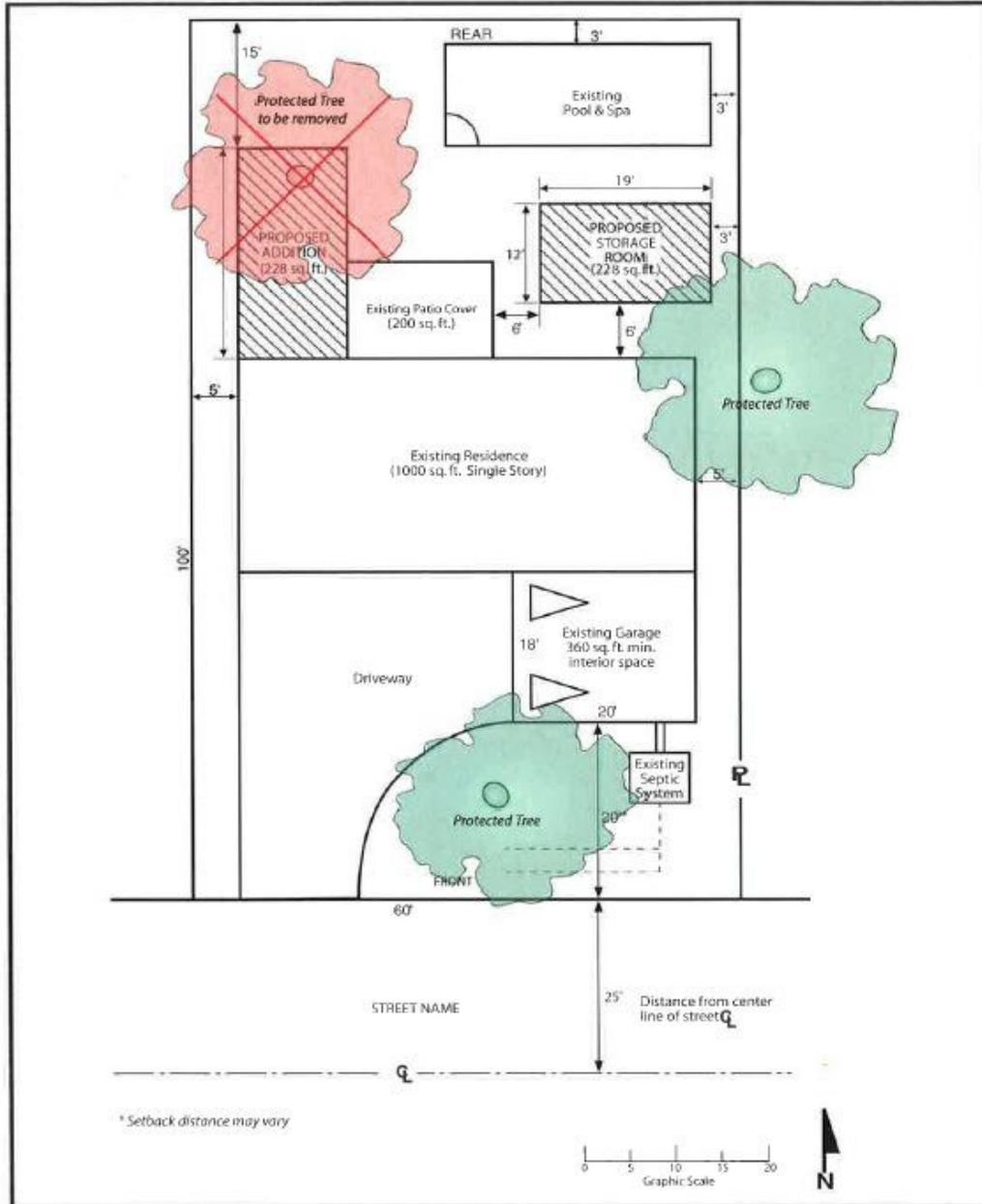
## **Requirements for Floor Plans of Proposed Rental Unit**

1. Show measured dimensions of the structure (rental unit & main house if different)
2. Show layout for all floors & levels, e.g. bedrooms, baths, kitchen, living, attics, lofts & basements etc.
3. Show location of internal required contact information posting.

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## Sample Site Plan



Assessor's Parcel Number    -  -    -

Street Address (if assigned) \_\_\_\_\_

Locality \_\_\_\_\_

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## Sample Floor Plan of TRU

