

**Mono County
Community Development Department**

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Planning Division

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Bridgeport, CA 93517
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**SHORT-TERM RENTAL
ACTIVITY PERMIT APPLICATION**

Please answer all questions as accurately and completely as possible to avoid potential delays in processing. Attach additional sheets, as necessary. See Mono County Code (MCC) Chapter 5.65 for clarifications, definitions and additional guidance.

DATE RECEIVED _____
RECEIVED BY _____
RECEIPT # _____ CHECK # _____

I. PROPERTY INFORMATION:

Address _____

Assessor's Parcel Number _____ Community _____

Land Use Designation (Select one):

- SFR ER RR MFR-L RMH

Use Permit # _____

II. RENTAL TYPE APPLYING FOR

- Type I (Owner-occupied) ~~Type II (Non-owner occupied)~~ Type III (Non-owner occupied in June Lake)

III. PROPERTY OWNER(S) INFORMATION (Please add additional pages if needed)

A. Name(s) _____

B. Telephone Number _____

C. Email address _____

D. Mailing address _____

E. Mono County Business License # _____ or
 I am in the process of obtaining a Mono County Business license

F. Mono County Transient Occupancy Tax Certificate # _____ or
 I am in the process of obtaining a Mono County Transient Occupancy Tax Certificate

If the Property Owner is a business entity, please attach a list of owners including shareholders or persons with ownership interest, the legal status of the business entity, and proof of registration with the Secretary of State.

Does the property owner have any other Short-Term Rental Permits within Mono County? YES NO

Address: _____

Are there any additional Short-Term Rental units on the property? YES NO

IV. PREMISES LOCATION AND INFORMATION

- A. ASSESSOR'S PARCEL # _____
- B. STREET ADDRESS _____
- C. Attach proof of ownership or premises
- D. Attach a "to scale" diagram of the premises, showing, without limitation, a site plan, building layout, and a parking diagram.

V. 24-HOUR CONTACT

List the following information for the 24-hour contact person. If applying for a non-owner occupied rental, a separate, fully-licensed management company or property manger is required.

Name _____

Email Address _____

Telephone number _____

California real estate license number (if applicable) _____

**Please attached certified property manager credentials.*

VI. ATTACHMENTS [MCC section 5.65]

- Proof of property ownership, and list of all owners.
- Site plan drawn to scale showing a diagram of premises, building layout, and parking plan, and floor plan if renting a room within a unit.
- A copy of the required interior and exterior signage.
- A copy of the Rental Agreement.
- Certified property manager credentials (for non-owner occupied rentals).

VII. CERTIFICATION AND ATTESTATION

_____ I hereby certify that I have furnished in the attached exhibits the data and information required for this initial evaluation to the best of my ability, and that the information presented is true and correct to the best of my knowledge and belief. I understand that this information, together with additional information that I may need to provide, will be used by Mono County to evaluate, issue and renew a short-term rental activity permit.

_____ The applicant and all persons involved in management have the ability to comply with all laws regulating short-term rentals in the State of California and Mono County, and shall maintain such compliance during the term of the permit.

_____ I hereby provide the County, its agents, and employees authorization to seek verification of the information contained in this application.

_____ I agree to comply with all requirements of Mono County Code section 5.65.110 and the Mono County General Plan.

- I have paid the required application fee.

By signing below the applicant is foregoing that the information provided is true and correct under penalty of perjury.

Signature _____ Date _____

NOTES:

Failure to provide any of the requested information may result in an incomplete application determination, processing delays, and may result in the rejection of the application.

All Short-Term Rental Permits expire August 31st of each year unless renewed or revoked in accordance with Mono County Code Chapter 5.65. Permits granted within three (3) months prior to the expiration date shall skip the first renewal cycle and instead shall expire on August 31st of the following year.

An application for renewal and/or modification shall be filed with the Community Development Department, on the form(s) and in the manner prescribed by the Department, at least thirty (30) calendar days before expiration of the permit, accompanied by the required renewal/modification fee. If the renewal application and fee are not timely received, the applicant will be required to submit a new application.

Inspections of permitted operations will be scheduled throughout the year. Failed inspections may be grounds for non-renewal.