**ADELAIDA/WILLOW CREEK AREA VACATION RENTAL SAMPLE LETTER**

**Date:** *(this letter must be sent upon submitting your application to the county)*

**Property Owner Address:** (*all property owners within 1,500-foot radius of the subject site and the applicable main County Sheriff’s Office, local Fire Agency and local Sheriff Substation are required to be notified*)

­­**SUBJECT:** Vacation Rental for *(address and assessor parcel number)*

The landowner of the property, located at *(address)*, plans to use this home as a vacation rental. County ordinance requires the applicant to notify the local sheriff’s office, fire department, and the neighboring property owners. This letter is acting as that notice.

The ordinance includes a number of development standards that are intended to minimize the impact of vacation rentals on neighboring residents. These include:

**Temporary Events.** Temporary events are not allowed on any site containing a residential vacation rental unless they are authorized under Section 22.30.610 (Temporary Events).

**On-site parking required.** All parking associated with a residential vacation rental shall be entirely on-site, in the garage, driveway or otherwise out of the roadway. Tenants of residential vacation rentals shall not use on-street parking at any time.

**Maximum Overnight Occupancy.** Maximum overnight occupancy for residential vacation rentals shall not exceed the number of occupants that can be accommodated consistent with the on-site parking requirement, and shall not exceed two persons per bedroom plus two additional persons, excluding children under five (5) years of age.

**Maximum Number of Guests and Daytime Visitors.** The maximum number of total guests and visitors allowed at any time in a single vacation rental shall not exceed the maximum overnight occupancy plus six (6) additional persons per property during the daytime, or eighteen (18) persons, whichever is less, excluding children under five (5) years of age. Daytime visitors shall not be on the property during quiet hours (10:00 PM – 7:00 AM). Vacation rentals with larger numbers of guests and visitors may only be allowed subject to approval under Section 22.30.610 (Temporary Events).

**Noise.** All residential vacation rentals shall comply with the standards of Section 22.10.120 et seq. (Noise Standards). No residential vacation rental is to involve on-site use of equipment requiring more than standard household electrical current at 110 or 220 volts or that produces noise, dust, odor or vibration detrimental to occupants of adjoining dwellings. In addition, property owners and/or property managers shall insure that the occupants of the residential vacation rental do not create loud or unreasonable noise that disturbs others and is not in keeping with the character of the surrounding neighborhood. Loud and unreasonable noise shall be evaluated through field observations by a County Sheriff, County Code Enforcement, or other official personnel, based upon a threshold of noise disturbance related to the residential vacation rental use that is audible from a distance of 50 feet from the property lines of the rental property.

If any issues arise please contact the property manager. *(name and contact information)*

Sincerely,

*(Property owner’s or agent’s signature)*